

## SWIMMING AND WATER SAFETY INSTRUCTOR K-12 STANDARD CERTIFICATE (ENDORSEMENT CODE: 1615)

**TO AVOID DELAYS:** After applying online, please submit **ALL** necessary documentation **together** in a **single packet** to the address below. If possible, please have transcripts sent to you first and then forward them in the sealed envelope(s) together with any other documents. Please include your tracking number in all correspondence with our office.

**NJ Department of Education  
Office of Certification and Induction  
PO Box 500  
Trenton, NJ 08625-0500**

This endorsement authorizes the holder to teach swimming, diving and water safety in all public schools.

**In order to be eligible for the standard certificate, you will need to meet the following:**

1. Hold a standard New Jersey instructional certificate
2. Submit a valid Cardiopulmonary Resuscitation for Professional Rescuer Certificate issued by the American Red Cross or the YMCA
3. Submit a valid Lifeguard Certificate issued by the American Red Cross or YMCA
4. Submit a valid Water Safety Instructor Certificate issued by the American Red Cross or the YMCA.

### [Fee Requirement](#)

- No checks or money orders will be accepted
- Please make the payment [online](#)
- Please notify your examiner after payment has been made.
- If your application expires after six months, you will be charged a fee of \$70.
- All fees, including money left on file, are nonrefundable

### [Online Certificate Information](#)

- All information regarding applications and certifications is now available online, including certificate name, certificate ID number, date of issuance, and expiration date, if applicable. Instructions to view this information can be found [here](#).
- In order to make certification information available more quickly, this information will appear on our website in lieu of the issuance of paper certificates. If you would like to view the status of your application, then please visit our [application status check](#).

**You cannot complete the entire application process online. After applying online, please submit ALL necessary documentation together IN A SINGLE PACKET to the NJ DOE in order to complete your application. Please put your tracking number on all documents that you send to our office.**

**IF YOU HAVE MET THE ABOVE REQUIREMENTS,  
THEN [CLICK HERE](#) TO APPLY ONLINE.**