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RULES CONCERNING
TEACHERS CERTIFICATES

Nineteenth Edition

1963

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STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION
TRENTON

RULES CONCERNING
TEACHERS CERTIFICATES

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1963

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FOREWORD

Teacher certification has, of recent years, occupied a great deal of professional attention in all sections of the nation. New Jersey has long been actively engaged in serious study of its certification regulations, in terms of both underlying philosophy and specific requirements, and the resultant changes made in the certification standards since the previous edition, published in 1956, have necessitated this Nineteenth Edition of *Rules Concerning Teachers Certificates*. It is because of this history of change and also because of the conviction that standards should be regularly reexamined and adjusted that this edition has been constructed so that periodic supplements and replacements can be issued to those persons receiving the total original volume.

This Nineteenth Edition is distinguished by more than a new format. Interstate reciprocity has been extended to permit the issuance of a limited elementary teacher's certificate to a graduate of an approved college program for the preparation of elementary teachers, including student teaching, in any of the New England States, New York, Delaware, Maryland and Pennsylvania.

Throughout the volume may be found increased reference to the completion of an approved program of study at a recognized teacher education college as the desirable route into teaching, rather than the previous method of collecting college credits until totals specified in the regulations were met. Today, more than ever before, certification regulations recognizing the importance of adequate educational programs for the professional preparation of school personnel are of greatest importance.

Revisions of existing standards are made neither generally nor unilaterally. Proposals emerge after many months of study by the State Board of Examiners, in cooperation and consultation with teachers, administrators, professional groups, and college representatives. Each proposal is studied by representative groups from the entire profession, for the purpose of determining the effects of the change on the school system and the program of instruction. Finally, the State Board of Examiners makes its recommendations to the State Board of Education for adoption. The State Board of Examiners, as stipulated by law, issues certificates based on these rules. This procedure assures that certification rules remain a product of considered judgment.

The modifications made in these regulations have been designed to improve the quality of preparation of professional personnel while preserving flexibility sufficient to enable each New Jersey community to employ teachers to meet its specific needs. It is our hope that we will continue to enjoy the cooperation of boards of education, administrators, and teachers in the support and enforcement of these standards. Ultimately, acting under the general policies of certification, it is the school administrator's wise selection and assignment of well prepared and enthusiastic teachers that will result in inspired teaching for the boys and girls of New Jersey.

F. M. RAUBINGER
Commissioner of Education

BASIC CERTIFICATION REGULATIONS

1. Teacher's Certificate Required

No teacher shall be entitled to any salary unless such teacher shall be the holder of an appropriate teacher's certificate. (R.S. 18:13-14) The standard employment contract supplied by the Commissioner of Education states that the teacher "...before entering on the duties of such position will exhibit the certificate to the County Superintendent of Schools and to the Superintendent of the district in which such school is situate, or to the Secretary in the district where there is no Superintendent." *The certificate should always be kept in the possession of the teacher.*

2. State Board of Education Responsible for Rules. Five Dollar (\$5) Fee Required

The State Board of Education may...make and enforce rules and regulations for the granting of appropriate certificates or licenses to teach or to administer, direct, or supervise, the teaching, instruction or educational guidance of pupils in public schools operated by boards of education, for each of which certificates a fee of not less than five dollars shall be charged. (R.S. 18:2-4e)

3. State Board of Examiners' Membership and Duties

There shall be a State Board of Examiners, consisting of the Commissioner of Education, one assistant commissioner of education, two presidents of State colleges, a county superintendent of schools, a superintendent of schools, appointed pursuant to chapter six of this Title and a superintendent of schools appointed pursuant to chapter seven of this Title, a high school principal, a high school teacher, a principal of an elementary school, an elementary teacher and a librarian employed by the State or by one of its political subdivisions. With the exception of the Commissioner of Education, who shall be chairman of the board, the members shall be appointed by the Commissioner subject to the approval of the State Board of Education. The board shall grant appropriate certificates to teach or to administer, direct, or supervise, the teaching, instruction or educational guidance of pupils in public schools operated by boards of education, and such other certificates as it shall be authorized to issue by law based upon certified scholastic records or upon examinations, and revoke the same under rules and regulations prescribed by the State Board of Education. (R.S. 18:13-1)

4. Contractual Forms Required

No contract between a board of education which has not made rules and regulations under Section 18:13-5 of this Title and a teacher shall be valid unless the same be in writing, in triplicate, signed by the president and district clerk or secretary of the board of education and by the teacher. One copy of each contract shall be filed with the board of education, one copy with the teacher, and one with the county or local superintendent. (R.S. 18:13-7)

5. Contract Void Without Teacher's Certificate

Any contract or engagement between a board of education and a teacher shall cease and determine and be of no effect against said board whenever said board shall ascertain by notice in writing received from the county or local superintendent, or otherwise, that said teacher is not in possession of a proper teacher's certificate in full force and effect, notwithstanding the term of engagement for which such contract shall have been made may not then have expired. (R.S. 18:13-8)

6. Suspension of Certificates

A teacher employed by a board of education, who shall, without the consent of the board, leave the school before the expiration of the term of his employment, shall be deemed guilty of unprofessional conduct. The Commissioner of Education may, upon receiving notice of that fact, suspend the certificate of the teacher for a period not exceeding one year. (R.S. 18:13-12)

7. Revocation of Certificates

Any certificate that has been issued, or that may hereafter be issued under the rules of the State Board of Education, may be revoked by the State Board of Examiners for inefficiency, incapacity, conduct unbecoming a teacher, or other just cause, provided that no certificate shall be revoked unless the holder thereof shall have been given opportunity to be heard. (State Board of Education rule pursuant to R.S. 18:13-1)

8. Oath of Allegiance Required

Every person whose application is pending, or who hereafter applies for a license, or any renewal thereof, to teach or supervise in any of the public schools of this State shall subscribe to the oath of allegiance and office prescribed in Section 41:1-3 of the Revised Statutes. (R.S. 18:13-9.1) Any person who is a citizen or subject of any country other than the United States, such as an exchange teacher, is required to file an oath to support the institutions of the United States. (R.S. 18:13-9.3) See Appendix C for copies of the required oaths.

9. Citizenship Requirement

To be eligible for a certificate the applicant must be a citizen of the United States (except a teacher of foreign languages unless such a teacher has been a resident of the United States for more than ten years) or have preliminary citizenship status as follows:

Any citizen of any other country who has declared his or her intention of becoming a United States citizen and who is otherwise qualified may with the approval of the Commissioner of Education be granted a teacher's certificate and employed as a teacher by a board of education. (R.S. 18:13-4.1)

Any certificate granted pursuant to this act shall be void and shall be canceled by the State Board of Examiners who issued the same, if the holder thereof shall not have become a United States citizen within five years of the date of its issuance and may be revoked within said period by the State Board of Examiners if the said board is satisfied that the holder thereof has abandoned his efforts to become a United States citizen or has become disqualified for such citizenship. (R.S. 18:13-4.2)

Notwithstanding the provisions of any other law, no teacher certified pursuant to this act shall acquire tenure unless and until United States citizenship shall have been granted to such teacher. (R.S. 18:13-4.3)

10. Age and High School Graduation Requirement

In addition to meeting other requirements specified in these Rules, applicants for teachers' certificates must be at least eighteen years old, and have been graduated from an approved high school or have an equivalent education as determined by the State Board of Examiners.

11. School Nurse Certificate Required

No person shall hereafter be appointed a school nurse unless such person is the holder of an appropriate certificate issued by the State Board of Examiners under such rules and regulations as shall be prescribed by the State Board of Education. (R.S. 18:14-56.1)

12. Athletic Coaches

Every person appointed subsequent to June 1, 1960, to coach, teach, or train individual pupils or school teams for interschool athletic competition shall be a certificated member of a school faculty in that same school district and shall be employed full time during the regular school day when classes are in session. He shall be officially designated by the district board of education for the duties for which he is to be held responsible.

13. Teacher in Evening Schools

Teachers of academic subjects in accredited public evening schools and teachers in evening schools for foreign-born residents shall hold a valid New Jersey elementary or secondary teacher's certificate authorizing the teaching of the specified subject or subjects in public day schools.

14. Clerical "Aides"

School aides providing clerical assistance to teachers are not required to hold certificates. However, appropriate certificates are required "...to teach or to administer, direct, or supervise, the teaching, instruction or educational guidance of pupils in public schools operated by boards of education..." (R.S. 18:2-4e) The correction and evaluation of students' written work is recognized as the role of the teacher.

15. Certification for Experimental Curriculum

Certification to teach in a school having an experimental curriculum not covered by these certification regulations may be granted by the Commissioner of Education.

16. Veterans Regulations

Regulations concerning the educational certification status of veterans have been adopted and renewed annually. Veterans may obtain full information concerning these regulations from the office of the County Superintendent of Schools or from the Office of Teacher Education and Certification, State Department of Education, West State Street, Trenton, New Jersey.

17. Statement of Eligibility

Persons who do not have assurance of employment but who have fulfilled the requirements for a limited certificate may apply for a *statement of eligibility*, which is issued without fee. A statement of eligibility *does not authorize service or take the place of a certificate*. A statement of eligibility is valid for five years. It may be exchanged for the limited certificate at any time during that period, upon payment of the five dollar fee. When the statement of eligibility expires, a new statement may be obtained *if the then existing requirements are met*.

Application for a statement of eligibility is made in the same manner as application for a certificate. All forms required for a certificate, except the fee, must be submitted.

18. Replacement of Lost Certificates

Request for the replacement of a lost certificate must be presented to the County Superintendent of Schools, accompanied by a notarized statement of loss.

19. Methods of Appeal

An applicant who has reason to believe that his credentials have not been given proper consideration by the Secretary of the State Board of Examiners has the right to appeal the decision to the State Board of Examiners. The State Board of Examiners meets approximately five times each year. Ample notice must be given that an appeal is desired. Such appeals should be presented in writing to the Secretary of the State Board of Examiners with accompanying evidence as to the reasons for appeal. They may be presented either in person by the applicant making the appeal or by his designated representative.

TYPES OF CERTIFICATES

Limited Certificates

The *limited* certificate is the regular initial certificate issued to a candidate who has completed an approved teacher education program including supervised student teaching and is recommended by the college, or to a candidate who meets all of the requirements specified in these rules. This certificate is valid for a limited time. Unless otherwise indicated in these rules, all limited certificates will expire five years from the first day of January or the first day of July next following the date of issuance. A limited certificate in any department of school work may be made permanent on evidence of three years of successful experience in New Jersey in the type of public school work for which the certificate was issued, provided that all educational requirements designated for a permanent certificate have been satisfied.

The limited teacher's certificate entitles the holder to teach the subjects or departments of school work endorsed on the certificate, but does not permit administration or supervision.

When requirements for certificates are raised, limited certificates held by persons who have obtained positions on the basis of such certificates may be renewed once to enable the holder to complete the requirements for the permanent certificate or for a limited certificate under the new rules.

Permanent Certificates

Permanent certificates are issued to persons who have held a limited, provisional, or emergency New Jersey certificate for at least three years, and have completed three years of successful experience within the scope of the certificate in a New Jersey public school and any additional course requirements stated in the rule for the particular certificate. Applications for permanent certificates should be made to the County Superintendent of Schools in the county in which the experience requirement was completed.

A permanent teacher's certificate entitles the holder to teach the subjects or departments of school work endorsed thereon and also to be teaching principal or teaching supervisor, within the scope of the certificate, in charge of not more than twelve teachers.

Provisional Certificates

A *provisional* certificate is a one-year certificate issued under certain circumstances to applicants whose preparation does not meet completely the New Jersey requirements for the regular limited certificate. Renewal of these certificates for an additional year is dependent upon the satisfactory completion of four semester-hour credits of additional study toward meeting the requirements.

Provisional certificates are issued as follows:

1. *Experienced Teachers.* In all fields, provisional certificates are regularly issued to experienced teachers whose preparation falls short of meeting New Jersey requirements, but who present
 - a. official college transcripts indicating a bachelor's degree
 - b. a valid standard certificate from another state in the field of teaching for which application is made, and
 - c. a statement from the principal or superintendent of the schools in which the experience was obtained, certifying that the applicant taught successfully for one year.
2. *Graduates of Teacher Education Programs.* In all fields, provisional certificates are regularly issued to graduates of state-approved teacher education programs in any state which included student teaching but which do not fully meet New Jersey requirements, when the deficiency for the limited certificate does not exceed twelve semester-hour credits, if they present:
 - a. official college transcripts indicating at least a bachelor's degree from an accredited college

- b. evidence of completion of an undergraduate or graduate program of teacher preparation *including supervised student teaching* which is approved by the State Department of Education of the state in which the college is located. Applicants should obtain college recommendation Form 803 from the County Superintendent of Schools or the Office of Teacher Education and Certification for this purpose. See sample Form 803, Appendix C. Form 803 is *not* required if application is made in a field of teacher shortage. See Appendix B for the list of designated shortage fields for the current year.
3. *Teachers Certified in Other Fields.* In all fields, provisional certification is regularly available to holders of limited or permanent New Jersey teachers certificates based on a bachelor's degree who wish to add to their certificates authorization for teaching an additional field, provided the deficiency does not exceed twelve semester-hour credits, no more than six of which may be in the subject matter field to be added.
4. *Fields of Teacher Shortage.* Provisional certificates are also issued *in fields of shortage designated annually*, to other applicants whose preparation is deficient in meeting requirements for limited certificates. Requirements for eligibility and renewal of these certificates are determined annually. For information about regulations in effect for the current year, see Appendix B.

Emergency Certificates

A New Jersey *emergency* certificate is a one-year certificate issued in fields of teacher shortage to individuals who do not qualify for the provisional certificate. Emergency certificates are issued only in fields of shortage designated annually, and *upon application of a local school district*, in which the local board of education declares its inability to locate a suitable certified candidate. Form 801 is used for this purpose. See sample, Appendix C. Applications for emergency certificates are not accepted from *individuals* in search of teaching positions.

Emergency certificates are issued for a succeeding year only if (1) a shortage is again declared in the particular teaching field, (2) the local school district renews its application, and (3) the teacher has completed a specified amount of additional study toward meeting the requirements. For information about regulations in effect for the current year see Appendix B.

If unforeseen shortages of teachers occur in certain areas and it is not possible to employ persons who meet the established requirements for teachers certificates, the Commissioner of Education may, on the recommendation of the County Superintendent of Schools, issue substandard certificates in individual cases when, in his judgment, the shortage creates a situation in which classes may have to be discontinued unless such certificates are issued.

County Substitute Certificates

By regulation of the State Board of Education persons who do not hold a teaching certificate issued by the State Board of Examiners and who are not eligible to receive one may be granted a *county substitute's certificate* for day-to-day substituting (not more than twenty consecutive days in the same position in one district during the school year), upon application by the local board of education to the County Superintendent of Schools and the recommendation of the local or County Superintendent of Schools. Such certificates are designed only for emergency purposes when the supply of properly certificated substitutes is inadequate to staff the schools. They carry none of the accrued benefits, such as pensions and tenure, to which a regularly employed teacher is entitled, and are intended only for persons temporarily performing the duties of a fully certificated and regularly employed teacher.

Temporary Certificates

Two-Months County Certificate

A *temporary* certificate may be given for a period of two months by a County Superintendent of Schools to legalize the employment of an applicant for a teaching position who appears to have the qualifications for a teacher's certificate but who must have time to secure credentials and complete his application.

METHODS OF CERTIFICATION I

CERTIFICATION THROUGH COLLEGE RECOMMENDATION

In New Jersey, as in other states, the preparation of teachers is increasingly perceived in terms of systematic programs of study planned by colleges and universities, rather than accumulation of individual college courses to meet requirements specified in state certification regulations. Accordingly, the Office of Teacher Education and Certification works with the various teacher education colleges of New Jersey toward the establishment of admission standards and the development of planned and sequential curriculums for each of the several teaching assignments for which the institutions prepare. The programs are then formally approved, and students who complete them successfully and are recommended for certification by the college are issued the appropriate teacher's certificate.

Applicants from New Jersey Colleges

Candidates for certificates who have successfully completed New Jersey approved teacher education programs, including supervised student teaching, will submit applications through their colleges. The necessary forms are available from college authorities.

Information regarding approved teacher education programs in New Jersey colleges is available from the Office of Teacher Education and Certification.

Applicants from Out-of-State Colleges

Candidates from out-of-state colleges who have successfully completed teacher education programs, including supervised student teaching approved by the State Education Department in the state in which the college is located should apply for certification on the basis of individual transcript evaluation as indicated below.

If the college program pursued by the student does not completely meet New Jersey requirements, the candidate will be eligible for a New Jersey *provisional* teacher's certificate provided the deficiency in meeting requirements for a New Jersey limited certificate does not exceed twelve semester-hour credits. In such cases, the applicant should request Form 803 from the County Superintendent of Schools or Office of Teacher Education and Certification, to be filled out by his college authorities and returned with the other required documents.

METHODS OF CERTIFICATION II

CERTIFICATION THROUGH RECIPROCITY WITH OTHER STATES

New Jersey has entered into two reciprocity compacts whereby applicants from certain other states may, under stipulated conditions, receive New Jersey limited certificates. Applicants who wish to obtain New Jersey certification under these compacts should so indicate when submitting their application, transcripts, and other required documents. In making application for certification through reciprocity, the procedure outlined below under Method III, Certification Through Transcript Evaluation, should be followed.

The Eight-State Compact: Experienced Personnel Certificated in other States

A teacher, supervisor, or administrator who holds a standard certificate issued in one of the New England States or New York shall be granted a New Jersey limited certificate, *provided* the holder of such certificate shall have had (1) not less than three years of successful experience at the teaching, supervisory, or administrative level for which transfer of certificate privilege is sought, (2) basic preparation equivalent in semester-hour length, although not necessarily in specific content, to the minimum preparation as described in the minimum standards for certification, (3) assurance of employment in the kind and grade of professional position in the public schools of New Jersey for which certification is requested.

The Eleven-State Compact: Elementary Teachers Who Are Graduates of State-Approved Programs

Graduates of elementary teacher preparation programs in the New England States, Delaware, Maryland, Pennsylvania and New York will be granted a New Jersey limited elementary teacher's certificate,

provided (1) the college or university is accredited by a regional or national accrediting agency, (2) the program of studies is approved by the State Department of Education in the state in which the institution is located, and (3) the graduate successfully completed the approved program, including supervised student teaching, and is recommended by the institution for teacher certification.

The list of colleges with approved programs, and recommendation forms (Form B) to be filled out by the college officials, are available from the county superintendent of schools or the office of teacher education and certification. See Appendix C for sample of recommendation form.

METHODS OF CERTIFICATION III CERTIFICATION THROUGH TRANSCRIPT EVALUATION

For those applicants not enrolled in college or university programs approved by the New Jersey State Department of Education, it is necessary that an analysis of college transcripts be made in order to determine the candidate's eligibility for certification.

Where to Apply

1. *Applicants Who Have Assurance of Employment in the Public Schools of New Jersey*

Application for certification by persons who have assurance of employment in the public schools of New Jersey should be made by mail or in person through the Office of the County Superintendent of Schools in the county in which the applicant will teach.

2. *Applicants Who Do Not Have Assurance of Employment*

- a. Application for certificates or statements of eligibility by persons who are residents of New Jersey but who do not have assurance of employment should be made by mail or in person through the office of the County Superintendent of Schools in the county in which the applicant resides.
- b. Application for certificates or statements of eligibility by persons who are not residents of New Jersey and who do not have assurance of employment should be made by mail directly to the Office of Teacher Education and Certification, State Department of Education, West State Street, Trenton, New Jersey.

Documents Required for Certificates

The following documents must be submitted to the County Superintendent of Schools or the Office of Teacher Education and Certification as indicated above with the application for a teacher's certificate on the basis of transcript evaluation, or on the basis of reciprocity with other states. Failure to provide any of these forms may delay the service required.

1. *An application card* supplied by the County Superintendent of Schools or the Office of Teacher Education and Certification. See Appendix C for sample of Form 1, Application for New Jersey Teachers Certificate.
2. *An oath of allegiance* to be taken on a form supplied by the County Superintendent of Schools or the Office of Teacher Education and Certification, as indicated above. See Appendix C for sample oath forms.
3. A five-dollar fee in check or money order made payable to "Commissioner of Education" is required for the first certificate issued to an applicant and for a permanent certificate. No fee is required for endorsements, exchanges, renewals, or duplicate certificates, or for the reissuance of a limited certificate which expired before it could be made permanent, provided the holder meets the requirements in effect when the application for reissuance is made.
4. *Official transcripts* of all college credits. A transcript is not official unless it contains the signature of the registrar or other designated officer and the seal of the college or university.

The requirements for certificates are stated in terms of semester-hour credits. A quarter-hour credit can be converted to a semester hour by multiplying the quarter hour by two thirds. A semester hour can be converted to a quarter hour by multiplying the semester hour by one and one half.

