

## CHAPTER 9

### PROFESSIONAL LICENSURE AND STANDARDS

#### Authority

N.J.S.A. 18A:1-1, 18A:4-15, 18A:6-34, 18A:6-38,  
18A:26-2.7 and 18A:26-10.

#### Source and Effective Date

R.2004 d.28, effective January 20, 2004.  
See: 35 N.J.R. 4352(a), 36 N.J.R. 469(a).

#### Chapter Expiration Date

Chapter 9, Professional Licensure and Standards, expires on January 20, 2009.

#### Chapter Historical Note

Chapter 9, Professional Licensure and Standards, was adopted as R.2004 d.28, effective January 20, 2004. See: Source and Effective Date.

Subchapter 7, Paraprofessional Approval, was repealed by R.2005 d.298, effective September 6, 2005. See: 37 N.J.R. 1982(a), 37 N.J.R. 3322(a).

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## SUBCHAPTER 1. SCOPE AND PURPOSE

### 6A:9-1.1 Scope

This chapter sets forth the rules governing the preparation, licensure and professional development of those educators required by their positions to be certified. It also contains rules governing the approval of educator preparation programs and the content of such programs. Finally, it contains the rules delineating the organization of, powers of, duties of and proceedings before the State Board of Examiners.

### 6A:9-1.2 Purpose

(a) The purpose of this chapter is to establish a licensure system based on professional standards for pre-service preparation, certification and professional development that continuously serves to improve the quality of instruction for New Jersey's children so that they are equipped to work and succeed in an ever-changing and increasingly complex global economy.

(b) A standards-based, rigorous system of licensure, designed to support improved student achievement of the Core Curriculum Content Standards will serve to improve the quality of the New Jersey educator workforce and to improve student performance.

## SUBCHAPTER 2. DEFINITIONS

### 6A:9-2.1 Definitions

The following words and terms, when used in this chapter, shall have the following meanings, unless the context clearly indicates otherwise:

"Accreditation" means an institution that has a professional education unit and has completed successfully a review process by a national professional organization recognized by the Council on Higher Education Accreditation and approved by the Commissioner. The institution must meet State, professional and institutional standards as determined by a review of its individual programs and overall capacity to prepare education professionals. This review is substantiated

(b) At the expiration of the time period equivalent to the length of military service, the veteran shall be subject to the rules in N.J.A.C. 6A:9-9 and 11 through 13.

#### **6A:9-5.11 Validation of college degrees and college professional preparation**

(a) A candidate for certification shall hold a bachelor's degree from a regionally accredited institution or foreign institution of higher education recognized by international accreditation agencies.

(b) Professional education preparation programs required for New Jersey certificates shall be accepted from:

1. A New Jersey college approved by the State Board for the preparation of teachers;
2. Out-of-State colleges approved by the State board or department of education or department of higher education in the state in which the college is established and approved by the Department on the basis of reciprocal agreements; and
3. Regionally accredited two-year colleges provided that:
  - i. The courses are accepted toward meeting the requirements for certification by a college approved by the Department and such courses appear on the official transcript of a regionally accredited four-year college; and
  - ii. No more than six semester-hour credits in professional education are completed on the two-year college level, except as provided for in N.J.A.C. 6A:9-13.18.

(c) Except as provided for in N.J.A.C. 6A:9-13.18, academic preparation for all endorsements must appear on the transcript of a regionally accredited four-year college or university.

Amended by R.2005 d.110, effective April 4, 2005.

See: 36 N.J.R. 5044(a), 37 N.J.R. 1060(a).

Added (c).

#### **6A:9-5.12 Recognition of advanced standing in a college**

(a) Advanced work completed in a secondary school, which is assigned college credit by the institution of higher education that the candidate attends, shall be counted toward meeting the requirements for certification.

(b) When a regionally accredited four-year college or university grants advanced standing but does not award college credit for courses that were waived, the Department may accept the study that the college waived as college credit for purposes of certification.

#### **6A:9-5.13 Course information**

(a) Courses completed by correspondence or distance learning may be accepted for certification purposes only if

they are completed through a regionally accredited college or university and appear on the official transcript of the college or university.

(b) Teaching a course in a regionally 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 an original letter from the college president, dean or authorized designee.

Amended by R.2006 d.170, effective May 15, 2006.

See: 37 N.J.R. 4612(a), 38 N.J.R. 2126(a).

Added "or authorized designee" to the end of (b) and made a related stylistic change.

#### **6A:9-5.14 Equivalency of work taken in other countries**

(a) An applicant for certification who has completed college-level study in a country other than the United States shall present an equivalency report of that study from a Department-approved credentials evaluation agency. The equivalency report shall include the following:

1. Studies equivalent to a bachelor's degree from a regionally accredited four-year college or university in the United States;
2. Course-by-course listing and the semester-hour equivalent of each area of college-level study; and
3. The GPA at the conclusion of the degree program.

