

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

TO AVOID DELAYS: After applying online, please email any transcripts, letters, forms, copies of out-of-state certification or other required documents to certapplication@doe.nj.gov. Electronic transcripts must be sent directly from your university, college, clearinghouse or school. Please include your tracking number in the subject line of all correspondence with our office.

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

You cannot complete the entire application process online. After applying online, please email all necessary documentation to certapplication@doe.nj.gov. Electronic transcripts must be sent directly from your university, college, clearinghouse or school. Please include your tracking number in the subject line of all correspondence with our office.

If the above requirements have been met, then you may complete the online application in the Teacher Certification Information System (TCIS).