Courses completed by correspondence may be accepted only if they are a part of a degree program completed by the applicant.

Teaching a course in an accredited college or university shall be deemed the equivalent of having presented the course on a college transcript. Evidence of such teaching must be submitted in the form of a letter from the college president or dean.

Issuance of a Certificate

Evaluation of credentials submitted in the manner described above will be made by the Office of Teacher Education and Certification, and the appropriate certificate or letter of eligibility will be issued by the Office under signature of the Secretary of the State Board of Examiners and forwarded to the applicant. For applicants living or teaching in New Jersey, the certificate will be sent to the applicant through the office of the County Superintendent, where it will be recorded. *The certificate should always be kept in the possession of the teacher.*

Filing of Records in the Office of Teacher Education and Certification

All records and correspondence required for the issuance of a certificate or as a basis for evaluation will be filed in the Office of Teacher Education and Certification for a period of five years from the date of issuance of the certificate or of the date of the latest correspondence. Upon request of the teacher, certified transcripts and records will be returned at the end of the five-year period.

METHODS OF CERTIFICATION IV ADDITIONAL AUTHORIZATION ON A CERTIFICATE

The holder of a valid New Jersey teacher's certificate may, upon completing requirements for an additional teaching area or grade assignment, have the authorization of his certificate extended to include the newly achieved qualifications. This extension involves no new certificate and no additional fee. Information concerning additional authorizations on existing certificates can be obtained from the County Superintendent of Schools in the county in which the candidate teaches.

METHODS OF CERTIFICATION V CERTIFICATION PROCEDURE FOR EXCHANGE TEACHERS

If a teacher from a foreign country is to be paid by a local board of education as its own employee, it is necessary for the local board of education to adopt a resolution stating that "_____ is employed as a substitute teacher in place of _____ for the school year as part of an experimental program of teacher exchange approved by the Commissioner of Education, to receive a salary for her services as a substitute of _____." The purpose of this resolution is to indicate that the exchange teacher employed by the local board of education is a temporary rather than a permanent person and is actually a substitute for the permanent teacher. (See R.S. 18:13-9)

The teacher will be required to file an oath of allegiance with the local board of education as required by the Revised Statutes 18:13-9.3, to the effect that he or she will support the institutions of the United States during the period of his or her employment within the State. See sample oath form, Appendix C.

The local board of education should request, through the County Superintendent's Office, the Commissioner's authorization or a letter of approval for the foreign exchange teacher so employed, upon receipt of which the Commissioner may issue to the said teacher a letter certifying her for the period of her temporary service in the State as a teacher employed in an experimental program, as authorized by the rules of the State Board of Education.

METHODS OF CERTIFICATION VI
CERTIFICATION IN CASES OF UNFORESEEN SHORTAGES

If unforeseen shortages of teachers occur in certain areas and it is not possible to employ persons who meet the established requirements for teachers certificates, the Commissioner of Education may, on the recommendation of the County Superintendent of Schools, issue substandard certificates in individual cases when, in his judgment, the shortage creates a situation in which classes may have to be discontinued unless such certificates are issued.

SPECIAL REGULATIONS ON ADMINISTRATIVE CERTIFICATES

The following special regulations apply to administrative certificates:

1. In lieu of the standard training requirements for the following certificates: administrator's, secondary principal's, general supervisor's, elementary supervisor's, and secondary supervisor's, the Secretary of the State Board of Examiners is authorized to accept a doctor's degree in educational administration from an accredited institution, when the program of study leading to the doctorate has been approved by the New Jersey State Department of Education.
2. In fulfilling the experience requirement for the administrator's certificate, in addition to experience as a principal, or as a vice-principal, or supervisor when the conditions stipulated in the rules have been fulfilled, the following regulations provide other types of acceptable experience:
 - a. Experience as a properly certified assistant superintendent of schools.
 - b. Holders of a doctor's degree, under the conditions stipulated in Section 1, are required to submit only two years of approved administrative experience.
 - c. The Commissioner of Education is empowered to approve experimental programs of administrative internship; one year of administrative experience in the program so approved may be credited toward the experience requirement for this certificate.
 - d. Regardless of any combination of acceptable experience equivalency, all applicants must submit at least one year of experience as a fully certified principal, vice-principal, supervisor, or assistant superintendent of schools.
3. School districts are urged to assign to administrative or supervisory personnel titles that are recognized in these Rules. If use of unrecognized titles is necessary, a job description should be formulated and submitted to the County Superintendent of Schools in advance of the appointment on the basis of which determination may be made of the appropriate certificate for the position.

SCHOOL ADMINISTRATOR

AUTHORIZATION. This certificate is required for the position of superintendent of schools.

REQUIREMENTS FOR THE LIMITED CERTIFICATE.

- I. A permanent New Jersey teacher's certificate or its equivalent.
- II. A master's degree from an approved institution.
- III. Successful completion of *one* of the following:
 - A. Three years of experience as a school principal
 - B. Three years of experience as a teaching principal, vice-principal, or assistant principal, when so designated by a board of education, spending more than half time in the fields of administration or supervision; two years of this experience must be obtained under the regular principal's certificate
 - C. Three years of experience as an assistant superintendent, or as a general supervisor of instruction, a general elementary supervisor, or a general secondary supervisor, with at least one half time devoted to administrative or supervisory duties

NOTE: One year of experience will be waived to holders of the doctor's degree in educational administration, received from an accredited institution in a program approved by the Department of Education.

One year of internship in a program approved by the Commissioner of Education may be submitted toward the fulfillment of the experience requirement.

- IV. Thirty-two semester-hour graduate or undergraduate credits in the fields of administration and supervision. These credits must be in addition to those required for the permanent teacher's certificate and must include work in each of the starred areas. This work may be in separate or integrated courses:

- * Administration and supervision of public education
- * Administration and supervision of secondary education
- * Administration and supervision of elementary education
- * Curriculum of public instruction
- * School finance
- * School buildings – including planning, construction and maintenance

Electives related to the fields of administration and supervision, including such areas as tests and measurements, curriculum, guidance, school law, and public relations

TERM. The limited certificate is valid for five years.

PERMANENT CERTIFICATE. The limited certificate may be made permanent when the applicant completes three years of successful experience within the scope of the certificate.

VOCATIONAL-TECHNICAL

Administrator

AUTHORIZATION. This certificate is required for the position of director or assistant director of any vocational-technical school system having more than one vocational-technical school. It may be obtained by any director of a county vocational school system or by a principal of any vocational-technical school who is so designated by the Board and is required to spend one half time or more in administration and who has five or more vocational-technical shops or laboratories under his supervision.

REQUIREMENTS FOR THE LIMITED CERTIFICATE.

- I. A permanent New Jersey vocational teacher's certificate or its equivalent or three years of vocational supervisory experience in a state department of education, vocational division.
- II. A master's degree from an approved institution.
- III. Three years of experience as a vocational school director or three years in vocational education at the state department or local level in an administrative or supervisory capacity so recognized by the state or local board.
- IV. Successful completion of *one* of the following:
 - A. A college curriculum approved by the New Jersey State Department of Education as the basis for issuing this certificate
 - or
 - B. A program of college studies including thirty-two semester-hour credits in the fields of administration and supervision. These credits must be in addition to those required for the permanent vocational teacher's certificate and must include work in the following areas:
 - Administration and supervision of vocational-technical education
 - Administration and supervision of secondary education
 - Curriculum of vocational school instruction
 - Curriculum of secondary school instruction
 - Electives related to the fields of administration and supervision including such areas as statistics, public relations, school law, social legislation affecting public education, school finance and guidance

TERM. The limited certificate is valid for five years.

PERMANENT CERTIFICATE. The limited certificate may be made permanent when the applicant completes three years of successful experience within the scope of the certificate.

GENERAL SUPERVISOR

AUTHORIZATION. This certificate is required for the position of assistant superintendent of schools and general supervisor of instruction. It may be issued to an assistant general supervisor (when so designated by a board of education) spending more than one half time in supervision. Three years of experience within the authorization of this certificate will be accepted in meeting the experience requirement for the school administrator's certificate.

REQUIREMENTS FOR THE LIMITED CERTIFICATE.

- I. A permanent New Jersey teacher's certificate or its equivalent.
- II. A bachelor's degree based upon a four-year curriculum in an accredited college.
- III. Successful completion of *one* of the following:
 - A. A college curriculum approved by the New Jersey State Department of Education as the basis for issuing this certificate
 - or
 - B. A program of college studies including twenty-four semester hour graduate credits in the supervision of education. These credits must be in addition to those required for the permanent teacher's certificate and must include work in each of the following areas:

Administration of public education

Supervision of instruction in the elementary and secondary schools

The curriculum of the public schools

Electives related to the field of general supervision

TERM. The limited certificate is valid for five years

PERMANENT CERTIFICATE. The limited certificate may be made permanent when the applicant completes three years of successful experience within the scope of the certificate and, in addition to the above requirements, eight semester-hour credits in elementary and secondary supervisory fields.

Information regarding the colleges in New Jersey offering approved curriculums leading to this certificate may be obtained from the Office of Teacher Education and Certification.

ASSISTANT SUPERINTENDENT IN CHARGE OF BUSINESS

AUTHORIZATION. This certificate is required for the position of assistant superintendent of schools in charge of business affairs. Three years of experience within the authorization will be accepted for the school administrator's certificate.

REQUIREMENTS FOR THE LIMITED CERTIFICATE.

- I. A permanent New Jersey teacher's certificate or its equivalent.
- II. A bachelor's degree based upon a four-year curriculum in an accredited college.
- III. Twenty-four semester-hour graduate or undergraduate credits in the following fields. These credits must be in addition to those required for the permanent teacher's certificate and must include work in each of the starred areas. This work may be in separate or integrated courses.
 - * Administration of public education
 - * Supervision of instruction in the public schools
 - * The curriculum of the public schools
 - * School business administration
 - * School buildings – including planning, construction and maintenance
 - * School finance
 - * School law
 - * Accounting
 - Electives related to the field

TERM. The limited certificate is valid for five years.

PERMANENT CERTIFICATE. The limited certificate may be made permanent when the applicant completes three years of successful experience within the scope of the certificate, and, in addition to the above requirements, eight semester-hour credits in the areas described above.

SCHOOL BUSINESS ADMINISTRATOR

AUTHORIZATION. This certificate is required for the position of school business administrator when the local board of education is granted permission by the State Board of Education to create such a position. The holder of this certificate is authorized to perform such duties as the rules of the State Board of Education shall define.

Experience within the authorization of this certificate will not be accepted in meeting the experience requirement for the school administrator's certificate.

REQUIREMENTS FOR THE LIMITED CERTIFICATE.

- I. A New Jersey limited or permanent teacher's certificate or its equivalent

or

A bachelor's degree in business administration, accounting or engineering

or

Business training and experience as approved by the Secretary of the State Board of Examiners.

- II. Twelve semester-hour credits distributed in each of the following fields:

School business administration

School buildings – including planning, construction and maintenance

School finance

School law

Accounting

TERM. The limited certificate is valid for five years.

PERMANENT CERTIFICATE. The limited certificate may be made permanent when the applicant completes three years of successful experience within the scope of the certificate, and, in addition to the above requirements, eighteen semester-hour credits in the following fields, including work in each of the starred areas. This work may be in separate or integrated courses.

* Organization and administration of public education

* Curriculum of the public schools

Foundations of education, including such courses as: history or philosophy of education, principles of elementary education, and principles of secondary education

Electives related to administration, curriculum, or the foundations of education

Electives related to school administration in the fields required for the limited certificate.

POLICIES GOVERNING ISSUANCE OF SCHOOL BUSINESS ADMINISTRATOR'S CERTIFICATE

1. The school business administrator's certificate will be issued only in cases where the State Board of Education has granted permission to a local board of education to create the position of school business administrator. The certificate will be issued in such cases to qualified persons whom the local board wishes to appoint.

Qualified persons who wish to establish their eligibility for appointment as school business administrators, as an aid in the process of seeking such a position, may apply for an official statement of eligibility which will serve their purpose in lieu of a certificate, until an appointment is obtained.

2. Where such school business administrator positions are authorized, a person who was employed full time in the district as a school business official on January 2, 1963, does *not need* a certificate to continue in his present position, but may be issued a certificate authorizing service *in his present district* if he requests it.
3. A person who was employed full time as a school business official on January 2, 1963, and who is offered an authorized position as school business administrator *in another district*, may be issued a limited school business administrator's certificate after the twelve semester-hour credits have been completed as required in the rules for the certificate. The additional eighteen semester-hour credits required for the permanent certificate will, in these cases, be waived.
4. In cases where applicants submit business training and experience for approval in meeting requirement #1 for the certificate, the records submitted will be reviewed by a committee for the purpose of determining eligibility.
5. Persons serving full time as school business officials on January 2, 1963 will be considered to have satisfactory "business training and experience" in meeting requirement #1 for the school business administrator's certificate.
6. In administering these policies, a "school business official" shall be interpreted as a person who served on a full-time basis on January 2, 1963 as the secretary of *any* board of education or a business manager in a Chapter 6 district. Applications must be accompanied by a statement from the county superintendent of schools, certifying to such service.

SECONDARY SCHOOL PRINCIPAL

AUTHORIZATION. This certificate is required for the position of principal of any secondary school. This includes the principalship of a junior high school, a senior high school, or a combined junior-senior high school. Three years of experience within the authorization of this certificate will be accepted in meeting the experience requirement for the limited school administrator's certificate.

REQUIREMENTS FOR THE LIMITED CERTIFICATE.

- I. A permanent New Jersey teacher's certificate or its equivalent
- II. Three years of successful teaching experience in grades 7-12
- III. A master's degree from an accredited college or university
- IV. Successful completion of *one* of the following:
 - A. A curriculum approved by the New Jersey State Education Department as the basis for issuing this certificate
 - or
 - B. A program of college studies including twenty-four semester-hour graduate credits in the supervision and administration of education. This work must be in addition to that required for the permanent teacher's certificate and must include study in each of the following areas:
 - Public school administration and supervision. In addition to one basic course in administration, elections may be made from such fields as school finance and records, community relations, personnel and guidance, tests and measurements, and school law.
 - Secondary school administration
 - Secondary school supervision
 - Curriculum of the secondary school
 - Electives related to any field of secondary school administration and supervision

TERM. The limited certificate is valid for five years.

PERMANENT CERTIFICATE. The limited certificate may be made permanent when the applicant completes three years of successful experience within the scope of the certificate.

Service under a vice-principal's or assistant principal's certificate (when so designated by a board of education) will be accepted toward meeting the experience requirement for a permanent secondary school principal's certificate. Experience in such positions may also be submitted in meeting the experience requirement for the limited school administrator's certificate, under certain conditions prescribed by regulations of the State Board of Education. (See page 11)

Information regarding the colleges in New Jersey offering approved curriculums leading to this certificate may be obtained from the Office of Teacher Education and Certification.

SECONDARY SCHOOL VICE-PRINCIPAL OR ASSISTANT PRINCIPAL

AUTHORIZATION. This certificate is required for the position of vice-principal or assistant principal of any secondary school when the applicant is so designated by the board of education and spends one half time or more in administrative or supervisory duties. This includes the vice-principalship or assistant principalship of a junior high school, a senior high school, or a combined junior-senior high school. Three years of experience within the authorization of this certificate will be accepted in meeting the experience requirement for the permanent secondary school principal's certificate.

REQUIREMENTS FOR THE LIMITED CERTIFICATE.

- I. A permanent New Jersey teacher's certificate or its equivalent
- II. Three years of successful teaching experience in grades 7–12
- III. A bachelor's degree based upon a four-year curriculum in an accredited college
- IV. Successful completion of *one* of the following:
 - A. A college curriculum approved by the New Jersey State Department of Education as the basis for issuing this certificate
or
 - B. A program of college studies including twelve semester-hour graduate credits in the supervision and administration of education. This work must be in addition to that required for the permanent teacher's certificate and must include study in each of the following areas:
 - Public school administration and supervision. In addition to one basic course in administration, elections may be made from such fields as school finance and records, community relations, personnel and guidance, tests and measurements, and school law.
 - Secondary school administration
 - Secondary school supervision
 - Curriculum of the secondary school
 - Electives related to the field of secondary school administration and supervision

TERM. The limited certificate is valid for five years.

PERMANENT CERTIFICATE. The limited vice-principal's certificate may be made a permanent secondary school principal's certificate when the applicant completes the requirements for the secondary school principal's certificate and, in addition, three years of successful experience as a vice-principal or assistant principal (when so designated by a board of education) spending half time or more in the fields of administration and supervision.

Experience in such positions may also be submitted in meeting the experience requirement for the limited school administrator's certificate, under certain conditions prescribed by regulations of the State Board of Education. (See page 11)

Information regarding the colleges in New Jersey offering approved curriculums leading to this certificate may be obtained from the Office of Teacher Education and Certification.

GENERAL SECONDARY SUPERVISOR

AUTHORIZATION. This certificate is required for the position of general secondary supervisor. It may be issued to an assistant general secondary supervisor (when so designated by a board of education) spending more than one half time in the field of supervision. Three years of experience within the authorization of this certificate will be accepted in meeting the experience requirement for the school administrator's certificate.

REQUIREMENTS FOR THE LIMITED CERTIFICATE.

- I. A permanent New Jersey teacher's certificate or its equivalent.
- II. A bachelor's degree based upon a four-year curriculum in an accredited college.
- III. Successful completion of *one* of the following:
 - A. A college curriculum approved by the New Jersey State Department of Education as the basis for issuing this certificate
 - or
 - B. A program of college studies including twenty-four semester-hour graduate or undergraduate credits in the supervision of education. These credits must be in addition to those required for the permanent teacher's certificate and must include work in each of the following areas:
 - Administration of secondary education
 - Supervision of instruction in the secondary school
 - Curriculum of the secondary school
 - Electives related to the field of secondary school supervision

TERM. The limited certificate is valid for five years

PERMANENT CERTIFICATE. The limited certificate may be made permanent when the applicant completes three years of successful experience within the scope of the certificate and, in addition to the above requirements, eight semester-hour credits in secondary supervisory fields.

Information regarding the colleges in New Jersey offering approved curriculums leading to this certificate may be obtained from the Office of Teacher Education and Certification.

VOCATIONAL-TECHNICAL

Director – Principal

AUTHORIZATION. This certificate is required for the position of director, or principal, and assistant director or assistant principal of any county, city or regional vocational school system having five or more full-time vocational teachers of shop or laboratory work. Three years of experience within the authorization of this certificate will be accepted in meeting the experience requirements of a vocational-technical administrator's certificate.

REQUIREMENTS FOR THE LIMITED CERTIFICATE.

- I. A permanent New Jersey vocational teacher's certificate or its equivalent or three years of vocational supervisory experience in a state department of education, vocational division.
- II. A bachelor's degree based upon a four-year curriculum in an accredited college.
- III. Successful completion of *one* of the following:
 - A. A college curriculum approved by the New Jersey State Department of Education as the basis for issuing this certificate
 - or
 - B. A program of college studies including twenty-four semester-hour credits in administration or supervision. These credits must be in addition to those required for the permanent teacher's certificate and must include work in each of the following areas:
 - Administration and supervision of vocational-technical education
 - Administration and supervision of secondary education. In addition to one basic course in administration, electives may be made from such fields as: school finance and records, community relations, personnel and guidance, tests and measurements, and school law.
 - Curriculum construction applied to secondary and vocational-technical education
 - Electives related to the field of vocational school supervision

TERM. The limited certificate is valid for five years.

PERMANENT CERTIFICATE. The limited certificate may be made permanent when the applicant completes three years of successful experience within the scope of the certificate.

VOCATIONAL-TECHNICAL

Coordinator: Apprentice Programs

AUTHORIZATION. This certificate is required for the position of apprentice coordinator in any school system conducting an apprenticeship program. The holder may also serve as a coordinator of part-time cooperative education programs.

REQUIREMENTS FOR THE LIMITED CERTIFICATE.

- I. High school graduation or the equivalent.
- II. Three years of successful teaching experience in skilled, technical, related subjects or industrial arts or three years of supervisory experience in trade and industrial education.
- * III. Successful completion of *one* of the following:
 - A. A college curriculum approved by the New Jersey State Department of Education as the basis for issuing this certificate
 - or
 - B. A program of college studies including a minimum of twelve semester-hour credits in courses in the following areas:
 - Administration and supervision of vocational-technical education
 - Curriculum construction in vocational-technical education
 - Industrial and labor relations
 - Problems in organizing and teaching part-time cooperative programs

TERM. The limited certificate is valid for five years.

PERMANENT CERTIFICATE. The limited certificate may be made permanent when the applicant completes three years of successful experience within the scope of the certificate.

* In any case when it is impossible to obtain a satisfactory applicant who can satisfy these requirements, the local board of education may request the issuance of an emergency certificate valid for one school year. Extension of this certificate shall depend upon the recommendation of the school administrator in the system and successful completion of four semester-hour credits applicable toward the requirements.

