

ASSOCIATE SCHOOL LIBRARY MEDIA SPECIALIST (ASLMS) CERTIFICATE OF ELIGIBILITY (ENDORSEMENT CODE: 2845)

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**

The associate school library media specialist (ASLMS) endorsement is required for anyone who serves as a school library media specialist in all public schools under the supervision of a certified school administrator, principal or supervisor. The functions include delivery of instruction in information literacy skills, and the development and coordination of school library media programs and resources. The holder also provides instruction in the evaluation, selection, organization, distribution, creation and utilization of school library media. These media are defined as all print, non-print and electronic resources including the technologies needed for their use.

To qualify for the **Certificate of Eligibility (CE)**, you will need to present evidence of meeting these requirements:

- Bachelor's degree from a [regionally accredited](#) college or university
 - Complete **one** of the two following options:
 1. A graduate curriculum approved by the Department as the basis for the Associate School Library Media Specialist certificate
- OR**
2. A program of graduate studies consisting of at least 18 semester-hour credits in a coherent sequence of studies including the following:
 - Access, evaluation, selection and utilization of library media resources;
 - Organization and coordination of school library media programs, resources and instruction to provide a sequential course of study for students;
 - Children's literature and young adult literature;
 - Design, development and integration of information literacy skills and the library media program throughout the school curriculum;
 - Design and development of multi-media materials;
 - Utilization of current and emergent technologies in all phases of school library media programs; and
 - Field experience that includes instruction and management. This experience must be completed in a school library media center.

Please consult a [regionally accredited](#), 4-year college/university to register for courses covering these required areas of study. If you believe that you have met this study, please provide official course descriptions along with your application.

To qualify for the **standard** certificate after a CE has been issued, you will need to present evidence of meeting the requirements below:

- Possess a provisional educational services certificate with an ASLMS endorsement by obtaining employment in a position requiring the ASLMS endorsement.
- Complete a coherent college program at a regionally accredited college or university that includes a minimum of nine semester-hour credits in educational theory, curriculum design and integration, teaching methodology, student/learning development, and behavior management. **Note:** *If you believe that this study is contained in coursework already completed, please have your college or university's Department Director/Chair of your program identify the courses that fulfill the areas of study in educational theory, curriculum design and integration, teaching methodology, student/learning development, and behavior management. After you receive the information from the college, please return it to the attention of your examiner at the address above.*
- Complete a year-long school-based residency program in a school library media center. A certified school administrator, principal or supervisor shall provide supervision during the candidate's provisional year.
- Complete graduate level coursework in the associate school library media topics that were not included in your library media program.

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.**