

# **STUDENT ASSISTANCE COORDINATOR (SAC) CERTIFICATE OF ELIGIBILITY (ENDORSEMENT CODE: 3461)**

**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 Student Assistance Coordinator (SAC) endorsement authorizes the holder to perform the functions of a student assistance coordinator in grades preschool through 12. The position of SAC shall be separate and distinct from any other employment position in the school. The functions of the SAC may include:

1. Assisting with the in-service training of school staff concerning substance abuse and related issues and with the district program to combat substance abuse.
2. Serving as an information resource for substance abuse prevention, curriculum development and instruction.
3. Assisting the district in revising and implementing substance abuse and related policies and procedures.
4. Developing and administering substance abuse and related intervention services in the district
5. Providing counseling and referral services to students regarding substance abuse and related problems.
6. Cooperating with community service providers or other officials in the rendering of substance abuse and related treatment services.

**To be eligible for issuance of a Student Assistance Coordinator Certificate of Eligibility (CE), a candidate must meet *one* of the following options:**

**Option 1:**

- Hold a bachelor's or higher degree from a [regionally accredited](#) college or university
- Hold a valid New Jersey or out-of-State standard certificate as school psychologist, school social worker, school counselor, director of school counseling services or school nurse.
- Complete graduate study at a New Jersey State-approved program in the following required areas:
  1. Fundamentals of drug and alcohol abuse and dependency and related problems
  2. Child and adolescent development, including research-based risk, protective and resiliency factors for students at risk for school failure
  3. Curriculum planning, implementation and staff development in chemical health education
  4. Coordination and delivery of intervention and referral services in a school setting, including multidisciplinary intervention teams

**OR**

**Option 2:**

- Hold a bachelor's or higher degree from a regionally accredited college or university.
- Hold a valid Licensed Certified Alcohol and Drug Counselor credential issued by the New Jersey Alcohol and Drug Counselor Committee of the Marriage and Family Board.
- Complete graduate study at a New Jersey State-approved program in the following required areas:
  1. Curriculum planning, implementation and staff development in chemical health education
  2. Coordination of research-based prevention program services in school and community settings
  3. School culture and the dynamics of policy and program development
  4. School law as it relates to substance abuse and related problems

**OR**

**Option 3:**

- Hold a bachelor's or higher degree from a regionally accredited college or university.
- Hold a valid Certified Prevention Specialist credential issued by the Addiction Professionals Certification Board of New Jersey.
- Complete graduate study at a New Jersey State-approved program in the following required areas:
  1. Coordination and delivery of intervention and referral services in a school setting, including multidisciplinary intervention teams
  2. Assessment and counseling of drug and alcohol affected students and their families
  3. School culture and the dynamics of policy and program development
  4. School law as it relates to substance abuse and related problems

**To be eligible for issuance of a standard New Jersey Student Assistance Coordinator certificate, under current regulations, you will need to present the following:**

- Possess a NJ Student Assistance Coordinator Certificate of Eligibility (CE) or Student Assistance Coordinator Certificate of Eligibility with Advanced Standing (CEAS).
- Obtain an offer of employment in a position that requires the Student Assistance Coordinator certificate.
- Possess a provisional Student Assistance Coordinator certificate.
- Complete a New Jersey State Department of Education-approved graduate curriculum *with a range of 21 to 27 semester-hour credits* to include study in the following required areas:
  1. Fundamentals of drug and alcohol abuse and dependency and related problems.
  2. Child and adolescent development, including research-based risk, protective and resiliency factors for students at risk for school failure.
  3. Curriculum planning, implementation and staff development in chemical health education.
  4. Coordination and delivery of intervention and referral services in a school setting, including multidisciplinary intervention teams.
  5. Assessment and counseling of drug and alcohol affected students and their families.
  6. Coordination of research-based prevention program services in school and community settings.
  7. School culture and the dynamics of policy and program development.
  8. School law as it relates to substance abuse and related problems.
  9. A college-supervised Student Assistance Coordinator practicum.

The following colleges currently offer New Jersey State-approved graduate programs for Student Assistance Coordinator certification:

The College of New Jersey  
Montclair University

Rowan University  
Monmouth University

Farleigh Dickinson University  
Kean University

Rider University  
Centenary University

- Complete a six-month State-approved school residency while employed full-time under a provisional educational services certificate with a Student Assistance Coordinator endorsement. If employed half-time, the residency period must be 12 months. The residency program shall be conducted under the direction of a State-approved residency supervisor who must hold standard New Jersey supervisor, principal or school administrator certification.

#### **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.**