ELEMENTARY SCHOOL PRINCIPAL

AUTHORIZATION. This certificate is required for the position of principal of any elementary school having more than twelve teachers. It may be obtained by the principal of any elementary school having twelve or fewer teachers when the principal devotes one half time or more to administrative or supervisory duties. Three years of experience within the authorization of this certificate will be accepted in meeting the experience requirement for the school administrator's certificate.

REQUIREMENTS FOR THE LIMITED CERTIFICATE.

- I. Standard certification to teach in the elementary schools (K-8, 3-8 endorsement on a secondary or specific field certificate, or a junior high school certificate).
- II. Three years of successful teaching experience in grades K-8.
- III. A master's degree from an accredited college or university.
- IV. Successful completion of *one* of the following:
 - A. A college curriculum approved by the New Jersey State Department of Education as the basis for issuing this certificate
 - or
 - B. A program of college studies including twenty-four graduate credits in the supervision and administration of education. This work must be in addition to that required for the permanent teacher's certificate; may be completed in separate or integrated courses; and must include study in each of the following areas:
 - Public school administration and supervision
 - Elementary school administration
 - Elementary school supervision
 - Curriculum of the elementary school

TERM. The limited certificate is valid for five years.

PERMANENT CERTIFICATE. The limited certificate may be made permanent when the applicant completes three years of successful experience within the scope of the certificate.

A teaching principal, vice-principal or assistant principal (when so designated by a board of education) spending one half time or more in the fields of administration or supervision, may qualify for the permanent elementary principal's certificate by presenting three years of successful experience. Two years of this experience must be obtained under the regular principal's certificate. Experience in such positions may also be submitted in meeting the experience requirement for the administrator's certificate, under certain conditions prescribed by regulations of the State Board of Education. (See page 11)

Information regarding the colleges in New Jersey offering approved curriculums leading to this certificate may be obtained from the Office of Teacher Education and Certification.

GENERAL ELEMENTARY SUPERVISOR

AUTHORIZATION. This certificate is required for the position of general elementary supervisor. It may be issued to an assistant general elementary supervisor (when so designated by a board of education) spending more than one half time in the field of supervision. Three years of experience within the authorization of this certificate will be accepted in meeting the experience requirement for the school administrator's certificate.

REQUIREMENTS FOR THE LIMITED CERTIFICATE.

- I. A permanent New Jersey teacher's certificate or its equivalent.
- II. A bachelor's degree based upon a four-year curriculum in an accredited college.
- III. Successful completion of *one* of the following:
 - A. A college curriculum approved by the New Jersey State Department of Education as the basis for issuing this certificate or
 - B. A program of college studies including
 - Twenty-four semester-hour graduate or undergraduate credits in the supervision of education. These credits must be in addition to those required for the permanent teacher's certificate and must include work in each of the following areas:
 - Administration of elementary education
 - Supervision of elementary education
 - Curriculum of the elementary school
 - Electives related to the field of elementary school supervision

TERM. The limited certificate is valid for five years.

PERMANENT CERTIFICATE. The limited certificate may be made permanent when the applicant completes three years of successful experience within the scope of the certificate and, in addition to the above requirements, eight semester-hour credits in elementary supervisory fields.

Information regarding the colleges in New Jersey offering approved curriculums leading to this certificate may be obtained from the Office of Teacher Education and Certification.

SUBJECT SUPERVISOR

AUTHORIZATION. This certificate is required for the position of supervisor of instruction in any school district in the subject or subjects covered by the certificate. It may be issued to an assistant subject supervisor (when so designated by a board of education) spending more than one half time in supervision.

Experience within the authorization of this certificate will not be accepted in meeting the experience requirement for the school administrator's certificate.

REQUIREMENTS FOR THE LIMITED CERTIFICATE.

- I. A permanent New Jersey teacher's certificate in the subject or its equivalent. The subject must be on the basis of a major endorsement.
- II. A bachelor's degree based upon a four-year curriculum in an accredited college.
- III. Successful completion of *one* of the following:
 - A. A college curriculum approved by the New Jersey State Department of Education as the basis for issuing this certificate
 - or
 - B. A program of college studies including twenty-four semester-hour graduate or undergraduate credits in addition to those required for the permanent teacher's certificate. These credits must be in courses related to the field for which certification is given and must include study in each of the following areas:
 - Principles and practices of teaching the specified subject
 - Supervision, organization and administration
 - Curriculum construction
 - Additional courses related to the field of specific subject supervision

TERM. The limited certificate is valid for five years.

PERMANENT CERTIFICATE. The limited certificate may be made permanent when the applicant completes three years of successful experience within the scope of the certificate and, in addition to the above requirements, eight semester-hour credits in courses related to the specific subject field. The experience required to make this certificate permanent is defined as three years of successful experience either (a) supervising the teaching of more than twelve teachers in their work in the specific subject field, or (b) spending half-time or more in such supervision. Such experience must be performed while specifically designated as supervisor of this special subject by the local board of education.

Itinerant teaching, such as is sometimes done by art and music teachers in elementary schools, is not considered to be supervision.

Information regarding the colleges in New Jersey offering approved curriculums leading to this certificate may be obtained from the Office of Teacher Education and Certification.

DIRECTOR OF STUDENT PERSONNEL SERVICES

AUTHORIZATION. This certificate is required for any person who is assigned as a director, administrator or supervisor of guidance and student personnel services of a school system, including the supervision of educational activities in areas related to and within the guidance program.

REQUIREMENTS FOR THE LIMITED CERTIFICATE.

- I. A bachelor's degree based upon a four-year curriculum in an accredited college.
- II. A permanent New Jersey counselor's certificate or its equivalent.
- III. Successful completion of *one* of the following:
 - A. A college curriculum approved by the New Jersey State Department of Education as the basis for issuing this certificate
 - or
 - B. A program of college studies including forty semester-hour credits, including a minimum of eighteen semester-hour credits chosen from guidance, ten chosen from psychology, and the remaining twelve chosen from the last three areas, with at least one course in each.

Guidance. This group includes such courses as principles of guidance; counseling; individual analysis; group methods in guidance; organization and administration of guidance programs; student personnel work; occupational and educational information; job analysis; placement, vocational education; research, practicum, and seminar in guidance.

Psychology. This group includes such courses as psychology of physical and mental growth, child and adolescent psychology, mental hygiene, tests and measurements, statistics, abnormal psychology, mental abnormalities and defects, psychology of parent and child relationships (exclusive of introductory courses in general and educational psychology).

Sociology. This group includes such courses as social problems, race relations, the family, community and intergroup relations, the school and the community, community resources, labor problems, industrial relations.

Administration and curriculum. This group includes such courses as principles of curriculum construction, the elementary and secondary curriculum, extracurricular activities, school law, organization and administration of elementary and secondary schools.

Supervision of instruction. This group includes such courses as supervision of the homeroom program, supervision of instruction in occupational courses, supervision of instruction in orientation, supervision of student personnel work, supervision of group techniques.

TERM. The limited certificate is valid for five years.

PERMANENT CERTIFICATE. The limited certificate may be made permanent when the applicant completes three years of successful experience within the scope of this certificate.

Information regarding the colleges in New Jersey offering approved curriculums leading to this certificate may be obtained from the Office of Teacher Education and Certification.

SCHOOL NURSE SUPERVISOR

AUTHORIZATION. This certificate is required for the position of school nurse supervisor in districts having nine or more school nurses. It may be issued to the school nurse supervisor in school districts having less than nine school nurses when half or more time is devoted to supervisory duties.

REQUIREMENTS FOR THE LIMITED CERTIFICATE.

- I. Graduation from an approved school of nursing.
- II. Current registration as a nurse in New Jersey.
- III. A permanent New Jersey school nurse certificate or its equivalent.
- IV. A bachelor's degree based upon a four-year curriculum in an accredited college.
- V. Six semester-hour graduate or undergraduate credits in the supervision of education. These credits must be in addition to those required for the permanent school nurse certificate and must include study in each of the following areas:
 - A. Supervision of instruction.
 - B. Curriculum construction in the public schools.

TERM. The limited certificate is valid for five years.

PERMANENT CERTIFICATE. The limited certificate may be made permanent when the applicant completes three years of successful experience within the scope of the certificate and, in addition to the above requirements, eight semester-hour credits including the administration and supervision of school nursing. The remainder of the credits may be electives in advanced work in either or both public health nursing and school nursing, or in the field of general supervision and administration.

JUNIOR COLLEGE

AUTHORIZATION. This certificate is required for teaching the endorsed subject fields in grades thirteen and fourteen.

REQUIREMENTS FOR THE LIMITED CERTIFICATE.

- I. A master's degree from an accredited college.
- II. A major in the subject matter to be taught or its equivalent.
- III. A minimum of thirty semester-hour credits in *general background* courses distributed in at least three of the following fields: English, social studies, science, fine arts, mathematics, and foreign languages. A minimum of six semester-hour credits in English and six in social studies will be required.
- IV. Thirty semester-hour credits in approved related courses in *subject matter specialization*, in addition to the credits specified in Requirement II above, in each of the following fields for which certification is requested:

Accounting	Home Economics
Art	Italian
Biology	Latin
Chemistry	Library Studies
English	Mathematics
Engineering	Music (General)
French	Music (Instrumental)
General Business:	Music (Vocal)
Business law, advertising, credit and collections, etc.	Philosophy
General Science	Physical Education
Geography	Physics
German	Psychology
Guidance	Social Science:
Health Education	Economics, government, and sociology.
History	Spanish
	Speech

NOTE. Courses in methods of teaching any of the above subjects cannot be included in the above thirty semester-hour credits.

V. The requirements of either section A or B below:

A. Professional education

1. Eighteen semester-hour credits in courses distributed over four or more of the following groups, including at least one course in each starred area. A maximum of three semester-hour credits will be accepted in health education. These eighteen credits do not include student teaching.
 - * Methods of teaching. This group includes such courses as methods of teaching in senior high schools and junior colleges, visual aids in education, and individualizing instruction.
 - * Educational psychology. This group includes such courses as psychology of learning, human growth and development, adolescent psychology, educational measurements, and mental hygiene.

- * Health education. A maximum of three semester-hour credits will be accepted in this area. This group includes such courses as personal health problems, school health problems, nutrition, health administration, and biology. An examination in health education may be accepted in fulfillment of this requirement. This examination does not reduce the eighteen semester-hour credits specified in professional education.

Curriculum. This group includes such courses as principles of curriculum construction, the junior college curriculum, the junior college program of studies, and extracurricular activities in junior colleges.

Foundations of education. This group includes such courses as history of education, principles of education, philosophy of education, comparative education, and educational sociology.

Guidance. This group includes such courses as principles of guidance, counseling, vocational guidance, educational guidance, research in guidance, and student personnel problems.

2. A minimum of one hundred and fifty clock hours of *approved student teaching* in an accredited junior college or one year of approved experience as a classroom teacher in grades eleven to fourteen. This requirement is in addition to the eighteen credits in professional education.

B. Advanced study and professional experience.

1. The attainment of an approved doctor's degree with major specialization in the subject matter to be taught

or

- 2. A minimum of three years of approved experience teaching the subject matter concerned in an accredited junior college, college, or university.

- TERM. The limited certificate is valid for five years.

PERMANENT CERTIFICATE. The limited certificate may be made permanent when the applicant completes three years of successful teaching experience within the scope of the certificate.

SECONDARY

AUTHORIZATION. This certificate is required for teaching the designated fields in grades seven through twelve.

REQUIREMENTS FOR THE LIMITED CERTIFICATE.

- I. A bachelor's degree based upon a four-year curriculum in an accredited college.
- II. Successful completion of *one* of the following:
 - A. A college curriculum approved by the New Jersey State Department of Education as the basis for issuing this certificate.
 - B. A program of college studies including:
 1. A minimum of thirty semester-hour credits in *general background* courses distributed in at least three of the following fields: English, social studies, science, fine arts, mathematics, and foreign languages. Six semester-hour credits in English and six in social studies will be required.
 2. A minimum of eighteen semester-hour credits in courses in *professional education* distributed over four or more of the following areas, including at least one course in each starred area. A maximum of three semester-hour credits will be accepted in health education. These eighteen credits do not include student teaching.
 - * Methods of teaching. This group includes such courses as methods of teaching in secondary schools, visual aids in education, and individualizing instruction.
 - * Educational psychology. This group includes such courses as psychology of learning, human growth and development, adolescent psychology, educational measurements, and mental hygiene.
 - * Health education. A maximum of three semester-hour credits will be accepted in this area. This group includes such courses as personal health problems, school health problems, nutrition, health administration, and biology. An examination in health education may be accepted in fulfillment of this requirement. This examination does not reduce the eighteen semester-hour credits specified in professional education.
- Foundations of education. This group includes such courses as history of education, principles of education, philosophy of education, comparative education, and educational sociology.
- Curriculum. This group includes such courses as principles of curriculum construction, the high school curriculum, a study of the curriculum in one specific field, and extra-curricular activities.
- Guidance. This group includes such courses as principles of guidance, counseling, vocational guidance, educational guidance, research in guidance, and student personnel problems.
3. One hundred and fifty clock hours of *approved student teaching*. At least ninety clock hours must be devoted to responsible classroom teaching; sixty clock hours may be employed in observation and participation. This requirement is in addition to the eighteen credits in professional education above.
4. Teaching Field.

One teaching field is required. Teaching fields are as follows: (Work within areas listed is recommended. Courses required are starred.)

*Minimum
Semester
Hours*

ART

18 Art

BUSINESS EDUCATION

- 18 Bookkeeping and Accounting: Bookkeeping*, accounting*, business machines, business mathematics, and general business subjects. A minimum of twelve semester-hour credits is required in bookkeeping and accounting. Holders of this endorsement are authorized to teach business mathematics
- 18 General Business Education: Principles or methods of business education*, economics*, business law*, business mathematics*, business organization and management, economic geography, finance, consumer education, marketing, merchandising
- 18 Secretarial Studies: Shorthand*, typewriting*, methods of teaching secretarial studies*, office practice, and general business subjects. There must be a minimum of six semester-hour credits in shorthand, and four semester-hour credits in typewriting, or the equivalent as determined by an accredited college approved for the preparation of business education teachers.
- 4 Typewriting: Four (4) semester-hour credits in typewriting, and a course in methods of teaching typewriting

HEALTH EDUCATION

- 18 Health Education: Health problems, hygiene, normal diagnosis, nutrition, home hygiene, safety education

INDUSTRIAL ARTS AND HOMEMAKING

- 30 †Industrial Arts: General shop, metalwork, mechanical drawing, printing, graphic arts, crafts
- 30 §Home Economics: Food and clothing*, child care
- 18 §Clothing
- 18 §Foods

LANGUAGE ARTS

- 18 English: Literature, composition, oral English
- 18 Reading Improvement: Remedial reading, reading improvement, and related courses in child psychology and tests and measurements
- 18 Speech Arts and Dramatics: Speech fundamentals, public speaking, oral interpretation, dramatics
- 18 Foreign Languages: Eighteen semester hours are required in each language to be taught
- 18 Library Studies: Cataloging, children's literature, reference work

MATHEMATICS

- 18 Mathematics: Algebra, geometry, trigonometry, calculus, and fundamentals of mathematical reasoning

* *Required*

† *At least two phases of shopwork required*

§ *Valid in elementary grades*

*Minimum
Semester
Hours*

MUSIC

- 30 Music: Vocal and instrumental
- 18 Instrumental Music
- 18 Vocal Music

PHYSICAL EDUCATION

- 18 Physical Education: Coaching, development of personal skills, nature and function of play, organization and administration of physical education, principles of physical education

SCIENCE

- 30 Science: Biological*, physical*, and earth science
- 18 Biological Science: Biology, botany, zoology
- 18 Earth Science: Geology, geography, physiography, astronomy
- 18 General Science: Three sciences or survey courses in science
- 18 Physical Science: Physics*, chemistry*, geology, astronomy

SOCIAL STUDIES

- 30 ‡Social Studies: History, political science, contemporary civilization, economics, sociology, geography, international relations, citizenship
- 18 Geography
- 18 History: European* and American* history
- 18 Political Science and Economics

TERM. The limited certificate is valid for five years.

PERMANENT CERTIFICATE. The limited certificate may be made permanent when the applicant completes three years of successful teaching experience within the scope of the certificate, and a total of at least twenty-four semester-hour credits in one of the teaching fields designated on the limited certificate. (This does not apply when one of the endorsed fields requires a minimum of thirty semester hours.)

* *Required*

‡ *European and American history, and at least three other areas required*

Information regarding the colleges in New Jersey offering approved curriculums leading to this certificate may be obtained from the Office of Teacher Education and Certification.

JUNIOR HIGH SCHOOL

AUTHORIZATION. This certificate authorizes the holder to teach in grades seven and eight in the elementary schools; English, social studies, science and mathematics in the junior high school; and the subject fields endorsed on the certificate in any secondary school.

REQUIREMENTS FOR THE LIMITED CERTIFICATE.

- I. A bachelor's degree based upon a four-year curriculum in an accredited college.
- II. A minimum of thirty semester-hour credits in *general background* courses, distributed in at least three of the following fields: English, social studies, science, fine arts, mathematics, and foreign languages. Six semester-hour credits in English and six in social studies will be required. These thirty credits do not include student teaching.
- III. A program of studies in the academic and professional fields related to junior high school instruction, which has been approved by the State Board of Education.
- IV. The endorsement of secondary fields will conform to the rules for the secondary certificate.
- V. One hundred and fifty clock hours of *approved student teaching*. At least ninety clock hours must be devoted to responsible classroom teaching; sixty clock hours may be employed in observation and participation.

TERM. The limited certificate is valid for five years.

PERMANENT CERTIFICATE. The limited certificate may be made permanent when the applicant completes three years of successful teaching experience within the scope of the certificate.

Information regarding the colleges in New Jersey offering approved curriculums leading to this certificate may be obtained from the Office of Teacher Education and Certification.

ELEMENTARY

AUTHORIZATION. This certificate is required for teaching the elementary grades kindergarten through eight. It does not permit the holder to devote more than one half time to teaching art, music, health education, home economics, industrial arts, or physical education, for which there are special certificates.

Teachers with limited or permanent elementary certificates are also authorized to teach the common branch subjects such as reading, arithmetic, writing, and spelling in secondary school grades seven through twelve.

REQUIREMENTS FOR THE LIMITED CERTIFICATE

I. A bachelor's degree based upon a four-year curriculum in an accredited college.

II. Successful completion of *one* of the following:

A. A college curriculum approved by the New Jersey State Department of Education as the basis for issuing this certificate

or

B. A program of college studies including:

general background

1. A minimum of thirty semester-hour credits in *general background* courses chosen from at least three of the following areas: English, social studies, science, fine arts, mathematics, and foreign languages. Six semester-hour credits in English and six in social studies will be required.

specialized preparation

2. Thirty semester-hour credits in *elementary or kindergarten-primary education* including work in the following areas. This work may be in separate or integrated courses. These thirty credits do not include student teaching.

Principles and practice of elementary education (Methods)
Elementary school curriculum
Child growth and development
Arts and crafts
Geography
Health and physical education
American history
Language arts
Mathematics
Music
Reading
Science

student teaching

3. One hundred and fifty clock hours of *approved student teaching* in the elementary or kindergarten-primary field. At least ninety clock hours must be devoted to responsible classroom teaching; sixty clock hours may be employed in observation and participation. This requirement is in addition to the thirty credits in section 2 above.

TERM. The limited certificate is valid for five years.

PERMANENT CERTIFICATE. The limited certificate may be made permanent when the applicant completes three years of successful teaching experience within the scope of the certificate.

Information regarding the colleges in New Jersey offering approved curriculums leading to this certificate may be obtained from the Office of Teacher Education and Certification.

ELEMENTARY SCHOOL CERTIFICATION, GRADES K–8, FOR TEACHERS IN OTHER FIELDS

REQUIREMENTS

Teachers certified in other fields who hold a bachelor's degree may be certified as elementary school teachers, grades kindergarten through eight, providing they present a minimum of eighteen semester hours of study in elementary education, including work in each of the following areas. This study may be in separate or integrated courses.

Child Growth and Development

Methods of teaching in the elementary school, *including* the teaching of each of the following *five* curriculum areas:

Language arts (Reading is required in this area)

Science (Mathematics may be included in this category)

Social studies

Creative arts (Fine arts and crafts, music)

Health, safety, and physical education

See Appendix B for information regarding current requirements for emergency and provisional certificates for teaching in the elementary schools.

NURSERY SCHOOL

AUTHORIZATION. This certificate is required for teaching in any nursery school established as part of the public school system.

REQUIREMENTS FOR THE LIMITED CERTIFICATE.