#### **6A:9-5.15 Exchange teachers**

(a) A district board may employ a teacher from another state or country in exchange for one of its own teaching staff members for a period of up to one school year. The district board shall adopt a resolution stating that the exchange teacher is employed as a substitute teacher for that teaching staff member during that school year.

(b) If the exchange teacher is a foreign national, the teacher shall be required to file a non-citizen oath of allegiance with the district board of education as required by N.J.S.A. 18A:6-7 to the effect that he or she will support the Constitution of the United States during the period of his or her employment within the State.

(c) The district board of education shall request that the county superintendent issue a county substitute credential to the exchange teacher. The 20-day limitation pursuant to N.J.A.C. 6A:9-6.5(b) shall not apply to the exchange teacher and the exchange teacher is authorized to serve for the period of his or her temporary service in the State as an exchange teacher.

#### **6A:9-5.16 Issuance of a certificate**

(a) The Board of Examiners shall issue the appropriate certificate upon the candidate's completion of all certification requirements. The candidate shall be subject to all requirements in effect at the time the application is received in the Office. Requirements include, but are not limited to,

coursework, degree, tests, fees, GPA and all certificate rules pursuant to N.J.A.C. 6A:9-8, 11, 12, and 13. Applications shall be deemed filed with the Office when the application and all required supporting documentation has been received. The teacher shall maintain possession of the original certificate.

(b) If the candidate is not eligible for the certificate sought, the Office shall issue a written evaluation that identifies the deficiencies for certification.

(c) The Board of Examiners may refuse to issue a certificate to a candidate enrolled in a New Jersey or out-of-State approved program when the candidate fails to secure the recommendation of the preparing institution.

Amended by R.2006 d.170, effective May 15, 2006.

See: 37 N.J.R. 4612(a), 38 N.J.R. 2126(a).

Inserted "The candidate shall...has been received" in (a).

#### **6A:9-5.17 Replacement of lost certificates**

To replace a lost certificate, the holder shall complete the appropriate application, provide a notarized statement of loss and submit the required fee.

#### **6A:9-5.18 Persons assigned to coach swimming**

(a) Persons assigned to coach swimming or diving teams shall hold a New Jersey instructional certificate that allows the holder to coach and shall meet the requirements as set forth in N.J.A.C. 6A:9-11.12.

(b) The chief school administrator of the employing district board of education shall:

1. Annually notify the county superintendent of all persons assigned to coach swimming and/or diving teams; and
2. Forward to the county superintendent copies of each valid American Red Cross or YMCA certificate required in (a) above for every person assigned to coach swimming and/or diving.

Amended by R.2005 d.110, effective April 4, 2005.

See: 36 N.J.R. 5044(a), 37 N.J.R. 1060(a).

In (a), inserted "instructional" following "New Jersey".

#### **6A:9-5.19 Athletics personnel**

(a) Any teaching staff member in the employ of a district board of education shall be permitted to organize public school pupils for purposes of coaching or for conducting games, events or contests in physical education or athletics.

(b) School districts shall be permitted to employ any holder of a New Jersey teaching certificate to work in the interscholastic athletic program provided that the position has been advertised.

(c) In the event there is no qualified and certified applicant, the holder of a county substitute credential pursuant to N.J.A.C. 6A:9-6.5 is authorized to serve as an

athletic coach in the district in which he or she is employed for a designated sports season, provided that:

1. The district chief school administrator demonstrates to the county superintendent that:

- i. The vacant coaching position had been advertised; and
- ii. There was no qualified applicant based on the written standards of the district board of education;

2. The district chief school administrator provides a letter to the county superintendent attesting to the prospective employee's knowledge and experience in the sport in which he or she will coach; and

3. The district board of education obtains the county superintendent's approval prior to such employment. The 20-day limitation noted in N.J.A.C. 6A:9-6.5(b) shall not apply to such coaching situations.

#### **6A:9-5.20 Computer literacy**

(a) The school administrator may assign an individual to teach computer literacy if the individual:

1. Demonstrates proficiency in current computer programs and their applications; and
2. Holds a CE, CEAS or standard certificate in an instructional field.

#### **6A:9-5.21 Conditional certificate to teach a world language**

(a) A holder of a conditional certificate to teach a world language issued prior to January 20, 2004 may renew the certificate for a maximum of four years. For renewal of the certificate, the candidate shall:

1. Within 12 months of obtaining the initial conditional certificate, complete a minimum of three semester-hours credits in world language methodology offered by a regionally accredited four-year college or university; and
2. Demonstrate progress toward meeting State requirements for standard certification within five years of the issuance of the initial conditional certificate.

