

# READING SPECIALIST STANDARD CERTIFICATE (ENDORSEMENT CODE: 3310)

**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 reading specialist endorsement is required for service as a reading specialist in grades preschool through 12. A reading specialist conducts in-service training of teachers and administrators, coordinates instruction for students or groups of students having difficulty learning to read, diagnoses the nature and cause of a student's difficulty in learning to read, plans developmental programs in reading for all students, recommends methods and material to be used in the district reading program, and contributes to the evaluation of the reading achievement of students.

#### **Master's Degree Requirement**

- A master's or higher degree is required from a [regionally accredited](#) college or university. Official transcripts documenting the master's degree conferral must be submitted.

#### **Record of Professional Experience**

- Please submit the [Record of Professional Experience form](#) which must be filled out by your employer documenting two years of successful, fulltime teaching experience.

The New Jersey Department of Education will make the final determination as to whether or not the experience meets NJ regulation.

#### **Required Graduate Study**

- **30 graduate semester-hour** credits including the specified areas of study below:

- Reading Foundations
- Diagnosis of Reading Problems
- Correction of Reading Problems
- Supervised Practicum in Reading
  
- Study in at least 3 of the following areas:
  - Children's or Adolescent Literature
  - Measurement
  - Organization of Reading Programs
  - Psychology
  - Staff Supervision
  - Linguistics
  - Special Education
  - Research
  - Foundations of Education
  
- Elective credits in any of the 13 areas listed above.

#### **NOTE**

- All graduate credits must appear on a [regionally accredited](#) 4-year college/university transcript.
- Please provide official course descriptions from all graduate coursework that covers the above required study areas.

### **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.