- I. A bachelor's degree based upon a four-year curriculum in an accredited college.
- II. Successful completion of *one* of the following:
 - A. A college curriculum approved by the New Jersey State Department of Education as the basis for issuing this certificate
 - or
 - B. A program of college studies including:
 1. Thirty semester-hour credits in specialized nursery school training. These thirty credits do not include student teaching.
 2. The teacher training program shall include work in each of the following areas:
 - History, principles, and philosophy of education
 - Child development from birth to twelve years, and related courses in psychology, mental hygiene, child health, and nutrition
 - Nursery school curriculum and procedure. The curriculum shall include literature, story telling, music, art, and science for children two to five years of age.
 - Child, family, and community life
 3. One hundred and fifty clock hours of approved student teaching in nursery schools on more than one age level. At least ninety clock hours must be devoted to responsible classroom teaching; sixty clock hours may be employed in observation and participation. This requirement is in addition to the thirty credits in section 1, above.

TERM. The limited certificate is valid for five years.

PERMANENT CERTIFICATE. The limited certificate may be made permanent when the applicant completes three years of successful teaching experience within the scope of the certificate.

Information regarding the colleges in New Jersey offering approved curriculums leading to this certificate may be obtained from the Office of Teacher Education and Certification.

NURSERY SCHOOL CERTIFICATION FOR ELEMENTARY TEACHERS

AUTHORIZATION. To teach in any nursery school established as part of the public school system.

REQUIREMENTS.

- I. An elementary teacher's certificate and six credits in specialized nursery school training including work in each of the areas starred below:
 - *A. Curriculum studies, including literature, story telling, music, art, and science for children approximately two to five years of age
 - *B. Methods of teaching in nursery school
 - C. Child health and nutrition for children under five years of age
 - D. Child growth and development from birth to six years
- II. A minimum of sixty clock hours of approved student teaching in nursery schools on more than one age level.

TERM. This certification may be made permanent when the applicant completes three years of successful teaching experience in the nursery school and six additional semester-hour credits in the courses listed above.

ART

AUTHORIZATION. This certificate is required for teaching art in elementary and secondary schools.

REQUIREMENTS FOR THE LIMITED CERTIFICATE

I. A bachelor's degree based upon a four-year curriculum in an accredited college.

II. Successful completion of *one* of the following:

A. A college curriculum approved by the New Jersey State Department of Education as the basis for issuing this certificate

B. A program of college studies including:

*general
background*

1. A minimum of thirty semester-hour credits in *general background* courses distributed in at least three of the following fields: English, social studies, science, fine arts, mathematics, and foreign languages. Six semester-hour credits in English and six in social studies will be required.
2. A minimum of eighteen semester-hour credits in *professional education* courses distributed over four or more of the following groups including at least one course in each starred area. A maximum of three semester-hour credits will be accepted in health education. These eighteen credits do not include student teaching.

*Methods of teaching art

*Educational psychology. This group includes such courses as psychology of learning, human growth and development, adolescent psychology, educational measurements, and mental hygiene.

*professional
education*

*Health education. A maximum of three semester-hour credits will be accepted in this area. This group includes such courses as personal health problems, school health problems, nutrition, health administration, and biology. An examination in health education may be accepted in fulfillment of this requirement. This examination does not reduce the eighteen semester-hour credits specified in professional education.

Curriculum. This group includes such courses as principles of curriculum construction, the high school curriculum, a study of the curriculum in the specific field, and extracurricular activities.

Foundations of education. This group includes such courses as history of education, principles of education, philosophy of education, comparative education, and educational sociology.

Guidance. This group includes such courses as principles of guidance, counseling, vocational guidance, educational guidance, research in guidance, and student personnel problems.

3. A minimum of forty semester-hour credits in the *field of specialization*, distributed among the following areas and covering both the elementary and secondary fields:

Philosophy, principles, methods, and a study of the curriculum in fine arts

*specialized
field*

Art history and art appreciation and design, including architecture, housing and community design, house furnishing or interior architecture and design

Painting, sculpture, drawing, and composition

Graphic arts, including lithography, etching, wood cuts, wood engraving, photography, silk screening, linoleum-block printing, and lettering

Crafts, including plastics, woodwork, metalwork, jewelry, theatre, puppetry, fashion design and illustrations, ceramics, and textile weaving

*student
teaching*

4. One hundred and fifty clock hours of *approved student teaching*. At least ninety clock hours must be devoted to responsible classroom teaching; sixty clock hours may be employed in observation and participation. This requirement is in addition to the eighteen credits in professional education.

TERM. The limited certificate is valid for five years.

PERMANENT CERTIFICATE. The limited certificate may be made permanent when the applicant completes three years of successful teaching experience within the scope of the certificate.

Information regarding the colleges in New Jersey offering approved curriculums leading to this certificate may be obtained from the Office of Teacher Education and Certification.

For information regarding requirements for teaching art in grades seven through twelve only, see secondary teacher's certificate.

BUSINESS EDUCATION

AUTHORIZATION. This certificate is required for teaching business education in secondary or vocational schools.

REQUIREMENTS FOR THE LIMITED CERTIFICATE.

I. A bachelor's degree based upon a four-year curriculum in an accredited college.

II. Successful completion of *one* of the following:

A. A college curriculum approved by the New Jersey State Department of Education as the basis for issuing this certificate

or

B. A program of college studies including:

1. A minimum of thirty semester-hour credits in *general background* courses distributed in at least three of the following fields: English, social studies, science, fine arts, mathematics, and foreign languages. Six semester-hour credits in English and six in social studies will be required.
2. Three hundred clock hours of related business experience approved by the college or the State Department of Education
3. A minimum of eighteen semester-hour credits in *professional education* courses distributed over four or more of the following groups including at least one course in methods of teaching the skill subjects to be taught and one in each starred area. A maximum of three semester-hour credits will be accepted in health education. These eighteen credits do not include student teaching.

* Methods of teaching. This group includes such courses as methods of teaching the skill subjects to be taught, visual aids in education, and individualizing instruction.

* Educational psychology. This group includes such courses as psychology of learning, human growth and development, adolescent psychology, educational measurements, and mental hygiene.

* Health education. A maximum of three semester-hour credits will be accepted in this area. This group includes such courses as personal health problems, school health problems, nutrition, health administration, and biology. An examination in health education may be accepted in fulfillment of this requirement. This examination does not reduce the eighteen semester-hour credits specified in professional education.

* A course dealing with the aims, scope, and desirable outcomes of business education
Curriculum. This group includes such courses as principles of curriculum construction, the high school curriculum, a study of the curriculum in one specific field, and extra-curricular activities.

Foundations of education. This group includes such courses as history of education, principles of education, philosophy of education, comparative education, and educational sociology.

Guidance. This group includes such courses as occupational trends and opportunities, principles of guidance, counseling, vocational guidance, educational guidance, research in guidance, and student personnel problems.

4. One hundred and fifty clock hours of *approved student teaching*. At least ninety clock hours must be devoted to responsible classroom teaching; sixty clock hours may be employed in observation and participation. This requirement is in addition to the eighteen credits in professional education.

5. Eighteen semester-hour credits in subjects basic to business and commerce chosen from the areas listed, including work as indicated in each of the starred fields: *economics, *business law, *business mathematics, *introduction to business or business organization and management, economic geography, finance, consumer education, marketing or merchandising.
6. Semester-hour credits as specified below in each of the following fields:

Bookkeeping and Accounting

Twelve (12) semester hours in bookkeeping and accounting*, and methods of teaching bookkeeping and accounting*. At least eight (8) of the twelve (12) hours must be in bookkeeping and accounting.

Secretarial Studies

Twelve (12) semester hours in shorthand*, typewriting*, methods of teaching secretarial studies*, and office practice. There must be a minimum of six (6) semester hours in shorthand, and four (4) semester hours in typewriting.

TERM. The limited certificate is valid for five years.

PERMANENT CERTIFICATE. The limited certificate may be made permanent when the applicant completes three years of successful teaching experience within the scope of the certificate.

Information regarding the colleges in New Jersey offering approved curriculums leading to this certificate may be obtained from the Office of Teacher Education and Certification.

For information regarding requirements for teaching bookkeeping and accounting, general business, secretarial studies, or typewriting in grades seven through twelve, see the rule concerning the secondary teacher's certificate.

DRIVER EDUCATION

AUTHORIZATION. This endorsement is required for teaching driver education.

REQUIREMENTS.

- I. A valid New Jersey teacher's certificate
- II. A current New Jersey driver's license
- III. Three years of automobile driving experience
- IV. Evidence of satisfactory completion of a course in driver education and driver training approved by the Commissioner of Education

HEALTH EDUCATION

AUTHORIZATION. This certificate is required for teaching health education in the elementary and secondary schools.

REQUIREMENTS FOR THE LIMITED CERTIFICATE

I. A bachelor's degree based upon a four-year curriculum in an accredited college.

II. Successful completion of *one* of the following:

A. A college curriculum approved by the New Jersey State Department of Education as the basis for issuing this certificate

or

B. A program of college studies including:

*general
background*

1. A total of thirty semester-hour credits in *general background* courses distributed in at least three of the following fields: English, social studies, science, fine arts, mathematics, and foreign languages. Six semester-hour credits in English and six in social studies will be required.

2. A minimum of eighteen semester-hour credits in *professional education* courses distributed over four or more of the following groups including at least one course in each starred area. A maximum of three semester-hour credits will be accepted in health education. These eighteen credits do not include student teaching.

*professional
education*

* Methods of teaching health education

* Educational psychology. This group includes such courses as psychology of learning, human growth and development, adolescent psychology, educational measurements, and mental hygiene.

* Health education. A maximum of three semester-hour credits will be accepted in this area. This group includes such courses as personal health problems, school health problems, nutrition, health administration, and biology.

Curriculum. This group includes such courses as principles of curriculum construction, the high school curriculum, a study of the curriculum in the specific field, and extracurricular activities.

Foundations of education. This group includes such courses as history of education, principles of education, philosophy of education, comparative education, and educational sociology.

Guidance. This group includes such courses as principles of guidance, counseling, vocational guidance, educational guidance, research in guidance, and student personnel problems.

3. A minimum of forty semester-hour credits in the *field of specialization* distributed among the following four areas, and covering both the elementary and secondary fields, with major emphasis on health education.

Bacteriology, biology, and chemistry

Psychology and sociology, including mental hygiene, adolescent psychology, sociology, and educational sociology

*specialized
field*

Health education, including anatomy, physiology, child growth and development, personal and community health, foods and nutrition, health aspects of home and family life, health counseling, safety and first aid, and organization, administration, and supervision of school health programs

Methods of teaching, including a study of the public school health education curriculum

4. One hundred and fifty clock hours of *approved student teaching*. At least ninety clock hours must be devoted to responsible classroom teaching; sixty clock hours may be employed in observation and participation. This requirement is in addition to the eighteen credits in professional education.

TERM. The limited certificate is valid for five years.

PERMANENT CERTIFICATE. The limited certificate may be made permanent when the applicant completes three years of successful teaching experience within the scope of the certificate.

Information regarding the colleges in New Jersey offering approved curriculums leading to this certificate may be obtained from the Office of Teacher Education and Certification.

For information regarding requirements for teaching health education in grades seven through twelve only, see secondary teacher's certificate.

HOME ECONOMICS

AUTHORIZATION. This certificate is required for teaching general and vocational home economics in elementary and secondary schools.

REQUIREMENTS FOR THE LIMITED CERTIFICATE.

- I. A bachelor's degree based upon a four-year curriculum in an accredited college.
- II. A program of college courses including a minimum of thirty semester-hour credits in *general background* courses distributed in at least three of the following fields: English, social studies, science, fine arts and mathematics.
- III. Successful completion of *one* of the following:
 - A. A college curriculum approved by the New Jersey State Department of Education as the basis for issuing this certificate
or
 - B. A program of college studies including:
 1. A minimum of eighteen semester-hour credits in *professional education* including courses from the following fields:
 - Principles and philosophies of vocational-technical education
 - Methods of teaching vocational-technical subjects
 - Curriculum construction in home economics
 - Educational psychology
 - Foundation of education
 - Guidance
 - Health education
 2. A minimum of thirty semester-hour credits in *home economics* including courses from each of the following areas:
 - Foods and nutrition
 - Clothing and textiles
 - Family relationships and child development
 - Family economics and home management
 - Housing, home furnishings and equipment
 3. A minimum of one hundred and fifty clock hours of approved *student teaching*. At least ninety clock hours must be devoted to responsible classroom teaching; sixty clock hours may be employed in observation and participation. This requirement is in addition to the eighteen semester-hour credits of *professional education*.

TERM. This limited certificate is valid for five years.

PERMANENT CERTIFICATE. The limited certificate may be made permanent when the applicant completes three years of successful teaching within the scope of the certificate.

Information regarding the colleges in New Jersey offering approved curriculums leading to this certificate may be obtained from the Office of Teacher Education and Certification.

For information regarding requirements for teaching home economics in grades five through twelve only, see secondary teacher's certificate.

INDUSTRIAL ARTS
(*Academic Background*)

AUTHORIZATION. This certificate is required for teaching industrial arts in elementary and secondary schools.

REQUIREMENTS FOR THE LIMITED CERTIFICATE.

I. A bachelor's degree based upon a four-year curriculum in an accredited college.

II. Successful completion of *one* of the following:

A. A college curriculum approved by the New Jersey State Department of Education as the basis for issuing this certificate.

or

B. A program of college studies including:

1. A minimum of thirty semester-hour credits in *general background* courses distributed in at least three of the following fields: English, social studies, science, fine arts, mathematics, and foreign languages. Six semester-hour credits in English and six in social studies will be required.
2. Three hundred clock hours of work experience in occupations related to the industrial arts field approved by the State Department of Education.
3. A minimum of eighteen semester-hour credits in *professional education* courses distributed over four or more of the following groups including at least one course in each starred area. A maximum of three semester-hour credits will be accepted in health education. These eighteen credits do not include student teaching.

* Methods of teaching in elementary and secondary schools.

* Educational psychology. This group includes such courses as psychology of learning, human growth and development, adolescent psychology, educational measurements, and mental hygiene. A maximum of three semester-hour credits will be accepted in this area.

* Health education. This group includes such courses as personal health problems, school health problems, nutrition, health administration and biology. An examination in health education may be accepted in fulfillment of this requirement. This examination does not reduce the eighteen semester-hour credits specified in professional education.

Curriculum. This group includes such courses as principles of curriculum construction, the high school curriculum, a study of the curriculum in the specific field, and extra-curricular activities.

Foundations of education. This group includes such courses as history of education, principles of education, philosophy of education, comparative education, and educational sociology.

Guidance. This group includes such courses as principles of guidance, counseling, vocational guidance, educational guidance, research in guidance, and student personnel problems.

4. One hundred and fifty clock hours of *approved student teaching*. At least ninety clock hours must be devoted to responsible classroom teaching; sixty clock hours may be employed in observation and participation. This requirement is in addition to the eighteen credits in professional education.

5. A minimum of forty semester-hour credits in the *field of specialization* distributed among the following areas and covering both the elementary and secondary fields:

General shop; shop mathematics; woodwork including design and construction of wood-working projects and wood finishing; home mechanics.

Metalwork including copper, brass, aluminum, band iron and sheet metals; auto mechanics.

Mechanical drawing as related to industrial arts, architecture and machine design.

Graphic arts to include etchings, woodcuts, wood engraving, photography, silk-screening and linoleum-block printing.

Crafts including plastics, wood carving and wood inlay, art metalwork, aluminum craft, and simple jewelry.

TERM. The limited certificate is valid for five years.

PERMANENT CERTIFICATE. The limited certificate may be made permanent when the applicant completes three years of successful teaching experience within the scope of the certificate.

Information regarding the colleges in New Jersey offering approved curriculums leading to this certificate may be obtained from the Office of Teacher Education and Certification.

For information regarding requirements to teach industrial arts in grades seven through twelve only, see secondary teacher's certificate.

INDUSTRIAL ARTS
(*Experience Background*)

AUTHORIZATION. This certificate is required for teaching industrial arts in elementary and secondary schools.

REQUIREMENTS FOR THE LIMITED CERTIFICATE.

I. High school graduation or equivalent attainment and a minimum of eighteen semester-hour credits in *general background* courses distributed in at least three of the following fields: English, social studies, science, fine arts, mathematics, and foreign languages. Six semester-hour credits in English and six in social studies will be required.

II. Four years of approved industrial, trade, or technical experience.

III. Successful completion of *one* of the following:

A. A college curriculum approved by the New Jersey State Department of Education as the basis for issuing this certificate.

OR

B. A program of college studies including:

A minimum of eighteen semester-hour credits in *professional education* in courses distributed over four or more of the following groups, including at least one course in each starred area. A maximum of three semester-hour credits will be accepted in health education. These eighteen credits do not include student teaching.

* Methods of teaching industrial arts in elementary and secondary schools.

* Educational psychology. This group includes such courses as psychology of learning, human growth and development, adolescent psychology, educational measurements, and mental hygiene.

* Health education. A maximum of three semester-hour credits will be accepted in this area. This group includes such courses as personal health problems, school health problems, nutrition, health administration, and biology. An examination in health education may be accepted in fulfillment of this requirement. This examination does not reduce the eighteen semester-hour credits specified in professional education.

Curriculum. This group includes such courses as principles of curriculum construction, the high school curriculum, a study of the curriculum in industrial arts, and extracurricular activities.

Foundations of education. This group includes such courses as history of education, principles of education, philosophy of education, comparative education, and educational sociology.

Guidance. This group includes such courses as principles of guidance, counseling, vocational guidance, educational guidance, research in guidance, and student personnel problems.

IV. One hundred and fifty clock hours of *approved student teaching*. At least ninety clock hours must be devoted to responsible classroom teaching; sixty clock hours may be employed in observation and participation. This requirement is in addition to the eighteen credits in professional education.

V. A minimum of forty semester-hour credits in the *field of specialization* distributed among the following areas and covering both the elementary and secondary fields:

General shop; shop mathematics; woodworking including design and construction of wood-working projects and wood finishing; home mechanics.

Metalwork including copper, brass, aluminum, band iron and sheet metals; auto mechanics.

Mechanical drawing as related to industrial arts, architecture and machine design.

Graphic arts to include etchings, woodcuts, wood engraving, photography, silk-screening and linoleum-block printing.

Crafts including plastics, wood carving and wood inlay, art metalwork, aluminum craft, and simple jewelry.

TERM. The limited certificate is valid for five years.

PERMANENT CERTIFICATE. The limited certificate may be made permanent when the applicant completes three years of successful teaching experience within the scope of the certificate.

Information regarding the colleges in New Jersey offering approved curriculums leading to this certificate may be obtained from the Office of Teacher Education and Certification.

MUSIC

AUTHORIZATION. This certificate is required for teaching music in elementary and secondary schools.

REQUIREMENTS FOR THE LIMITED CERTIFICATE.

- I. A bachelor's degree based upon a four-year curriculum in an accredited college.
 - II. Successful completion of *one* of the following:
 - A. A college curriculum approved by the New Jersey State Department of Education as the basis for issuing this certificate. or
 - B. A program of college studies including:
 1. A minimum of thirty semester-hour credits in *general background* courses distributed in at least three of the following fields: English, social studies, science, fine arts, mathematics, and foreign languages. Six semester-hour credits in English and six in social studies will be required.
 2. A minimum of eighteen semester-hour credits in *professional education* in courses distributed over four or more of the following groups, including at least one course in each starred area. A maximum of three semester-hour credits will be accepted in health education. These eighteen credits do not include student teaching.
 - * Methods of teaching music in elementary and secondary schools.
 - * Educational psychology. This group includes such courses as psychology of learning, human growth and development, adolescent psychology, educational measurements, and mental hygiene.
 - * Health education. A maximum of three semester-hour credits will be accepted in this area. This group includes such courses as personal health problems, school health problems, nutrition, health administration, and biology. An examination in health education may be accepted in fulfillment of this requirement. Such an examination does not reduce the eighteen semester-hour credits specified in professional education.
- Curriculum. This group includes such courses as principles of curriculum construction, the high school curriculum, a study of the curriculum in the field of specialization, and extracurricular activities.
- Foundations of education. This group includes such courses as history of education, principles of education, philosophy of education, comparative education, and educational sociology.
- Guidance. This group includes such courses as principles of guidance, counseling, vocational guidance, educational guidance, research in guidance, and student personnel problems.
3. One hundred and fifty clock hours of *approved student teaching*. At least ninety clock hours must be devoted to responsible classroom teaching; sixty clock hours may be employed in observation and participation. This requirement is in addition to the eighteen credits in professional education.
 4. A minimum of forty semester-hour credits in the *field of specialization* distributed among the following areas and covering both the elementary and secondary fields:

Music reading and dictation; music history and music literature.

Music theory, including harmony and counterpoint, keyboard harmony, elementary composition, and form and analysis.

Instrumentation, orchestration, conducting, and score reading for chorus, orchestra, and/or band.

Applied Music:

Piano. Ability to play four-part choral at sight and to be able to play accompaniments to school songs and assembly singing.

Voice. Ability to sing in tune with good quality, diction and ease of production.