(b) No new conditional certificates to teach a world language shall be issued as of January 20, 2004.

#### **6A:9-5.22 Structured learning experiences/career orientation coordination**

(a) Structured learning experiences/career orientation coordination include experiences designed for career awareness, career exploration and/or career orientation. These experiences must be in non-hazardous occupations in any career cluster.

(b) The chief school administrator may assign an individual to coordinate structured learning experiences/career orientation if the individual:

1. Holds a standard instructional certificate;
2. Presents evidence of one year of full-time, successful classroom teaching experience;
3. Completes training in Child Labor, Wage and Hour, and Wage Payment laws and regulations, as required by the Department of Labor and Workforce Development and the U.S. Department of Labor in accord with N.J.S.A. 34:2-21 and 57, N.J.S.A. 34:11-4 and 56, N.J.A.C. 12:56 and 12:58 and 29 CFR 570 and 1900; and
4. Completes a minimum of 20 hours of training or a Department-approved equivalent program in safety and health and required Department procedures and planning for SLEs pursuant to N.J.A.C. 6A:19, Vocational-Technical Education.

(c) The chief school administrator of the employing district board of education shall:

1. Annually notify the county superintendent of all persons assigned to coordinate structured learning experiences/career orientation; and
2. Forward to the county superintendent copies of certificates of completion for the required training hours pursuant to (b)3 and 4 above.

New Rule, R.2005 d.110, effective April 4, 2005.  
See: 36 N.J.R. 5044(a), 37 N.J.R. 1060(a).

## SUBCHAPTER 6. TYPES OF CERTIFICATES

### 6A:9-6.1 Standard certificate

The standard certificate is a permanent certificate issued to candidates who have met all requirements for State certification.

### 6A:9-6.2 Provisional certificate

The provisional certificate is a two-year certificate issued to candidates who have met requirements for initial employment as part of a State-approved school district training program or residency leading to standard certification. If the duration of the school district training program extends beyond the two-year period, the provisional certificate shall be renewed. The certificate is renewable for a maximum of one renewal.

Amended by R.2006 d.170, effective May 15, 2006.  
See: 37 N.J.R. 4612(a), 38 N.J.R. 2126(a).

Inserted "school" twice before "district"; and substituted "one renewal" for "two renewals".

### 6A:9-6.3 Emergency certificate

(a) An emergency certificate is a substandard certificate issued only to educational services certificate candidates who meet the requirements specified for each endorsement. An emergency certificate shall be issued at any time during the

academic year. All emergency certificates shall expire on July 31 of each year regardless of issuance date.

(b) A district board of education may apply to the county superintendent for an emergency certificate for a candidate in authorized educational services areas if it can demonstrate its inability to locate a suitable certified candidate due to unforeseen shortages or other extenuating circumstances. The county superintendent may approve the application if he/she determines that there are no suitable certified candidates to fill the position.

(c) With the exception of the speech-language specialist endorsement pursuant to N.J.A.C. 6A:9-13.6(e) and the educational interpreter endorsement pursuant to N.J.A.C. 6A:9-13.18(d) through (f), the certificate is renewable annually up to a maximum of two times at the request of the school district and approval of the county superintendent. Renewal is predicated upon demonstration of progress toward successful completion of coursework and tests required for issuance of a CE, CEAS or standard certificate. A candidate serving under an emergency certificate shall be employed under emergency certification for no more than a total of three years in any one educational services endorsement area regardless of the number of districts in which the candidate serves.

(d) An emergency certificate is valid for employment only in the district requesting the emergency certificate.

Amended by R.2006 d.170, effective May 15, 2006.  
See: 37 N.J.R. 4612(a), 38 N.J.R. 2126(a).

In (a), deleted "one-year" following "certificate is a" in the first sentence and added "An emergency certificate... of issuance date"; and rewrote the first sentence of (c).

### 6A:9-6.4 Certificate of eligibility

(a) A certificate of eligibility (CE) is a certificate with lifetime validity that the Board of Examiners may issue to candidates who meet degree, academic and applicable test requirements.

(b) A certificate of eligibility with advanced standing (CEAS) is a certificate with lifetime validity that the Board of Examiners may issue to candidates who meet degree, academic and test requirements and complete a State-approved college professional education preparation program.

(c) The CE or CEAS authorizes the holder to seek employment. A holder of a CE or CEAS shall not assume responsibility for a job assignment until the holder has been issued a provisional certificate.

