

# EDUCATION SERVICES CERTIFICATE

Endorsement Requirement Details

## Cooperative Education Coordinator, #3465

Prepared by the New Jersey Department of Education  
Office of Career Readiness

### INTRODUCTION

The following information is provided by the New Jersey Department of Education (NJDOE) to serve as a self-evaluation guide for individuals interested in applying for the Educational Services Certificate: Cooperative Education Coordinator, #3465 Endorsement. This endorsement solely covers **non-hazardous occupations ONLY**. To determine which occupations fall under the hazardous classification, visit <http://www.state.nj.us/education/cte/sle/hazards.htm>. This guide contains information about the qualifications needed in order to apply for a basic CEE endorsement. Note that this guide is **not meant to be used to determine actual eligibility to apply**, and it does not contain all of the requirements for an actual endorsement application. For complete application information, visit the Office of Certification and Induction website at: <http://www.nj.gov/education/educators/license/>.

### AUTHORIZATION

In accordance with *N.J.A.C. 6A:9B-14.20(a)*, the holder of an Educational Services Certificate: Cooperative Education Coordinator, #3465 Endorsement issued by the NJDOE is authorized to:

- Place and supervise Career and Technical Education (CTE) students in school-sponsored Cooperative Education Experiences (CEEs) as part of NJDOE-approved CTE programs in related non-hazardous occupations;
- Place and supervise all students participating in any non-hazardous Structured Learning Experience (SLE), other than CEE, in any Career Cluster<sup>®</sup>. Definitions of SLEs may be found at *N.J.A.C. 6A:19-1.2* <http://www.state.nj.us/education/code/current/title6a/chap19.pdf>

### REQUIREMENTS TO APPLY

In accordance with *N.J.A.C. 6A:9B-14.20(b)*, applicants for the Cooperative Education Coordinator, #3465 Endorsement must meet the following:

- 1) Hold a standard instructional certificate with a CTE endorsement in any field;
- 2) Two years of successful teaching experience under the standard CTE teaching certificate;
- 3) In accordance with *N.J.A.C. 6A:9B-14.20(b) 2.i and ii*, the applicant must complete the following NJDOE-approved SLE courses offered by the NJ Safe Schools Program:
  - New Jersey Wage and Hour and Wage Payment and Child Labor Laws, Regulations, and Hazardous Orders
  - Federal Wage and Hour and Child Labor Laws, Regulations, and Hazardous Orders (available on-line only)
  - OSHA 10 Plus (includes on-line NJDOE 2-Hour Safety and Health Certificate Training)
  - Designing and Implementing Student Training Plans

## EDUCATION SERVICES CERTIFICATE

Endorsement Requirement Details

### Cooperative Education Coordinator, #3465

*Prepared by the New Jersey Department of Education  
Office of Career Readiness*

Schedules and registration information can be found at:

[http://www.njsafeschools.org/training\\_schedule/required\\_courses.html](http://www.njsafeschools.org/training_schedule/required_courses.html)

- 4) In accordance with *N.J.A.C. 6A:9B-14.20(b) 2.iii*, the applicant must complete the following graduate-level college courses or a NJDOE-approved equivalent program in both:
- Instructional Strategies for Career Information/Occupational Guidance
  - Instructional Strategies for Work-based Education

Below is a list of area and online colleges that currently offer the two courses:

<b>Instructional Strategies for Career Information/Occupational Guidance</b>		
<b>Institution</b>	<b>Course Code</b>	<b>Course Title</b>
Caldwell College	CPS 633 070	Career Counseling
Kean University	CED 5975	Career Counseling and Development
Monmouth University	EDC 545	Career Development and Counseling
Montclair State University	COUN 582	Career Counseling
New Jersey City University	COUN 663	Career Counseling and Development
Rider University	COUN 505	Vocational/Career Development <i>(offer a Coop Ed. Coordinator certification)</i>
Rowan University	COUN 26582	Career Counseling and Development
Rutgers University	15:297:510	Career Counseling and Development
Seton Hall University	CPSY 6301	Career Development and Counseling
The College of New Jersey	COUN 535	Career Counseling and Placement
University of Phoenix (Online)	SCH-CN/519	School Counseling: Delivery of Services

(List of college course offerings as of July 2016)

<b>Instructional Strategies for Work-based Education</b>		
<b>Institution</b>	<b>Course Code</b>	<b>Course Title</b>
Rider University	BSED 508	Organizing and Administering Cooperative Work Experience Programs <i>(offer a Coop Ed. Coordinator certification)</i>
University of Phoenix (Online)	CTEC 501	Career and Technical Education Curriculum and Instruction

(List of college course offerings as of July 2016)

## **EDUCATION SERVICES CERTIFICATE**

Endorsement Requirement Details

### **Cooperative Education Coordinator, #3465**

*Prepared by the New Jersey Department of Education  
Office of Career Readiness*

#### **EXCEPTIONS**

In accordance with *N.J.A.C. 6A:9B-14.20(c)*, the holder of a Vocational-Technical Coordinator: Cooperative Industrial Education Endorsement or the Teacher-Coordinator of Cooperative Vocational-Technical Education in the occupational areas of Agriculture Education, Distributive Education, Health Occupations, Home Economics Education, or Business Education endorsements may serve in a position requiring the Cooperative Education Coordinator Endorsement in any Career Cluster.

#### **EMERGENCY CERTIFICATE**

An emergency certificate in Cooperative Education Coordinator may be issued to a candidate who already meets the requirements below:

- 1) A standard CTE instructional certificate; and
- 2) Two years of successful CTE teaching experience.

The candidate shall complete the additional requirements for the standard certificate in no more than 24 months from the issuance date of the emergency certificate.