Voice. Ability and training to sing artistically folk and art songs suitable for high school classes.

Each candidate should possess superior ability in one medium—voice, piano, or other instrument.

In lieu of the above semester-hour requirements, any institution may submit to the State Board of Examiners a statement of the individual's ability to satisfy the above applied music requirements.

TERM. The limited certificate is valid for five years.

PERMANENT CERTIFICATE. The limited certificate may be made permanent when the applicant completes three years of successful teaching experience within the scope of the certificate.

Information regarding the colleges in New Jersey offering approved curriculums leading to this certificate may be obtained from the Office of Teacher Education and Certification.

For information regarding requirements to teach music in grades seven through twelve only, see secondary teacher's certificate.

INSTRUMENTAL MUSIC

AUTHORIZATION. To teach instrumental music, orchestra and band, in elementary and secondary schools.

REQUIREMENTS FOR THE LIMITED CERTIFICATE.

- I. Proof of ability to play the piano or organ and one other instrument.
- II. The equivalent of one year (thirty-two semester-hour credits) in the study of education in music, including:
 - Music theory (harmony, counterpoint, orchestration)
 - Music appreciation and history
 - Instrumental music
 - Orchestra and band
 - Conducting
 - Education (psychology, principles, methods of teaching)
- III. One hundred and fifty clock hours of approved student teaching. At least ninety clock hours must be devoted to responsible classroom teaching; sixty clock hours may be employed in observation and participation. This requirement is in addition to the thirty-two credits above.

TERM. The limited certificate is valid for five years.

PERMANENT CERTIFICATE. The limited certificate may be made permanent when the applicant completes three years of successful teaching experience within the scope of the certificate.

PHYSICAL EDUCATION

AUTHORIZATION. This certificate is required for teaching physical education in elementary and secondary schools. (Health education shall be included in this authorization if the curriculum contains at least eighteen semester-hour credits in this field.)

REQUIREMENTS FOR THE LIMITED CERTIFICATE.

I. A bachelor's degree based upon a four-year curriculum in an accredited college.

II. Successful completion of *one* of the following:

A. A college curriculum approved by the New Jersey State Department of Education as the basis for issuing this certificate. or

B. A program of college studies including:

1. A minimum of thirty semester-hour credits in *general background* courses distributed in at least three of the following fields: English, social studies, science, fine arts, mathematics, and foreign languages. Six semester-hour credits in English and six in social studies are required.
2. A minimum of eighteen semester-hour credits in *professional education* courses distributed over four or more of the following groups, including at least one course in each starred area. A maximum of three semester-hour credits will be accepted in health education. These eighteen credits do not include student teaching.

- * Methods of teaching physical education in elementary and secondary schools.

- * Educational psychology. This group includes such courses as psychology of learning, human growth and development, adolescent psychology, educational measurements, and mental hygiene.

- * Health education. A maximum of three semester-hour credits will be accepted in this area. This group includes such courses as personal health problems, school health problems, nutrition, health administration, and biology.

Curriculum. This group includes such courses as principles of curriculum construction, the high school curriculum, a study of the curriculum in the field of specialization, and extracurricular activities.

Foundations of education. This group includes such courses as history of education, principles of education, philosophy of education, comparative education, and educational sociology.

Guidance. This group includes such courses as principles of guidance, counseling, vocational guidance, educational guidance, research in guidance, and student personnel problems.

3. One hundred and fifty clock hours of *approved student teaching*. At least ninety clock hours must be devoted to responsible classroom teaching; sixty clock hours may be employed in observation and participation. This requirement is in addition to the eighteen credits in professional education.
4. A minimum of forty semester-hour credits in the *field of specialization* distributed among the following areas and covering both the elementary and secondary fields:

Anatomy, physiology, kinesiology.

Coaching, development of personal skills, nature and function of play.

History, principles, and organization and administration of physical education.

Materials and methods in physical education for the elementary grades and materials and methods in physical education for the high school.

Health education including personal and community hygiene, first aid, and safety.

TERM. The limited certificate is valid for five years.

PERMANENT CERTIFICATE. The limited certificate may be made permanent when the applicant completes three years of successful teaching experience within the scope of the certificate.

Information regarding the colleges in New Jersey offering approved curriculums leading to this certificate may be obtained from the Office of Teacher Education and Certification.

For information regarding requirements to teach physical education in grades seven through twelve only, see secondary teacher's certificate.

READING

Certification Required for Teaching of Reading

A number of teachers certificates authorize the teaching of reading at designated grade levels.

1. *The Elementary Teacher's Certificate*

Since remedial work in the common branch subjects in the high school may be taught by a certificated elementary teacher, this certificate authorizes instruction in reading, grades kindergarten through twelve. See requirements for elementary teacher's certificate, page 34.

2. *The Secondary Teacher's Certificate in English* authorizes the teaching of reading in grades seven through twelve. See requirements for secondary teacher's certificate, page 30.

3. *The Secondary Teacher's Certificate in Reading Improvement* authorizes the teaching of reading in grades seven through twelve. See requirements for secondary teacher's certificate, page 30.

4. *The Endorsement in Reading on a Teacher's Certificate* authorizes the teaching of reading in grades kindergarten through twelve. This endorsement is available to the holder of any New Jersey teacher's certificate who presents an approved master's degree program in reading from an accredited college.

Information regarding the colleges in New Jersey offering approved curriculums leading to these certificates and endorsements may be obtained from the Office of Teacher Education and Certification.

RECREATION

(*Permissive*)

AUTHORIZATION. This certificate authorizes the holder to teach recreation in the elementary and secondary schools and may be secured by recreation directors employed by boards of education.

REQUIREMENTS FOR THE LIMITED CERTIFICATE.

I. A bachelor's degree based upon a four-year curriculum in an accredited college.

II. Successful completion of *one* of the following:

A. A college curriculum approved by the New Jersey State Department of Education as the basis for issuing this certificate.

B. A program of college studies including:

1. A total of thirty semester-hour credits in *general background* courses distributed in at least three of the following fields: English, social studies, science, fine arts, mathematics, and foreign languages. Six semester-hour credits in English and six in social studies will be required.
2. A minimum of eighteen semester-hour credits in *professional education* courses distributed over four or more of the following groups including at least one course in each starred area. A maximum of three semester-hour credits will be accepted in health education. These eighteen credits do not include student teaching.

- * Methods of teaching recreation in elementary and secondary schools.

- * Educational psychology. This group includes such courses as psychology of learning, human growth and development, adolescent psychology, educational measurements, and mental hygiene.

- * Health education. A maximum of three semester-hour credits will be accepted in this area. This group includes such courses as personal health problems, school health problems, nutrition, health administration, and biology.

Curriculum. This group includes such courses as principles of curriculum construction, the high school curriculum, a study of the curriculum in the specific field, and extra-curricular activities.

Foundations of education. This group includes such courses as history of education, principles of education, philosophy of education, comparative education, and educational sociology.

Guidance. This group includes such courses as principles of guidance, counseling, vocational guidance, educational guidance, research in guidance, and student personnel problems.

3. One hundred and fifty clock hours of *approved student teaching*. At least ninety clock hours must be devoted to responsible teaching and/or supervision of recreational activities; sixty clock hours may be employed in observation and participation. This requirement is in addition to the eighteen credits in professional education.
4. A minimum of forty semester-hour credits in the *field of specialization* distributed among the following areas and covering both the elementary and secondary fields:

Community recreation, including history, principles and philosophy, organization and administration of recreation.

Outdoor education, including school camping, camp leadership, training and organization, camp crafts and administration.

First aid and safety.

Recreation education, including study of recreation areas and facilities, programming of recreation, playground management, publicity, club work, group work, crafts, games and dancing, swimming, music, and dramatics.

Related science and social studies including health education, biological science, social problems, adult education, counseling and guidance.

TERM. The limited certificate is valid for five years.

PERMANENT CERTIFICATE. The limited certificate may be made permanent when the applicant completes three years of successful teaching experience within the scope of the certificate.

PERMISSIVE ENDORSEMENT IN RECREATION

REQUIREMENTS.

- I. A teacher's certificate.
- II. A minimum of eighteen semester-hour credits including work in each of the following areas:
 - Community recreation, including history, principles and philosophy, organization and administration of recreation.
 - First aid and safety.
 - Outdoor education, including school camping, camp leadership, training and organization, camp crafts, and administration.
 - Recreation education, including study of recreation areas and facilities, programming of recreation, playground management, publicity, club work, group work, crafts, games and dancing, swimming, music, and dramatics.

BLIND OR PARTIALLY SIGHTED

AUTHORIZATION. This certificate or endorsement is required for teaching blind or partially sighted children in elementary, secondary or vocational schools.

REQUIREMENTS FOR AN ENDORSEMENT ON A LIMITED OR PERMANENT TEACHER'S CERTIFICATE.

I. A minimum of eighteen semester-hour credits in the following areas or their equivalent, in separate or integrated courses. Work in the starred areas is required.

- * Introduction to education of the handicapped
- * Psychology of the handicapped
- * Methods of teaching blind or partially sighted children, including typewriting and Braille
- * Counseling, vocational guidance, and rehabilitation service for the handicapped
- Medical, emotional and social implications of blindness
- Orientation in psychological tests
- Electives related to the education of the blind or the partially sighted

REQUIREMENTS FOR THE LIMITED CERTIFICATE.

I. A bachelor's degree based upon a four-year curriculum in an accredited college.

II. Successful completion of *one* of the following:

A. A college curriculum approved by the New Jersey State Department of Education as the basis for issuing this certificate

B. A program of college studies including:

1. A minimum of thirty semester-hour credits in *general background* courses distributed in at least three of the following fields: English, social studies, science, fine arts, mathematics, and foreign languages. Six semester-hour credits in English and six in social studies will be required.
2. Thirty semester-hour credits in the field of *education*, including the eighteen specified for the endorsement in I. above, and, in addition, work in the following fields of study, including each of the starred areas. These thirty credits do not include student teaching.
 - * Methods. Methods of teaching social studies and communications, in separate or integrated courses
 - * Principles and practices of education. This group includes such areas as introduction to education, social and philosophical foundations of education, methods of teaching, audio-visual aids, individualizing instruction.
 - * Educational psychology. This group includes such areas as psychology of learning, child growth and development, adolescent psychology, and mental hygiene.
 - * Curriculum. This group includes such areas as principles of curriculum construction, the elementary or secondary school curriculum, a study of the curriculum in one specific field, and extracurricular activities.

Electives in education, guidance, or special education

3. One hundred and fifty clock hours of *approved student teaching* of children who are blind or partially sighted. This requirement is in addition to the thirty credits in education.

TERM. The limited certificate is valid for five years.

PERMANENT CERTIFICATE. The limited certificate may be made permanent when the applicant completes three years of successful teaching experience within the scope of the certificate.

Information regarding the colleges in New Jersey offering approved curriculums leading to this certificate may be obtained from the Office of Teacher Education and Certification.

DEAF OR HARD OF HEARING

AUTHORIZATION. This certificate or endorsement is required for teaching deaf or hard of hearing children in elementary, secondary or vocational schools.

REQUIREMENTS FOR AN ENDORSEMENT ON A LIMITED OR PERMANENT TEACHER'S CERTIFICATE.

- I. A minimum of eighteen semester-hour credits in the following areas or their equivalent, in separate or integrated courses. Work in the starred areas is required.

- * Introduction to education of the handicapped
- * Psychology of the handicapped
- * Methods of teaching the deaf or hard of hearing
- * Anatomy and physiology of the ear and speech mechanisms
- * Teaching speech and speech reading to the deaf or hard of hearing
- * Teaching language to the deaf or hard of hearing
- * Audiometry, hearing aids and auditory training

Electives related to the education of the deaf or hard of hearing

REQUIREMENTS FOR THE LIMITED CERTIFICATE.

- I. A bachelor's degree based upon a four-year curriculum in an accredited college.

- II. Successful completion of *one* of the following:

- A. A college curriculum approved by the New Jersey State Department of Education as the basis for issuing this certificate

- B. A program of college studies including:

1. A minimum of thirty semester-hour credits in *general background* courses distributed in at least three of the following fields: English, social studies, science, fine arts, mathematics, and foreign languages. Six semester-hour credits in English and six in social studies will be required.
 2. Thirty semester-hour credits in the field of *education*, including the eighteen specified for the endorsement in I. above, and, in addition, work in the following fields of study, including each of the starred areas. These thirty credits do not include student teaching.
 - * Methods. Methods of teaching social studies and communications, in separate or integrated courses
 - * Principles and practices of education. This group includes such areas as introduction to education, social and philosophical foundations of education, methods of teaching, audio-visual aids, individualizing instruction.
 - * Curriculum. This group includes such areas as principles of curriculum construction, the elementary or secondary school curriculum, a study of the curriculum in one specific field, and extracurricular activities.

- * Educational psychology. This group includes such areas as psychology of learning, child growth and development, adolescent psychology, and mental hygiene.

Electives in education, guidance, or special education

3. One hundred and fifty clock hours of *approved student teaching* of children who are deaf or hard of hearing. This requirement is in addition to the thirty credits in education.

TERM. The limited certificate is valid for five years.

PERMANENT CERTIFICATE. The limited certificate may be made permanent when the applicant completes three years of successful teaching experience within the scope of the certificate.

Information regarding the colleges in New Jersey offering approved curriculums leading to this certificate may be obtained from the Office of Teacher Education and Certification.

MENTALLY RETARDED

(*Educable and Trainable*)

AUTHORIZATION. This certificate or endorsement is required for teaching mentally retarded (educable and trainable) children in elementary, secondary or vocational schools.

REQUIREMENTS FOR AN ENDORSEMENT ON A LIMITED OR PERMANENT TEACHER'S CERTIFICATE.

I. A minimum of eighteen semester-hour credits in the following areas or their equivalent, in separate or integrated courses. Work in starred areas is required.

- * Introduction to education of the handicapped
- * Psychology of the handicapped
- * Curriculum and methods for teaching the mentally retarded (trainable and educable)
- * Arts and crafts
- * Orientation in psychological tests
- Reading disabilities
- Speech correction
- Electives related to the education of the mentally retarded

REQUIREMENTS FOR THE LIMITED CERTIFICATE.

I. A bachelor's degree based upon a four-year curriculum in an accredited college.

II. Successful completion of *one* of the following:

A. A college curriculum approved by the New Jersey State Department of Education as the basis for issuing this certificate

B. A program of college studies including:

1. A minimum of thirty semester-hour credits in *general background* courses distributed in at least three of the following fields: English, social studies, science, fine arts, mathematics, and foreign languages. Six semester-hour credits in English and six in social studies will be required.
2. Thirty semester-hour credits in the field of *education*, including the eighteen specified for the endorsement in I. above, and, in addition, work in the following fields of study, including each of the starred areas. These thirty credits do not include student teaching.
 - * Methods. Methods of teaching social studies and communications, in separate or integrated courses
 - * Principles and practices of education. This group includes such areas as introduction to education, social and philosophical foundations of education, methods of teaching, audio-visual aids, individualizing instruction.
 - * Educational psychology. This group includes such areas as psychology of learning, child growth and development, adolescent psychology, and mental hygiene.
 - * Curriculum. This group includes such areas as principles of curriculum construction, the elementary or secondary school curriculum, a study of the curriculum in one specific field, and extracurricular activities.

Electives in education, guidance, or special education

3. One hundred and fifty clock hours of *approved student teaching* of children who are mentally retarded (educable and trainable). This requirement is in addition to the thirty credits in education.

TERM. The limited certificate is valid for five years.

PERMANENT CERTIFICATE. The limited certificate may be made permanent when the applicant completes three years of successful teaching experience within the scope of the certificate.

Information regarding the colleges in New Jersey offering approved curriculums leading to this certificate may be obtained from the Office of Teacher Education and Certification.

PHYSICALLY LIMITED

(Chronic Health Problems, Cerebral Palsy, Orthopedic Conditions)

AUTHORIZATION. This certificate or endorsement is required for teaching children with orthopedic handicaps, cerebral palsy, or chronic health conditions in elementary, secondary or vocational schools.

REQUIREMENTS FOR AN ENDORSEMENT ON A LIMITED OR PERMANENT TEACHER'S CERTIFICATE.

- I. A minimum of eighteen semester-hour credits in the following areas or their equivalent, in separate or integrated courses. Work in the starred areas is required.

- * Introduction to education of the handicapped
- * Psychology of the handicapped
- * Methods and materials for teaching children with chronic health problems, cerebral palsy, and orthopedic conditions
- * Reading disabilities
- * Counseling, vocational guidance, and rehabilitation services for the handicapped
- Health problems of the physically limited
- Occupational and physical therapies
- Electives related to the education of the physically limited

REQUIREMENTS FOR THE LIMITED CERTIFICATE.

- I. A bachelor's degree based upon a four-year curriculum in an accredited college.

II. Successful completion of *one* of the following:

- A. A college curriculum approved by the New Jersey State Department of Education as the basis for issuing this certificate

B. A program of college studies including:

1. A minimum of thirty semester-hour credits in *general background* courses distributed in at least three of the following fields: English, social studies, science, fine arts, mathematics, and foreign languages. Six semester-hour credits in English and six in social studies will be required.
2. Thirty semester-hour credits in the field of *education*, including the eighteen specified for the endorsement in I. above, and, in addition, work in the following fields of study including each of the starred areas. These thirty credits do not include student teaching.
 - * Methods. Methods of teaching social studies and communications, in separate or integrated courses
 - * Principles and practices of education. This group includes such areas as introduction to education, social and philosophical foundations of education, methods of teaching, audio-visual aids, individualizing instruction.
 - * Educational psychology. This group includes such areas as psychology of learning, child growth and development, adolescent psychology, and mental hygiene.
 - * Curriculum. This group includes such areas as principles of curriculum construction, the elementary or secondary school curriculum, a study of the curriculum in one specific field, and extracurricular activities.

Electives in education, guidance, or special education

3. One hundred and fifty clock hours of *approved student teaching* of children who are physically limited. This requirement is in addition to the thirty credits in education.

TERM. The limited certificate is valid for five years.

PERMANENT CERTIFICATE. The limited certificate may be made permanent when the applicant completes three years of successful teaching experience within the scope of the certificate.

Information regarding the colleges in New Jersey offering approved curriculums leading to this certificate may be obtained from the Office of Teacher Education and Certification.

SOCIALLY AND EMOTIONALLY MALADJUSTED

AUTHORIZATION. This certificate or endorsement is required for teaching socially and emotionally maladjusted children in elementary, secondary, or vocational schools.

REQUIREMENTS FOR AN ENDORSEMENT ON A LIMITED OR PERMANENT TEACHER'S CERTIFICATE.

I. A minimum of eighteen semester-hour credits in the following areas or their equivalent, in separate or integrated courses. Work in the starred areas is required.

- * Introduction to education of the handicapped
- * Abnormal psychology or psychology of the handicapped
- * Methods of teaching the emotionally and socially maladjusted
- * Sociology and social problems
- * Reading disabilities
- * Orientation in psychological tests

Counseling, vocational guidance, and rehabilitation services for the handicapped

Clinical case studies

Electives related to the education of the socially and emotionally maladjusted

REQUIREMENTS FOR THE LIMITED CERTIFICATE.

I. A bachelor's degree based upon a four-year curriculum in an accredited college.

II. Successful completion of *one* of the following:

A. A college curriculum approved by the New Jersey State Department of Education as the basis for issuing this certificate

B. A program of college studies including:

1. A minimum of thirty semester-hour credits in *general background* courses distributed in at least three of the following fields: English, social studies, science, fine arts, mathematics, and foreign languages. Six semester-hour credits in English and six in social studies will be required.
2. Thirty semester-hour credits in the field of *education*, including the eighteen specified for the endorsement in I. above, and, in addition, work in the following fields of study, including each of the starred areas. These thirty credits do not include student teaching.
 - * **Methods.** Methods of teaching social studies and communications, in separate or integrated courses
 - * **Principles and practices of education.** This group includes such areas as introduction to education, social and philosophical foundations of education, methods of teaching, audio-visual aids, individualizing instruction.
 - * **Educational psychology.** This group includes such areas as psychology of learning, child growth and development, adolescent psychology, and mental hygiene.
 - * **Curriculum.** This group includes such areas as principles of curriculum construction, the elementary or secondary school curriculum, a study of the curriculum in one specific field, and extracurricular activities.

Electives in education, guidance, or special education

3. One hundred and fifty clock hours of *approved student teaching* of children who are socially and emotionally maladjusted. This requirement is in addition to the thirty credits in education.

TERM. The limited certificate is valid for five years.

PERMANENT CERTIFICATE. The limited certificate may be made permanent when the applicant completes three years of successful teaching experience within the scope of the certificate.

Information regarding the colleges in New Jersey offering approved curriculums leading to this certificate may be obtained from the Office of Teacher Education and Certification.

SPEECH CORRECTION

AUTHORIZATION. This certificate or endorsement is required for service as a speech correctionist in elementary, secondary or vocational schools.