### 6A:9-6.5 County substitute credential

(a) The county substitute credential is issued by the county superintendent. It is intended only for persons acting temporarily in replacement of a fully certified and regularly employed teacher. The county superintendent may issue county substitute credentials only when the supply of properly certified teachers is inadequate to staff the school.



(b) A candidate shall apply for a county substitute credential to the county superintendent through the district board of education. The district board of education shall submit the candidate's application, official transcripts, signed and notarized oath of allegiance, academic credentials and appropriate fee pursuant to N.J.A.C. 6A:9-5.4(b)3 to the county superintendent for review and approval. The county superintendent may issue a county substitute credential to candidates who do not hold standard New Jersey certificates but who can present a minimum of 60 semester-hour credits completed at a regionally accredited college or university. The holder of the county substitute credential pursuant to this subsection may serve for no more than 20 consecutive days in the same position in one school district during the school year.

(c) The county superintendent shall not issue a county substitute credential until the candidate submits a criminal history qualification letter from the Department, unless the district board of education can demonstrate that special circumstances exist which justify the emergent employment of a county substitute in accordance with N.J.S.A. 18A:6-7.1(c).

(d) Holders of a CE or CEAS issued by the Board of Examiners may serve as a substitute teacher in areas authorized by their credentials for a period of 60 instructional days. Holders of a CE or CEAS are not required to have a county substitute credential for this service.

(e) Holders of a standard New Jersey instructional certificate may serve as a substitute teacher in areas outside the scope of their endorsements for a period of 30 instructional days. Holders of standard certificates are not required to have a county substitute credential for this service. This subsection does not apply to the holder of a standard certificate with a vocational-technical endorsement.

(f) The county substitute credential is valid in the county of issuance and in any county of the State if appropriately registered with the county office of education in that county.

(g) The county substitute credential is valid for a three-year period from the date of issuance, unless rescinded pursuant to (k) below.

(h) The county superintendent may issue a vocational county substitute credential to a candidate who presents two years of full-time work experience in the appropriate career cluster in lieu of 60 semester hour college credits. The work experience shall be documented by an experience statement from an employer or presentation of a valid occupational license. The vocational county substitute credential is required to serve as a substitute teacher for specific vocational-technical skills. The holder of a vocational-technical CE or CEAS is also authorized to serve as a vocational county substitute teacher.

(i) The county superintendent may issue a county substitute credential to serve as a substitute school nurse to

the holder of a valid New Jersey registered professional nurse license.

(j) The county superintendent may issue a county substitute credential to serve as a substitute educational interpreter to candidates with a high school diploma or GED and who have completed the Educational Interpreter Performance Assessment (EIPA) with a minimum score of three. The 20-day limitation pursuant to (b) above shall not apply to such educational interpreters as substitute educational interpreters may serve for up to one academic year.

(k) The holder of a county substitute credential is authorized to serve as an athletic coach in the district pursuant to N.J.A.C. 6A:9-5.19(c). The 20-day limitation pursuant to (b) above shall not apply to such coaching situations as coaches may serve for up to one academic year.

(l) The county superintendent may rescind a county substitute credential at any time during the term of its validity for good cause shown, including, but not limited to, commission of offenses within the terms of the forfeiture statute, N.J.S.A. 2C:51-2, or the disqualification statute, N.J.S.A. 18A:6-7.1; or conduct inconsistent with employment in a school environment; or evidence that the holder did not meet the qualifications for the credential at the time of issuance. Appeal of any such rescission shall be to the Commissioner pursuant to N.J.A.C. 6A:3, Controversies and Disputes.

Amended by R.2005 d.110, effective April 4, 2005.  
See: 36 N.J.R. 5044(a), 37 N.J.R. 1060(a).

Rewrote (c).

Amended by R.2006 d.170, effective May 15, 2006.  
See: 37 N.J.R. 4612(a), 38 N.J.R. 2126(a).

In (d), inserted "instructional" following "period of 60"; recodified (j) and (k) as (k) and (l), added (j); and in (l), inserted "Controversies and Disputes" at the end.

#### **6A:9-6.6 Limited certificate for foreign teachers**

(a) Pursuant to N.J.S.A. 18A:26-1 and 18A:26-8.1, a limited certificate for foreign teachers is a non-renewable certificate issued to citizens of other countries and is valid for three years. Certificate issuance is contingent upon the candidate's enrollment in a Department-approved international agency and completion of the requirements in (d) below.

(b) Department-approved agencies are authorized to recruit teachers for New Jersey school districts in subject areas that the State Board has determined as having a critical shortage.

(c) Prior to hiring a foreign teacher, the district board of education shall:

1. Demonstrate to the county superintendent its inability to locate a suitable certified teacher;
2. Submit to the county superintendent the candidate's application and supporting documentation; and