REQUIREMENTS FOR AN ENDORSEMENT ON A LIMITED OR PERMANENT TEACHER'S CERTIFICATE.

I. A minimum of eighteen semester-hour credits in the following areas or their equivalent, in separate or integrated courses. Work in the starred areas is required.

- * Education and/or psychology of the handicapped
- * Speech correction
- * Introduction to audiology
- * Anatomy and physiology of the ear and speech mechanisms
- * Phonetics
- * Speech pathology
- * Supervised clinical practice in speech therapy
- Voice, speech improvement
- Orientation in psychological tests
- Reading disabilities
- Electives in special education

REQUIREMENTS FOR THE LIMITED CERTIFICATE.

I. A bachelor's degree based upon a four-year curriculum in an accredited college.

II. Successful completion of *one* of the following:

A. A college curriculum approved by the New Jersey State Department of Education as the basis for issuing this certificate

B. A program of college studies including:

1. A minimum of thirty semester-hour credits in *general background* courses distributed in at least three of the following fields: English, social studies, science, fine arts, mathematics, and foreign languages. Six semester-hour credits in English and six in social studies will be required.
2. Thirty semester-hour credits in the field of *education*, including the eighteen specified for the endorsement in I. above, and in addition, at least nine semester hours of credit in the following fields of study, including work in each of the starred areas. These thirty credits do not include student teaching.
 - * Principles and practices of education. This group includes such areas as introduction to education, social and philosophical foundations of education, methods of teaching, audio-visual aids, individualizing instruction.
 - * Educational psychology. This group includes such areas as psychology of learning, child growth and development, adolescent psychology, and mental hygiene.

- * Curriculum. This group includes such areas as principles of curriculum construction, the elementary or secondary school curriculum, a study of the curriculum in one specific field, and extracurricular activities.

Electives in education, guidance, or special education

3. One hundred and fifty clock hours of *approved supervised teaching* in therapy with children who have speech disorders. This requirement is in addition to the thirty credits in education.

TERM. The limited certificate to teach speech correction is valid for five years.

PERMANENT CERTIFICATE. The limited certificate may be made permanent when the applicant completes three years of successful experience in teaching within the scope of the certificate or endorsement.

Information regarding the colleges in New Jersey offering approved curriculums leading to this certificate may be obtained from the Office of Teacher Education and Certification.

VOCATIONAL-TECHNICAL

Agriculture

AUTHORIZATION. This certificate is required for teaching vocational-agriculture, including the related theory and procedures and/or coordinating supervised farming in any vocational program. Agricultural occupations which prepare students as specialists in a particular area of agriculture or agri-business may also be taught under this certification.

REQUIREMENTS FOR THE LIMITED CERTIFICATE.

- I. A bachelor's degree with a major in agriculture from an accredited college or university.
- * II. A program of college courses including a minimum of thirty semester-hour credits in *general background* courses distributed in at least three of the following fields: English, social studies, science, fine arts and mathematics.
- III. Two years of approved farm experience after the age of fourteen.
- *IV. Successful completion of *one* of the following:
 - A. A college curriculum approved by the New Jersey State Department of Education as the basis for issuing this certificate
 - B. A program of college studies including:
 1. Eighteen semester-hour credits in *professional education* including courses from the following fields:
 - Principles and philosophies of vocational-technical education
 - Curriculum construction in vocational-technical education
 - Development of vocational-technical instructional materials and devices
 - Methods of teaching vocational-technical subjects
 - Shop and laboratory organization and management
 - Vocational guidance
 - Secondary education
 - Educational psychology
 - **2. A minimum of one hundred and fifty clock hours of *approved student teaching*. At least ninety clock hours must be devoted to responsible classroom teaching; sixty clock hours may be employed in observation and participation. This requirement is in addition to the eighteen credits of professional education in section B. 1. above.

TERM. The limited certificate is valid for five years.

PERMANENT CERTIFICATE. The limited certificate may be made permanent when the applicant completes three years of successful teaching within the scope of the certificate.

**In any case when it is impossible to obtain a satisfactory applicant who can satisfy these requirements, the local board of education may request the issuance of an emergency certificate valid for one school year. Extension of this certificate shall depend upon the recommendation of the school administrator in the system and successful completion of four semester-hour credits applicable toward the requirements.*

***Applicants who do not present student teaching and who are teaching under an emergency certificate will be required to substitute an approved In-service Supervised Teaching Program in meeting this requirement for the limited certificate.*

VOCATIONAL-TECHNICAL

Related Subjects Teacher

AUTHORIZATION. This certificate is required for full-time teaching of related subjects such as mathematics, science, and drawing or art for skilled trade and/or service occupations in any all-day vocational program.

REQUIREMENTS FOR THE LIMITED CERTIFICATE.

- I. A bachelor's degree based upon a four-year curriculum in an accredited college.
- II. A minimum of two years of approved occupational experience.
- III. A program of college courses including a minimum of thirty semester-hour credits in *general background* courses distributed in at least three of the following fields: English, social studies, science, fine arts, and mathematics.
- *IV. Successful completion of one of the following:
 - A. A college curriculum approved by the New Jersey State Department of Education as the basis for issuing this certificate
 - B. A program of college studies including:
 1. A minimum of eighteen semester-hour credits in *professional education* chosen from the following fields, and including work in each of the starred (**) areas:
 - **Principles and philosophies of vocational-technical education
 - **Curriculum construction in vocational-technical education
 - Development of vocational-technical instructional materials and devices
 - **Methods of teaching vocational-technical subjects
 - Vocational guidance
 - Secondary education
 - Educational psychology
 - ***2. A minimum of one hundred and fifty clock hours of *approved student teaching*. At least ninety clock hours must be devoted to responsible classroom teaching; sixty clock hours may be employed in observation and participation. This requirement is in addition to the eighteen semester-hour credits of professional education in section B. 1. above.

TERM. The limited certificate is valid for five years.

PERMANENT CERTIFICATE. The limited certificate may be made permanent when the applicant completes three years of successful teaching with the scope of the certificate.

**In any case when it is impossible to obtain a satisfactory applicant who can satisfy these requirements, the local board of education may request the issuance of an emergency certificate valid for one school year. Extension of this certificate shall depend upon the recommendation of the school administrator in the system and successful completion of four semester-hour credits applicable toward the requirements.*

****Applicants who do not present student teaching and who are teaching under an emergency certificate will be required to substitute an approved In-service Supervised Teaching Program in meeting this requirement for the limited certificate.*

VOCATIONAL-TECHNICAL

Distributive Occupations

AUTHORIZATION. This certificate is required for teaching and/or coordinating a distributive occupations program, including related theory and procedures.

REQUIREMENTS FOR THE LIMITED CERTIFICATE.

- I. A bachelor's degree based upon a four-year curriculum in an accredited college.
- II. A program of college courses including a minimum of thirty semester-hour credits in *general background* courses distributed in at least three of the following fields: English, social studies, science, fine arts and mathematics. Six semester-hour credits in English and social studies will be required.
- III. Two years of approved work experience in distributive occupations, or a program of supervised internship in a college program for the preparation of business education and/or distributive education teachers.
- *IV. Successful completion of *one* of the following:
 - A. A college curriculum approved by the New Jersey State Department of Education as the basis for issuing this certificate
 - B. A program of college studies including the following:
 1. A minimum of nine semester-hour credits in *general professional education*, in addition to the specialized work required in 2. below, and including study in at least three of the following areas of study (not courses):

Foundations of education. This group includes such courses as history of education, principles of education, philosophy of education, comparative education and educational sociology.

Curriculum. This group includes such courses as principles of curriculum construction, the high school curriculum, and extracurricular activities.

Educational psychology. This group includes such courses as psychology of learning, human growth and development, adolescent psychology, educational measurements and mental hygiene.

Guidance. This group includes such courses as principles of guidance, counseling, educational guidance, vocational guidance, occupational information and student personnel problems.
 2. A minimum of nine semester-hour credits in *specialized professional education* courses dealing with the teaching and coordination of distributive education programs, and including work in each of the following areas of study (not courses):

Principles of philosophies of vocational-technical education

Curriculum development and methods of teaching in distributive education

Organization and administration of part-time cooperative classes
 3. A minimum of fifteen semester-hour credits in background content appropriate to distributive education, such as the following, including work in three of the starred (**) areas of study (not courses):

Economics

Business administration

** Marketing and distribution

** Retailing

Personnel management

** Sales and sales promotion

Color and design

Textiles

- ***4. A minimum of one hundred and fifty clock hours of *approved student teaching*. At least ninety clock hours must be devoted to responsible classroom teaching; sixty clock hours may be employed in observation and participation.

TERM. The limited certificate is valid for five years.

PERMANENT CERTIFICATE. The limited certificate may be made permanent when the applicant completes three years of successful teaching within the scope of the certificate.

REQUIREMENTS FOR AN ENDORSEMENT ON A LIMITED OR PERMANENT TEACHER'S CERTIFICATE.

Any limited or permanent teacher's certificate may be endorsed in the field of distributive education, provided the student has the required work experience and meets the requirements specified in IV. B. 2. and IV. B. 3. above.

**In any case when it is impossible to obtain a satisfactory applicant who can satisfy these requirements, the local board of education may request the issuance of an emergency certificate valid for one school year. Extension of this certificate shall depend upon the recommendation of the school administrator in the system and successful completion of four semester-hour credits applicable toward the requirements.*

****Applicants who do not present student teaching and who are teaching under an emergency certificate will be required to substitute an approved In-service Supervised Teaching Program in meeting this requirement for the limited certificate.*

VOCATIONAL-TECHNICAL
Coordinator: Work Study Programs

AUTHORIZATION. This certificate is required for the position of teacher and coordinator of part-time cooperative vocational education in skilled trade, industrial and/or service occupations. The certificate entitles the holder to teach related vocational subjects in such classes and to act as coordinator between school and industry.

REQUIREMENTS FOR THE LIMITED CERTIFICATE.

- I. A permanent teaching certificate in vocational education or industrial arts.
- II. One year of approved occupational experience.
- III. A program of college courses including a minimum of eighteen semester-hour credits in *general background* courses distributed in at least three of the following fields: English, social studies, fine arts, science, and mathematics.
- *IV. Successful completion of *one* of the following:
 - A. A college curriculum approved by the New Jersey State Department of Education as the basis for issuing this certificate
 - B. A program of college studies including:

A minimum of eighteen semester-hour credits including courses in each of the following fields:

 - Principles and philosophies of vocational-technical education
 - Curriculum construction in vocational-technical education
 - Problems in organizing and teaching part-time cooperative programs
 - Vocational guidance
 - Secondary education
 - Educational psychology

TERM. The limited certificate is valid for five years.

PERMANENT CERTIFICATE. The limited certificate may be made permanent when the applicant completes three years of successful teaching within the scope of this certificate.

**In any case when it is impossible to obtain a satisfactory applicant who can satisfy these requirements, the local board of education may request the issuance of an emergency certificate valid for one school year. Extension of this certificate shall depend upon the recommendation of the school administrator in the system and successful completion of four semester-hour credits applicable toward the requirements.*

VOCATIONAL-TECHNICAL

Part-time Teacher

AUTHORIZATION. This certificate is required for vocational teachers who teach on a part-time basis in any approved vocational-technical evening, apprentice, extension, industrial-in-plant training, or short term pre-employment program in any of the fields of vocational education such as agriculture, distributive education, home economics, trades and industries or technical education and who do not possess a certificate valid for teaching in an all-day program.

REQUIREMENTS FOR THE PART TIME CERTIFICATE.

The applicant must have demonstrated evidence of practical experience to fit him for the particular position he is to fill. The adequacy will be evaluated by the particular supervisor in whose field the teaching is to be done and will be approved by recommendation of the State Director of Vocational-Technical Teacher Training to the State Board of Examiners.

TERM. The part-time vocational certificate is valid for five years only from the date of issuance. Re-issuance of the certificate after five years will be predicated upon presenting evidence of the completion of an approved in-service program in methods of teaching vocational-technical subjects and a certificate of success as a teacher signed by the administrator or supervisor under whom the teaching was done.

VOCATIONAL-TECHNICAL

Subject Teacher

AUTHORIZATION. This certificate is required for full-time teaching of vocational-technical and related subjects in vocational-technical education programs.

REQUIREMENTS FOR THE LIMITED CERTIFICATE.

- I. High school graduation or the equivalent.
- II. Approved training for the vocational-technical subject to be taught.
- III. A minimum of approved experience in the trade or occupation to be taught, as follows:
 - A. Agricultural occupations which prepare students for work in a particular area of agriculture, such as farm machinery repairman, nurseryman, greenhouse florist, propagation man, poultryman--five years.
 - B. Production, personal, or service occupations, such as beauty culture, dry cleaning and pressing, shoe repairing, lathe operation, commercial foods preparation--three years.
 - C. Skilled trades requiring a minimum learning period of two years on-the-job training before reaching the classification of skilled worker or journeyman, or any trade listed by the Federal Committee on Apprentice Training--six years approved full-time experience which may include apprenticeship in the trade to be taught. Graduates of approved vocational technical high schools or institutes may receive one year of credit toward the requirement.
 - D. Practical nursing--three years of approved full-time experience as a registered nurse.
 - E. Technical occupations such as electronic technicians, chemical technicians, industrial drafting and design technicians, engineering aides and metallurgical technicians--two years for applicants with a bachelor's degree--four years without the degree.
- *IV. Evidence of completion of *one* of the following:
 - A. A college curriculum approved by the New Jersey State Department of Education as the basis for issuing this certificate
 - B. A program of college studies including:
 1. A minimum of eighteen semester-hour credits in *general background* courses distributed in at least three of the following fields: English, social studies, fine arts, science, and mathematics.
 2. A minimum of eighteen semester-hour credits in *professional education* chosen from the following fields, and including work in each of the starred (**) areas:
 - ** Principles and philosophies of vocational-technical education
 - ** Curriculum construction in vocational-technical education
 - ** Methods of teaching vocational-technical subjects
 - Vocational guidance
 - Secondary education
 - Educational psychology
 - Professional education electives related to the teaching fields

- ***3. A minimum of one hundred and fifty clock hours of *approved student teaching*. At least ninety clock hours must be devoted to responsible classroom teaching; sixty clock hours may be employed in observation and participation. This requirement is in addition to the eighteen credits of professional education in section IV. B. 2. above.

TERM. The limited certificate is valid for five years.

PERMANENT CERTIFICATE. The limited certificate may be made permanent when the applicant completes three years of successful teaching within the scope of the certificate.

**In any case when it is impossible to obtain a satisfactory applicant who can satisfy these requirements, the local board of education may request the issuance of an emergency certificate valid for one school year. Extension of this certificate shall depend upon the recommendation of the school administrator in the system and successful completion of four semester-hour credits applicable toward the requirements.*

****Applicants who do not present student teaching and who are teaching under an emergency certificate will be required to substitute an approved In-service Supervised Teaching Program in meeting this requirement for the limited certificate.*

PROVISIONAL GUIDANCE ENDORSEMENT

AUTHORIZATION. This endorsement is required for any teacher who is assigned less than half-time in carrying out guidance and student personnel services not connected with teaching, homeroom, or co-curricular activities.

REQUIREMENTS.

- I. A bachelor's degree based upon a four-year curriculum in an accredited college.
- II. A teacher's certificate.
- III. One year of teaching experience.
- IV. Six semester-hour credits in guidance.

TERM. The provisional guidance endorsement is valid for one year. It may be renewed annually when the holder presents one course leading to a limited teacher-counselor's certificate. It may be converted to a limited teacher-counselor's certificate when the holder presents a total of fifteen semester-hour credits in guidance and psychology, at least nine of which must be in guidance. The remaining six credits must be in the field of psychology, including at least one course in tests and measurements (exclusive of introductory courses in general and educational psychology).

TEACHER—COUNSELOR

AUTHORIZATION. This certificate is required for any teacher who is assigned at least half time but not full time in carrying out guidance and student personnel services.

REQUIREMENTS FOR THE LIMITED CERTIFICATE.

- I. A bachelor's degree based upon a four-year curriculum in an accredited college.
- II. A New Jersey teacher's certificate.
- III. Three years of teaching experience.
- IV. Successful completion of *one* of the following:
 - A. A college curriculum approved by the New Jersey State Department of Education as the basis for issuing this certificate
 - B. A program of college studies including fifteen semester-hour credits in courses in guidance and psychology, at least nine of which must be in guidance. The remaining six credits must be in the field of psychology, including at least one course in tests and measurements (exclusive of introductory courses in general and educational psychology).

TERM. The limited certificate is valid for five years.

PERMANENT CERTIFICATE. The limited certificate may be made permanent when the applicant completes three years of successful experience within the scope of this certificate, and presents three additional semester-hour credits in guidance and psychology (exclusive of introductory courses in general and educational psychology).

Information regarding the colleges in New Jersey offering approved curriculums leading to this certificate may be obtained from the Office of Teacher Education and Certification.

COUNSELOR

AUTHORIZATION. This certificate is required for any person who is assigned full time in carrying out guidance and student personnel services; including the coordination of said functions in a school system.

REQUIREMENTS FOR THE LIMITED CERTIFICATE.

- I. A bachelor's degree based upon a four-year curriculum in an accredited college.
- II. A permanent New Jersey teacher's certificate or its equivalent.
- III. Successful completion of *one* of the following:
 - A. A college curriculum approved by the New Jersey State Department of Education as the basis for issuing this certificate.
 - B. A program of college studies including twenty-four semester-hour credits in guidance and psychology, at least fifteen of which must be in guidance. The remaining nine credits must be in the field of psychology, including at least one course in tests and measurements (exclusive of introductory courses in general and educational psychology).

TERM. The limited certificate is valid for five years.

PERMANENT CERTIFICATE. The limited certificate may be made permanent when the applicant completes three years of successful experience within the scope of this certificate, and presents three additional semester-hour credits in guidance and three additional credits in psychology (exclusive of introductory courses in general and educational psychology).

Information regarding the colleges in New Jersey offering approved curriculums leading to this certificate may be obtained from the Office of Teacher Education and Certification.

VOCATIONAL-TECHNICAL
Counselor

AUTHORIZATION. This certificate is required for the position of guidance and placement counselor in any vocational-technical educational program.

REQUIREMENTS FOR THE LIMITED CERTIFICATE.

- I. A bachelor's degree based upon a four-year curriculum in an accredited college.
- II. Three years of successful teaching experience in vocational, practical arts or business education, or one year in personnel work in industry, business or government and one year of approved occupational experience.
- III. A program of college courses including thirty semester-hour credits in *general background* courses distributed in at least three of the following fields: English, social studies, fine arts, science and mathematics.
- *IV. Successful completion of *one* of the following:
 - A. A college curriculum approved by the New Jersey State Department of Education as the basis for issuing this certificate
 - B. A program of college studies including eighteen semester-hour credits in courses including the following areas, twelve of which must be in guidance:
 - Psychology
 - Guidance
 - Principles and philosophies of vocational-technical education

TERM. The limited certificate is valid for five years.

PERMANENT CERTIFICATE. The limited certificate may be made permanent when the applicant completes three years of successful experience within the scope of the certificate.

**In any case when it is impossible for a board of education to obtain a satisfactory applicant who can satisfy these requirements, permission may be given by the State Board of Examiners to the local board of education to employ the applicant who will agree to satisfy the requirements after he has begun service. In such case, the candidate shall receive a provisional certificate which expires at the end of the school year. The renewal of this certificate shall depend upon the recommendation of the school administrator of the system in which the candidate is employed and the recommendation of the Director of Vocational-Technical Teacher Training as to the progress in and acceptability of the credits earned toward requirement IV.*

TEACHER—LIBRARIAN

AUTHORIZATION. This certificate is required for service as a teacher-librarian and for instruction in the use of the school library in elementary and/or secondary schools.

REQUIREMENTS FOR THE LIMITED CERTIFICATE.

- I. A New Jersey teacher's certificate.
- II. A minimum of eighteen semester-hour credits in library science related to public school service, in such areas as:
 - Cataloguing
 - Classification
 - Reference work
 - Bibliography
 - Selection of instructional materials, including book selection for children
 - Library organization and administration

TERM. The limited certificate is valid for five years.

PERMANENT CERTIFICATE. The limited certificate may be made permanent when the applicant completes three years of successful experience within the scope of the certificate.

Information regarding the colleges in New Jersey offering approved curriculums leading to this certificate may be obtained from the Office of Teacher Education and Certification.

SCHOOL LIBRARIAN

AUTHORIZATION. This certificate is required for service as a school librarian and for instruction in the use of the school library in elementary and/or secondary schools and junior colleges.

REQUIREMENTS FOR THE LIMITED CERTIFICATE.

I. A bachelor's degree based upon a four-year curriculum in an accredited college.

II. Successful completion of *one* of the following:

A. A college curriculum approved by the New Jersey State Department of Education as the basis for issuing this certificate

B. A program of college studies including:

1. A minimum of thirty semester-hour credits in *general background* courses distributed in at least three of the following fields: English, social studies, science, fine arts, mathematics, and foreign languages. Six semester-hour credits in English and six in social studies will be required.
2. A minimum of twelve semester-hour credits in *professional education* courses distributed over three or more of the following five groups, including a course in health education. A maximum of three semester-hour credits will be accepted in health education. These twelve credits do not include student teaching.

Health education. This group includes such courses as personal health problems, school health problems, nutrition, health administration, and biology. An examination in health education may be accepted in fulfillment of this requirement. This examination does not reduce the twelve semester-hour credits specified in professional education.

Guidance. This group includes such courses as principles of guidance, counseling, vocational guidance, educational guidance, research in guidance, and student personnel problems.

Methods of teaching. This group includes such courses as methods of teaching in elementary and secondary schools, visual aids in education, and individualizing instruction.

Educational psychology. This group includes such courses as psychology of learning, human growth and development, adolescent psychology, educational measurements, and mental hygiene.

Curriculum. This group includes such courses as principles of curriculum construction, the high school curriculum, a study of the curriculum in the field of specialization, and extracurricular activities.

3. One hundred and fifty clock hours of *appropriate practice work* in a library or one hundred and fifty clock hours of *approved student teaching* or a combination of both. This requirement is in addition to the twelve credits in professional education.
4. A degree in library science from an accredited institution or its equivalent, in which must be included at least thirty semester-hour credits in *library science* related to public school service, in such areas as:

Cataloguing

Classification

Reference work

Bibliography

Selection of instructional materials, including book selection for children

Library organization and administration

TERM. The limited certificate is valid for five years.

PERMANENT CERTIFICATE. The limited certificate may be made permanent when the applicant completes three years of successful experience within the scope of the certificate.

Information regarding the colleges in New Jersey offering approved curriculums leading to this certificate may be obtained from the Office of Teacher Education and Certification.

PROFESSIONAL LIBRARIAN

AUTHORIZATION. This certificate is required for employment as a professional librarian in libraries supported in whole or in part by public funds, serving communities of ten thousand population and above.

REQUIREMENTS FOR THE LIMITED CERTIFICATE.

Graduation from a library school approved by the New Jersey State Board of Education. At least thirty semester-hour graduate or undergraduate credits in library science courses must be included in the applicant's college preparation.

TERM. The limited certificate is valid for five years.

PERMANENT CERTIFICATE. The limited certificate may be made permanent when the applicant completes, within the life of the limited certificate, three years of successful experience in a public library.

SCHOOL OCCUPATIONAL THERAPIST

AUTHORIZATION. This certificate is required for service as an occupational therapist in elementary and secondary schools.

REQUIREMENTS FOR THE LIMITED CERTIFICATE.

- I. A bachelor's degree based upon a four-year curriculum in an accredited college.
- II. Graduation from an approved school of occupational therapy.

TERM. The limited certificate is valid for five years.

PERMANENT CERTIFICATE. The limited certificate may be made permanent when the applicant completes three years of successful experience within the scope of the certificate.

SCHOOL PHYSICAL THERAPIST

AUTHORIZATION. This certificate is required for service as a physical therapist in elementary and secondary schools.

REQUIREMENTS FOR THE LIMITED CERTIFICATE.

- I. A bachelor's degree based upon a four-year curriculum in an accredited college.
- II. Graduation from a curriculum in physical therapy in an approved school.

TERM. The limited certificate is valid for five years.

PERMANENT CERTIFICATE. The limited certificate may be made permanent when the applicant completes three years of successful experience within the scope of the certificate.

SCHOOL NURSE

AUTHORIZATION. This certificate authorizes service as a school nurse in elementary and secondary schools, and the teaching of first aid and home nursing.

REQUIREMENTS FOR THE LIMITED CERTIFICATE.

- I. Current license as a registered professional nurse in New Jersey.
 - II. One year of experience as a registered nurse, or graduation from an accredited college.
 - III. Evidence of completion of *one* of the following:
 - A. A college curriculum approved by the New Jersey State Department of Education as the basis for issuing this certificate
 - B. A minimum of thirty semester-hour credits chosen from among the following areas including some study in each starred area and a total of at least eighteen semester-hour credits in the starred areas.
 - * School nursing including such areas as organization and administration of school nurse services and school health problems (minimum of four semester-hour credits)
 - * Child and/or adolescent growth and development
 - * Mental health
 - * Foundations of education. This group includes such courses as history of education, principles of education, philosophy of education, comparative education, and contemporary issues in education.
 - * The public school program – curriculum, methods, practices
 - * Public health including such areas as public health nursing, community health problems, and communicable disease control
- Sociology including such areas as applied sociology, family case work, education for family living, delinquency
- Guidance and counseling
- Psychology of the exceptional child
- Supervised field experience in school nursing

TERM. The limited certificate is valid for five years.

PERMANENT CERTIFICATE. The limited certificate may be made permanent after three years of successful experience as a school nurse.

Information regarding the colleges in New Jersey offering approved curriculums leading to this certificate may be obtained from the Office of Teacher Education and Certification.

SCHOOL PSYCHOLOGIST

AUTHORIZATION. This certificate is required for service as a psychologist in elementary or secondary schools.

REQUIREMENTS FOR THE LIMITED CERTIFICATE.

- I. A bachelor's degree from an accredited college with a minimum of thirty semester-hour credits distributed in at least three of the following fields: English, social studies, science, fine arts, mathematics, and foreign languages.
- II. An advanced program of at least sixty semester-hour credits in graduate courses in an accredited and approved college or university program or its equivalent as approved by the Secretary of the State Board of Examiners, with the following distributions. (All starred courses or their equivalents shall be required.)

- A. Educational foundations – twelve semester-hour credits selected from the following courses or their equivalent:

- Modern school practices
- Principles of curriculum construction
- Philosophy of education
- History of education
- Educational sociology
- School administration and/or supervision
- School-community relationships
- Principles of education: Methods of teaching

- B. Education of the handicapped – six semester-hour credits selected from the following courses or their equivalents:

- Introduction to education of the handicapped
- Psychology of the handicapped
- Methods and materials in teaching the mentally retarded

- C. Testing and clinical techniques – eighteen semester-hour credits selected from the following courses or their equivalents:

- * Statistics
- * Tests and measurements
- Aptitude testing
- * Intelligence testing
- * Projective techniques
- * Interviewing and counseling
- Diagnostic case studies

- D. Personality and behavioral development – twelve semester-hour credits selected from the following courses or their equivalents:

Developmental psychology
Psychology of adolescence
Atypical development
Reactive disorders
Motivational basis for learning
The cultural anthropology of community differences
Physiological basis for learning

E. Electives – twelve semester-hour credits selected from courses closely related to the above groups of courses.

III. An *externship* of four hundred and fifty clock hours. The externship should be in a school clinic, a child guidance clinic or other clinic approved by the Commissioner of Education and supervised by a qualified school psychologist or by personnel approved by the Commissioner of Education. This externship experience shall include at least one hundred clock hours in testing mentally retarded children. See "Rules and Regulations Governing the Externship for School Psychologists", page 93.

Note: Persons with experience endorsed by the Commissioner of Education as equivalent to the above externship may be exempt from the externship.

TERM. The limited certificate is valid for five years.

PERMANENT CERTIFICATE. The limited certificate may be made permanent when the applicant completes three years of successful experience within the scope of the certificate.

* Information regarding the colleges in New Jersey offering approved curriculums leading to this certificate may be obtained from the Office of Teacher Education and Certification.

EMPLOYMENT OF EXTERNS IN SCHOOL PSYCHOLOGY

The requirement for the school psychologist's certificate include an externship "In a school clinic, a child guidance clinic or other clinic approved by the Commissioner of Education and supervised by a qualified school psychologist or by personnel approved by the Commissioner of Education." Students engaged in this externship are not yet eligible for a school psychologist's certificate. Therefore, school districts wishing to provide paid externship programs under the supervision of their school psychologist must obtain authorization from the Commissioner of Education for employment of such externs.

Externs in school psychology fall into two groups:

1. Those who are performing the externship as part of their approved university program of preparation for school psychology. In such cases the externship is arranged by the university and supervised by them in conjunction with the local supervising school psychologist.
2. Those who have already completed their university studies, and have fulfilled the course work requirements for the certificate, but whose university program did not contain supervised externship sufficient to meet certification requirements in amount and/or range of responsibilities.

Since these students are no longer under the supervision of a university program, they frequently seek to arrange an externship in a local school system or in an institution or clinic and desire to have this externship approved by the State Department of Education for certification purposes.

School districts desiring authorization for the employment of an extern should submit a request to the County Superintendent of Schools, containing the following information:

1. The university sponsoring the extern, if any, and the name of the university adviser in charge of the student's program.
2. The name of the fully certified school psychologist in the school system under whose supervision the externship will be carried out. This person should hold a limited or permanent New Jersey school psychologist's certificate.
3. The nature and extent of the training experiences that will be provided under supervision during the externship.
4. The dates designating the period of the externship.

Requests for authorization approved by the County Superintendent of Schools will be forwarded to the Office of Teacher Education and Certification, State Department of Education.

RULES AND REGULATIONS GOVERNING THE EXTERNSHIP FOR SCHOOL PSYCHOLOGISTS

The externship must be taken under the direction of an accredited university as part of a program for the training of school psychologists. In exceptional cases, an equivalent externship, not under the jurisdiction of such a program, may be approved by the Commissioner.

Externship should be arranged as a program of supervised experiences in addition to the laboratory work done as a regular part of course work. Credit will not be given for clinical work done as part of the requirements in such courses as "Intelligence Testing" or "Projective Techniques."

At least fifty per cent of the externship must be in the psychological services division of a public school system, or in such a division of a college or university demonstration center, serving a cross section of school age children. Local supervision for this period of externship training shall be provided by a person holding a permanent New Jersey certificate as a school psychologist, or its equivalent.

1. The setting providing the externship shall be equipped with various group and individual achievement, personality, and intelligence tests, and shall have available to it an audiometer and a modern visual screening device.
2. The extern shall be provided with adequate office space for conferences, counseling, and diagnostic studies.
3. Comprehensive records shall be kept on pupil growth and development, and such records shall be available to the extern for study and guidance.
4. The extern shall receive supervised experience in the following areas:

In-service programs for faculty members

Conferences with special personnel

Utilization of available community resources

Conducting a diagnostic study

Report writing

Relationships with the community

Counseling pupils, parents, and faculty

As much as fifty per cent of the externship may be obtained in an approved hospital, institution, clinic, or agency established for the study and/or treatment of special problems of children and adults. This training experience shall be supervised by a qualified psychologist. The director of the institution or agency shall certify that this experience includes the following:

Conducting a diagnostic study

Report writing and communication of diagnostic findings

Participation in staff planning and evaluating conferences

For the limited certificate the requirement is four hundred and fifty clock hours of approved externship. For the provisional certificate the requirement is three hundred and fifty clock hours.

SCHOOL SOCIAL WORKER

AUTHORIZATION. This certificate is required for service as a school social worker (visiting teacher) in any school district in the state.

REQUIREMENTS FOR THE LIMITED CERTIFICATE.

- I. A bachelor's degree based upon a four-year curriculum in an accredited college.
- II. Three years of successful teaching experience or three years of approved social work experience or a combination of both, or a master's degree from an accredited school of social work.
- III. Twelve semester-hour credits in approved courses distributed within the following areas:
 - Psychology, including educational psychology, general psychology, psychology of adolescence, child growth and development, and psychology of the atypical child
 - Education, including philosophy of education, history of education, principles and methods of teaching, and curriculum studies
 - Sociology and social problems, including courses dealing with delinquency, poverty, interracial and intercultural problems

TERM. The limited certificate is valid for five years.

PERMANENT CERTIFICATE. The limited certificate may be made permanent when the applicant completes:

- I. Three years of successful experience as a school social worker.
- II. Twelve semester-hour credits of additional study distributed among the following areas:
 - Social case work, introductory and advanced, including principles and practices in social case work, interviewing, and methods and skills in diagnosis
 - Mental hygiene and social psychiatry, including dynamics of human behavior and psychopathology
 - Medical information, including the function of the social worker in health problems
 - Community organization and public welfare services, including a study of the present legislation dealing with the care and protection of dependent, neglected, handicapped, and delinquent children and adults

NEW JERSEY STATE DEPARTMENT OF EDUCATION
RULES CONCERNING TEACHER CERTIFICATION—APPENDIX A
CHART OF CERTIFICATION REQUIREMENTS
Administrative and Supervisory

CERTIFICATE	GRADE LEVEL	DEGREE			GENERAL BACKGROUND	PROFESSIONAL EDUCATION	SPECIALIZED EDUCATION		STUDENT TEACHING	EXPERIENCE
		H.S. OR EQUIV.	B	M			LIM.	PERM.		
School Administrator	K-12			X			32 s.h.			3 yrs. as Prin., Supvr. or Assistant Supt.
Vocational Administrator				X			32 s.h. in adm. & sup.			3 yrs. vocational teaching or 3 yrs. supvr. exp. in a State Department
General Supervisor	K-12		X				24 s.h.	32 s.h.		3 yrs. teaching
Assistant Superintendent in Charge of Business	K-12		X				24 s.h.	32 s.h.		3 yrs. teaching
School Business Administrator	K-12		X				12 s.h.	30 s.h.		3 yrs. teaching or other approved exp.
Secondary School Principal	7-12			X			24 s.h.			3 yrs. teaching grades 7-12
Secondary School Vice Principal	7-12		X				12 s.h.			3 yrs. teaching grades 7-12
Secondary School Supervisor	7-12		X				24 s.h.	32 s.h.		3 yrs. teaching
Vocational Principal			X				24 s.h. in adm. & sup.			3 yrs. vocational teaching or 3 yrs. Voc. Supvr. in a State Dept. of Ed.
Elementary Principal	K-8			X			24 s.h.			3 yrs. teaching grades K-8
Elementary Supervisor	K-8		X				24 s.h.	32 s.h.		3 yrs. teaching
Subject Supervisor	K-12		X				24 s.h.	32 s.h.		3 yrs. teaching the subject as a major
Director Student Personnel Services			X				40 s.h. in guid, psy, soc, adm, sup & curric.			3 yrs. teaching and 3 yrs. counselor
School Nurse Supervisor			X				6 s.h.	14 s.h.		3 yrs. School Nurse

JUNIOR COLLEGE AND SECONDARY TEACHERS

CERTIFICATE	GRADE LEVEL	DEGREE			GENERAL BACKGROUND	PROFESSIONAL EDUCATION	SPECIALIZED EDUCATION		STUDENT TEACHING	EXPERIENCE
		H.S. OR EQUIV.	B	M			LIM.	PERM.		
Junior College	13 & 14			X	30 Sem. Hrs.	18 s.h. or Doctor's Degree or 3 years college teaching	30 s.h.		150 clock hours	
SECONDARY	7-12		X		30 sem. hrs.	18 sem. hours		*	150 clock hours	
Art	7-12						18 s.h.	24 s.h.		
Business Ed. Subjects Bkkg. and Acctg.	7-12						18 s.h.	24 s.h.		
General Business	7-12						18 s.h.	24 s.h.		
Secretarial Studies	7-12						18 s.h.	24 s.h.		
Typewriting	7-12					2 cr. in methods of tchg. typewriting	4 s.h.			
Driver Education	7-12						2 s.h.			
Health Education	7-12						18 s.h.	24 s.h.		
Ind. Arts & Homemaking										
Industrial Arts	7-12						30 s.h.			
Home Economics	5-12						30 s.h.			
Clothing	5-12						18 s.h.	24 s.h.		
Foods	5-12						18 s.h.	24 s.h.		
Language Arts										
English	7-12						18 s.h.	24 s.h.		
Reading Improvement	7-12						18 s.h.	24 s.h.		
Speech Arts	7-12						18 s.h.	24 s.h.		
Foreign Languages	7-12						18 "ea.	24 "ea.		
Library Studies	7-12						18 s.h.	24 s.h.		
Mathematics	7-12						18 s.h.	24 s.h.		
Music	7-12						30 s.h.			
Instrumental	7-12						18 s.h.	24 s.h.		
Vocal	7-12						18 s.h.	24 s.h.		
Physical Education	7-12						18 s.h.	24 s.h.		
Sciences										
Science	7-12						30 s.h.			
Biological Science	7-12						18 s.h.	24 s.h.		
Earth Science	7-12						18 s.h.	24 s.h.		
General Science	7-12						18 s.h.	24 s.h.		
Physical Science	7-12						18 s.h.	24 s.h.		
Social Studies										
Social Studies	7-12						30 s.h.			
Geography	7-12						18 s.h.	24 s.h.		
History	7-12						18 s.h.	24 s.h.		
Political Science & Econ.	7-12						18 s.h.	24 s.h.		

* If only teaching field

ELEMENTARY AND SPECIAL FIELDS

CERTIFICATE	GRADE LEVEL	DEGREE			GENERAL BACKGROUND	PROFESSIONAL EDUCATION	SPECIALIZED EDUCATION		STUDENT TEACHING	EXPERIENCE
		H.S. OR EQUIV.	B	M			LIM.	PERM.		
Elementary	K-8		X		30 sem. hrs.		30 s.h.		150 clock hours	
Nursery School	Nursery School		X				30 s.h.		150 clock hours on two age lev.	
Art	K-12		X		30 sem. hrs.	18 sem. hours	40 s.h.		150 clock hours	
Business	7-12		X		30 sem. hrs.	18 sem. hours	42 s.h.		150 clock hours	300 hours
Health Education	K-12		X		30 sem. hrs.	18 sem. hours	40 s.h.		150 clock hours	
Home Economics	K-12		X		30 sem. hrs.	18 sem. hours	30 s.h.		150 clock hours	
Industrial Arts (a)	K-12		X		30 sem. hrs.	18 sem. hrs.	40 s.h.		150 clock hours	300 hours
Industrial Arts (b)	K-12				18 sem. hrs.	18 sem. hrs.	40 s.h.		150 clock hours	4 yrs. trade experience
Music	K-12		X		30 sem. hrs.	18 sem. hours	40 s.h.		150 clock hours	
Instrumental Music	K-12					6 sem. hours	26 s.h.			
Physical Education	K-12		X		30 sem. hrs.	18 sem. hours	40 s.h.		150 clock hours	
Recreation (Permissive)	K-12		X		30 sem. hrs.	18 sem. hours	40 s.h.		150 clock hours	

HANDICAPPED

CERTIFICATE	GRADE LEVEL	DEGREE			GENERAL BACKGROUND	PROFESSIONAL EDUCATION	SPECIALIZED EDUCATION		STUDENT TEACHING	EXPERIENCE
		H.S. OR EQUIV.	B	M			LIM.	PERM.		
Mentally Retarded	K-12		X		30 sem. hrs.	12 sem. hours	18 s.h.		150 clock hours	
Physically Limited	K-12		X		30 sem. hrs.	12 sem. hours	18 s.h.		150 clock hours	
Deaf or Hard of Hearing	K-12		X		30 sem. hrs.	12 sem. hours	18 s.h.		150 clock hours	
Blind or Partially Sighted	K-12		X		30 sem. hrs.	12 sem. hours	18 s.h.		150 clock hours	
Speech Correction	K-12		X		30 sem. hrs.	12 sem. hours	18 s.h.		150 clock hours	
Socially and Emotionally Maladjusted	K-12		X		30 sem. hrs.	12 sem. hours	18 s.h.		150 clock hours	

VOCATIONAL TEACHERS

CERTIFICATE	GRADE LEVEL	DEGREE			GENERAL BACKGROUND	PROFESSIONAL EDUCATION	SPECIALIZED EDUCATION		STUDENT TEACHING	EXPERIENCE
		H.S. OR EQUIV.	B	M			LIM.	PERM.		
Agriculture	K-12		X		30 sem. hrs.	18 sem. hours	Maj. in Agric.		150 clock hours	2 years farm after age 14
Technical Subjects	K-12	X			18 sem. hrs.	18 sem. hours			150 clock hours	3 to 6 years *
Related Subjects (Science, Math., & Draft.)	K-12		X		30 sem. hrs.	18 sem. hours			150 clock hours	2 years
Distributive Education	K-12		X		30 sem. hrs.	18 sem. hours	15 s.h.		150 clock hours	2 years
Counselor	K-12		X		30 sem. hrs.	6 sem. hours	12 s.h.		150 clock hours	3 years teaching or 1 year in personnel & 1 year occup. experience
Coordinator: Work Study Programs	K-12	X			18 sem. hrs.	18 sem. hours			150 clock hours	3 years teaching & 1 year occup. experience
Coordinator: Apprentice Programs	K-12	X				12 sem. hours				3 years teaching or 3 years sup. in industry
Part-Time Teacher	K-12	21 yrs of age								adequate practical experience

* Agricultural occupations - 5 years
 Production, personal or service occupations - 3 years
 Skilled trades - 6 years
 Practical Nursing - 3 years
 Technical Occupations - 4 years

SPECIAL SERVICES

CERTIFICATE	GRADE LEVEL	DEGREE			GENERAL BACKGROUND	PROFESSIONAL EDUCATION	SPECIALIZED EDUCATION		STUDENT TEACHING	EXPERIENCE
		H.S. OR EQUIV.	B	M			LIM.	PERM.		
School Nurse	K-12	X+ RN					30 s.h.			1 year as RN
School Social Worker	K-12		X				12 s.h.	24 s.h.		3 years teaching or 3 years soc. work, or master's degree in social work
School Psychologist	K-12		X		30 sem. hrs.		60 s.h. grad. cr. in appr. program		450 clock hours externship	
Teacher-Counselor	K-12		X				9 cr. in guid. 6 cr. in psych.	18 cr. in psy. & guid.		3 years teaching experience
Counselor	K-12		X				15 cr. in guid. 9 cr. in psych.	18 cr. in guid. 12 cr. in psych.		3 years teaching experience
Professional Librarian	Public Library		grad lib. sch.			30 sem. hours library science				
School Librarian	K-12		X		30 sem. hrs.	12 sem. hours	30 s.h.		150 clock hours	
Teacher-Librarian	K-12						18 s.h.			
Physical Therapist	K-12		X				Phy. Ther. Curric.			
Occupational Therapist	K-12		X				Occup. Ther. Curric.			

ADDITIONAL AUTHORIZATION ON TEACHER'S CERTIFICATES

AUTHORIZATIONS	GRADE LEVEL	DEGREE			GENERAL BACKGROUND	PROFESSIONAL EDUCATION	SPECIALIZED EDUCATION		STUDENT TEACHING	EXPERIENCE
		H.S. OR EQUIV.	B	M			LIM.	PERM.		
Grade K-8	K-8		X			A teacher's certificate	18 cr. ele. ed.			
Nursery School	2-5 yrs. of age		X			A teacher's certificate	6 cr. Nurs. School		60 clock hours 2 age levels	
Reading	K-12			X		A teacher's certificate	Master's Degree in Reading			
HANDICAPPED										
Mentally Retarded	K-12					A teacher's certificate	18 s.h.			
Deaf or Hard of Hearing	K-12					A teacher's certificate	18 s.h.			
Blind or Partially Sighted	K-12					A teacher's certificate	18 s.h.			
Soc. & Emotionally Maladj.	K-12					A teacher's certificate	18 s.h.			
Physically Limited	K-12					A teacher's certificate	18 s.h.			
Speech Correction	K-12					A teacher's certificate	18 s.h.			

NEW JERSEY
STATE DEPARTMENT OF EDUCATION

RULES CONCERNING TEACHERS CERTIFICATES

APPENDIX B

EMERGENCY and PROVISIONAL CERTIFICATES

Rules for School Years 1962–63 and 1963–64

Provisional and emergency certificates are one-year certificates issued to candidates who do not meet the qualifications for regular New Jersey limited certificates.

A *provisional certificate* is a one-year certificate issued under certain circumstances to applicants whose preparation does not meet completely the New Jersey requirements for the regular limited certificate. Renewal of these certificates for an additional year is dependent upon the satisfactory completion of four semester-hour credits of additional study toward meeting the requirements.

An *emergency certificate* is a one-year certificate issued in fields of teacher shortage to individuals who do not qualify for the provisional certificate. Emergency certificates are issued only in fields of shortage designated annually, and *upon application of a local school district*, in which the local board of education declares its inability to locate a suitable certificated candidate. Form 801 is used for this purpose. See sample, Appendix C. Applications for emergency certificates are not accepted from *individuals* in search of teaching positions.

Emergency certificates are issued for a succeeding year only if (1) a shortage is again declared in the particular teaching field, (2) the local school district renews its application, and (3) the teacher has completed a specified amount of additional study toward meeting the requirements. For information about regulations in effect for the current year see Appendix B.

PROVISIONAL CERTIFICATES – ALL TEACHING FIELDS

In order that school districts may employ experienced teachers and college graduates who have completed state approved teacher education programs in any state, whose preparation does not completely meet New Jersey requirements, provisional certificates are *regularly available in all teaching fields*:

- a. to *experienced teachers* who present:
 1. official college transcripts indicating at least a bachelor's degree from an accredited college
 2. a valid standard teaching certificate from another state in the field for which certification is requested, and
 3. a statement from the principal or superintendent of the school in which the experience was obtained, certifying that the applicant taught successfully for one year
- b. to *holders of limited or permanent New Jersey teachers certificates* based on a bachelor's degree who wish to add to their certificates authorization for teaching an additional field, provided the deficiency does not exceed twelve semester hour credits, no more than six of which may be in the subject matter field to be added.
- c. to *recommended graduates of state-approved teacher education programs in any state*, when the applicant's program has included supervised student teaching and comes within twelve semester hour credits of meeting the requirements for the regular New Jersey limited certificate.

Except in designated fields of teacher shortage, applicants who have completed such state-approved programs should obtain form 803, "Statement of Completion of Approved Teacher Education Program," from the county superintendent of schools or the New Jersey Office of Teacher Education and Certification for this purpose. Form 803 is *not* required if application is made in a teaching field designated as a field of teacher shortage for the current year. See sample form 803, Appendix C.

PROVISIONAL CERTIFICATES – FIELDS OF SHORTAGE

In addition, provisional certificates are issued *in fields of teacher shortage designated annually* to applicants whose preparation is deficient in meeting requirements for limited certificates, and who do not qualify for provisional certificates under the categories described above.

Fields of Teacher Shortage – Rules for 1962–63 and 1963–64

Elementary School Teacher

Provisional elementary teachers certification may be granted for the school year 1962–63 to:

- a. the holder of a New Jersey teacher's certificate who has a bachelor's degree, or
- b. the holder of a bachelor's degree who presents six credits in professional education or elementary education, or
- c. a graduate of a two or three-year normal school elementary curriculum who has had two years of teaching experience.

Secondary School and Specific Field Teachers

Provisional secondary (7–12) and specific field (k–12) certificates may be issued to college graduates in the following fields, provided the deficiencies in meeting the requirements do not exceed twelve semester-hour credits as indicated below:

Provisional secondary certificates, in all subjects except *new* certificates in English, social studies, history, geography, political science and economics, and physical education--men teachers,*

Specific field certificates for art, health education, home economics, industrial arts, music, physical education – women teachers, and school librarians.

Deficiencies. The permissible twelve semester-hour deficiency is limited as follows:

- a. At least six semester-hour credits in professional education, in areas other than health education, must be presented.
- b. The deficiency may be in general academic background, professional education, and/or the teaching field. The deficiency in the subject area to be taught must not exceed six semester-hour credits.
- c. A provisional certificate may be issued in the fields specified above to an applicant who has not had student teaching. This deficiency may be removed when the applicant presents a minimum of one year of supervised teaching experience satisfactory to the superintendent of schools, as certified by him on forms provided by the State Board of Examiners.

Holders of provisional certificates who have not had student teaching will, to qualify for the limited certificate, be required to present as part of the eighteen semester-hour credits in professional education a course of practicum in methods of teaching one of the subjects endorsed on the certificate.

Library Studies

The field of library studies can be provisionally endorsed on a teacher's certificate on presentation of six semester-hour credits in library studies.

Teachers of Exceptional Children

Provisional certification to teach the mentally retarded, deaf or hard of hearing, blind or partially sighted, physically limited, or the socially and emotionally maladjusted may be granted:

- a. to the holder of a limited teacher's certificate on presentation of four semester-hour credits in the field of special education, or
- b. to a college graduate on presentation of eighteen semester-hour credits in professional education, at least six of which must be in the field of special education, or
- c. to the graduate of a two- or three-year normal school program who has had two years of approved teaching experience and presents six semester-hour credits in the field of special education.

*Although these fields of secondary school teaching have not been designated as fields of shortage for the school year 1962–63, provisional certificates are available, as in all other fields, to graduates of state-approved teacher education programs in any state, and to experienced teachers holding standard certificates from other states.

See Rules Concerning Teachers Certificates, Nineteenth Edition, page 100.

Speech Correction

Provisional certification to teach speech correction may be granted to:

- a. the holder of a limited teacher's certificate on presentation of twelve semester-hour credits in this special field including supervised clinical practice, chosen from among the areas starred in section I of the rule, or
- b. a college graduate on presentation of eighteen semester-hour credits in professional education, at least twelve of which must be in this special field, chosen from the areas starred in section I of the rule, including supervised clinical practice.

School Psychologist

A provisional school psychologist's certificate can be issued on presentation of forty semester-hour graduate credits acquired from an approved college program including work in each of the required areas of study and including all starred courses, and an externship of 350 clock hours.

Guidance

A provisional guidance endorsement can be issued to a college graduate who holds a limited teacher's certificate and presents one year of teaching experience and six semester-hour credits in guidance and/or psychology. (See page 79 for requirements for renewal of this endorsement.)

A provisional counselor's certificate can be issued to a college graduate with three years of teaching experience when the total deficiency does not exceed twelve semester-hour credits.

School Social Worker

A provisional certificate may be issued when the deficiency does not exceed six semester-hour credits in section 3 of the rule.

School Nurse

A provisional school nurse certificate may be issued to a nurse currently registered in New Jersey who presents either (a) one year of experience as a registered nurse or (b) graduation from an accredited college.

Instrumental Music

A provisional *instrumental music teacher's certificate* may be issued when the deficiency for the standard certificate does not exceed twelve semester-hour credits.

EMERGENCY CERTIFICATES

A New Jersey emergency certificate is a one-year certificate issued in fields of teacher shortage to individuals who do not qualify for the provisional certificate. Emergency certificates are issued *only in fields of shortage designated annually*, and upon application of a local school district, in which the local board of education declares its inability to locate a suitable certificated candidate. Form 801 is used for this purpose. (See sample form, page 107, Rules Concerning Teachers Certificates, Nineteenth Edition.) Applications for emergency certificates are *not* accepted from individuals in search of teaching positions.

Emergency certificates are extended for a succeeding year only if (a) a shortage is again declared in the particular teaching field, (b) the local school district renews its application, and (c) the teacher has completed a specified amount of additional study toward meeting the requirements, as indicated below.

Fields of Teacher Shortage Rules for School Year 1962–63

Elementary and Special Fields

With the recommendation of the county superintendent of schools, *emergency certificates* valid for the school year 1962–63 may be granted in certain fields to teachers who have held them during the school year 1961–62 and present four semester-hour credits acceptable toward a limited certificate, and to other applicants who present *ninety semester-hour credits* from an accredited institution. This privilege is limited to the following fields based upon the inability of a school district to employ properly qualified teachers:

Elementary education, art, health education, home economics, music—other than instrumental, physical education—women teachers; and in the special education of the mentally retarded, deaf or hard of hearing, blind or partially sighted, and physically limited.

Industrial Arts

New emergency certificates in the field of industrial arts may be granted upon recommendation to the Secretary of the State Board of Examiners by a review committee appointed by the Commissioner of Education representing the Division of Vocational Education and the colleges preparing industrial arts teachers.

School Librarians

New emergency certificates may be issued for school librarians who hold a bachelor's degree.

Vocational-Technical Certificates

When it is impossible to obtain a satisfactory applicant who can satisfy completely the requirements for the following vocational certificates, the local board of education may, under certain conditions, request the issuance of an emergency certificate valid for one school year.

Vocational-Technical: Counselor
Vocational-Technical: Coordinator: Work Study Programs
Vocational-Technical: Coordinator: Apprentice Programs
Vocational-Technical: Distributive Occupations
Vocational-Technical: Agriculture
Vocational-Technical: Subject Teacher
Vocational-Technical: Related Subjects Teacher

Consult the requirements for the various certificates for information regarding the conditions under which emergency vocational-technical certificates are granted.

Fields of Teacher Shortage Rules for School Year 1963-64

For the school year 1963-64, *new* emergency teachers certificates in elementary education, art, health education, home economics, music—other than instrumental, physical education—women teachers; and in the special education of the mentally retarded, deaf or hard of hearing, blind or partially sighted, and physically limited will be issued only to applicants who present:

- a. a bachelor's degree based on a four-year curriculum in an accredited college, or
- b. ninety semester-hour credits, including at least twelve semester-hour credits in specialized work in the materials and principles of teaching the grade level or field of study acceptable toward the requirements for the limited certificate.

Holders of emergency certificates in these fields during the school year 1962-63 will be exempt from this requirement and will be eligible for renewal of their certificates for an additional year, if the emergency persists, upon presentation of four additional semester-hour credits toward the requirements.

Emergency certificates in *other fields* will continue to be issued for 1963-64 under regulations in force during 1962-63.

RENEWAL OF EMERGENCY AND PROVISIONAL CERTIFICATES

Emergency and provisional certificates may be extended or renewed only if the applicant presents four semester-hour credits applicable toward a standard certificate. However, any teacher who is appointed to a position with such a certificate after October 1 and prior to February 1 will be required to complete at least two semester-hour credits to be eligible for renewal. Teachers appointed after February 1 may have the training requirement for renewal of the initial certificate waived, but will be required to present four semester-hour credits for subsequent renewals.

Holders of substandard certificates should enroll in an approved college program leading to full certification in their field. Renewal of substandard certificates may be denied in cases where applicants do not gain admission to such programs.

CERTIFICATION IN CASES OF UNFORESEEN SHORTAGE

If unforeseen shortages of teachers occur in certain areas and it is not possible to employ persons who meet the established requirements for teachers certificates, the Commissioner of Education may, on the recommendation of the county superintendent of schools, issue substandard certificates in individual cases when, in his judgment, the shortage creates a situation in which classes may have to be discontinued unless such certificates are issued.

APPENDIX C

APPLICATION FOR NEW JERSEY TEACHERS CERTIFICATE

(PLEASE PRINT)

Social Security No.

1 NAME (Mr., Miss, Mrs.) LAST FIRST MIDDLE MAIDEN

2 ADDRESS STREET CITY ZONE COUNTY STATE

3 DATE OF BIRTH DAY MO. YEAR 4 CITIZENSHIP STATUS ☐ NATIVE USA ☐ FIRST PAPERS ☐ NATURALIZED ☐ OTHER

5 CERTIFICATE REQUESTED ☐ PROVISIONAL ☐ LIMITED ☐ EMERGENCY ☐ PERMANENT 6 POSITION OR FIELD

7 EDUCATIONAL RECORD						
COLLEGE	LOCATION	MAJOR	ATTENDED		DEGREE	YEAR
			FROM	TO		

8 To be filled in only by applicants being certified by college recommendation (Approved Program Approach)

TYPE OF PROGRAM ☐ Bachelor Degree Certif. Program ☐ Non-Degree Certif. Program ☐ Master Degree Certif. Program ☐ Other (Explain) Date of Completion

I certify that statements and data above are correct to my best knowledge.

0-TEC: 1

Date

Applicant's Written Signature

FOR OFFICE USE ONLY

CERTIFICATE RECORD

LIST OATH

Certificate Edition Limited Permanent Fee

APPLICATION FOR ISSUANCE OF EMERGENCY CERTIFICATE

(Date)

Secretary
State Board of Examiners
Trenton, New Jersey

A request for an emergency _____ certificate
for _____ is hereby made.
(Name)

This request is necessary because the board of education has not been able to secure the
services of a certificated teacher suitable for the position in _____.
(School District)

This request was approved by action of the board of education at the meeting held on
_____.
(Date)

Very truly yours,

Secretary, Board of Education

PROVISIONAL CERTIFICATE
APPLICATION FOR REVIEW OF INDIVIDUAL CASE

District

Date

Address

TO: County Superintendent of Schools, _____ County, New Jersey

Request is hereby made for issuance of a provisional certificate to

Name of Candidate to teach _____
Subject (s)

for school year 19__ - 19__. Date of initial employment (was, will be) _____.

Reasons for request: (State here the circumstances which made necessary employment of a person with a substandard certificate to fill this position.)

Superintendent of Schools

FOR COUNTY OFFICE USE ONLY

Applications approved by County Superintendents of Schools will be forwarded to the State Board of Examiners.

TO: Secretary, State Board of Examiners

Recommendation is hereby made for favorable action in this case by the Commissioner of Education.

COMMENTS:

STATEMENT OF COMPLETION OF APPROVED TEACHER EDUCATION PROGRAM

TO: Secretary, State Board of Examiners
Department of Education
225 W. State Street
Trenton, New Jersey

FROM: State of
Name of College or University

STUDENT PERSONAL DATA

Name Date of Birth
First Middle Maiden Last

Address
No. Street City State

INSTITUTION STATEMENT

This is to certify that the above-named student has successfully completed this institution's program of teacher education including supervised student teaching. This program has been approved by the Department of Education in this State. He (She) completed the program on
Date
and is hereby recommended for certification for teaching the following fields and grade levels:

COLLEGE
SEAL

Date Signature
Title
(President, Dean, or Education Head)

The New England States, Delaware, Maryland, New Jersey, New York, Pennsylvania

INSTRUCTIONS

- TO: CERTIFICATION OFFICER, STATE OF

STUDENT PERSONAL DATA

INSTITUTION STATEMENT

110

EXPLANATION OF COMPACT

An original reciprocity compact among the New England States, New York and New Jersey provides means by which teachers, supervisors and administrators certified in one of the eight States may also be certified in any of the other seven States after three years of successful service in the home State. Such service must be at the same teaching, supervisory or administrative level for which reciprocal certification is sought, and the preparatory program for the level involved must be equivalent in length (though not necessarily in specific content) to the minimum preparation required by the State in which transfer of certification is requested. There must also be assurance of employment in the kind and grade of professional position in the public schools in the State for which certification is sought.

An extension of this original compact to include the States of Pennsylvania, Delaware and Maryland provides that those graduates of at least baccalaureate programs in elementary education in institutions in any one of the 11 States shall be eligible for certification in any of the other 10 States provided that: (1) the program is approved by the State Department of Education in the State in which the institution is located, and (2) the institution is accredited by a regional or national accrediting agency.

AFFIDAVIT FOR NONCITIZEN

Have you declared your intention of becoming a citizen of the United States according to the legal requirements? ☐ Yes ☐ No

When? _____ Where? _____

(Signed) _____

(Date) _____ (Present Address) _____

State of _____
County of _____ } ss

_____ the applicant whose true signature appears above, being duly sworn, deposes and says that the facts set forth in the above statements are true.

Subscribed and sworn to before me this _____
day of _____ 19 _____

Commissioner of Deeds
Notary Public

O-TEC 2

PRINT (Last Name) (First Name) (Initial)

Home Address

OATH OF ALLEGIANCE

I, , do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution of the State of New Jersey, and that I will faithfully discharge the duties of , according to the best of my ability. (teacher, principal, etc.)

I do further solemnly swear (or affirm) that I do not believe in, advocate or advise the use of force, or violence, or other unlawful or unconstitutional means, to overthrow or make any change in the government established in the United States or in this State; and that I am not a member of or affiliated with any organization, association, party, group or combination of persons, which so approves, advocates or advises the use of such means. So help me God.

Sworn to before me this

day of , 19. (Signature)

(Name of official administering oath)

*(Title of official)

I have been employed to teach in County of

*County Superintendent, president, secretary or district clerk or other officer authorized by law to administer oath.

THIS OATH MUST BE EXECUTED IN DUPLICATE. ONE COPY IS FILED WITH THE COUNTY SUPERINTENDENT TO BE TRANSMITTED TO THE COMMISSIONER OF EDUCATION AND THE OTHER WITH THE EMPLOYING BOARD.

.....
(Print) (Last Name) (First Name) (Initial)

Home Address

OATH TO SUPPORT THE INSTITUTIONS OF THE UNITED STATES

(To be subscribed to by alien teachers pursuant to 18:13-9.3 N.J.S.A.)

I,, do solemnly swear (or affirm) that, during
the period of my employment by, I will support
the institutions of the United States and of the State of New Jersey, and that I will faithfully discharge
the duties of according to the best of my ability.
(Teacher, Principal, etc.)

I do further solemnly swear that I do not believe in, advocate or advise the use of force, or violence,
or other unlawful or unconstitutional means, to overthrow or make any change in the Government estab-
lished in the United States or in this State; and that I am not a member of or affiliated with any organi-
zation, association, party, group or combination of persons, which approves, advocates, advises or practices
the use of force, or violence, or other unlawful or unconstitutional means, to overthrow or make any
change in either of the Governments so established. So help me God.

Sworn before me this

Day of, 19
(Signature)

.....
(Name of official administering oath)

.....
*(Title of official)

*County Superintendent, president, secretary or district clerk or other officer authorized by law to
administer oath.

**THIS OATH MUST BE EXECUTED IN DUPLICATE. ONE COPY IS FILED WITH THE COUNTY
SUPERINTENDENT TO BE TRANSMITTED TO THE COMMISSIONER OF EDUCATION AND THE
OTHER WITH THE EMPLOYING BOARD.**

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