

iii. Be administered by a State approved mentor, an experienced principal who has completed a State-approved training program implemented by a State-approved provider, and who shall supervise and verify completion of all required experiences and training by the candidate. The mentor and the district superintendent shall, at the start of the residency, submit to the Department a written recommendation on State-developed forms concerning any areas of professional experience that should be waived and any additional teaching or other special experiences, if any, that the individual candidate should complete before achieving standard certification. Department review and subsequent approval shall consider the candidate's past work experience and recommended standards-based performance goals during residency, and shall be specified in the standard written agreement; and

iv. Provide professional experiences, training, and instruction as defined in the Professional Standards for School Leaders and in the areas of curriculum leadership; supervision of instruction; pupil personnel services; personnel management; community relations; student relations; facilities management; school finance; school law; and technical administrative skills.

(f) Each candidate for the standard administrative certificate with a principal endorsement shall be evaluated formally by the mentor on at least six occasions for the purposes of certification. The first five evaluations shall be conducted mainly for diagnostic purposes. The final evaluation shall be the basis for issuance of the candidate's standard certificate. All performance evaluations shall be aligned with the Professional Standards for School Leaders as defined in N.J.A.C. 6A:9-3.4 and reported on State-developed forms. The mentor shall discuss each evaluation with the candidate, and the mentor and candidate shall sign each report as evidence of such discussion. Upon completion of such evaluation, the report shall be sent to the Department; the final evaluation shall be accompanied by the recommendation for certification pursuant to (i) below.

(g) Each mentor shall form an advisory panel of practicing educators and shall convene this panel on at least three occasions for purposes of reviewing the resident's progress and soliciting advice concerning the certification of the candidate.

(h) The mentor shall meet with the principal candidate at least once a month during the residency. The mentor shall be available on a regular basis to provide assistance or advice upon request of the candidate. The Department may require candidates to pay fees to cover the cost of the training and mentoring services that will qualify them for certification and employment.

(i) Standard certification of principal candidates shall be approved or disapproved pursuant to the following procedures:

1. Before the end of the residency period, the mentor shall submit to the Department a comprehensive evaluation report on the candidate's performance pursuant to (f) above.

2. This final report shall include one of the following certification recommendations:

i. Approved: Recommends issuance of a standard certificate;

ii. Insufficient: Recommends that a standard certificate not be issued but that the candidate be allowed to continue the residency or seek admission to an additional residency for one additional year; or

iii. Disapproved: Recommends that a standard certificate not be issued and that the candidate be prevented from continuing or re-entering a residency.

3. Mentors act as agents of the Board of Examiners in formulating their certification recommendations. Those recommendations shall not be subject to review or approval by local boards of education.

4. Candidates who receive a recommendation of "approved" shall be issued a standard certificate.

5. The mentor shall provide the candidate with a copy of the candidate's written evaluation report and recommendation before submitting it to the Department.

6. If the candidate disagrees with the mentor's recommendation, the candidate may appeal the recommendation pursuant to N.J.A.C. 6A:9-17.18.

(j) Candidates who receive a recommendation of "disapproved" or two or more recommendations of "insufficient" may petition the Board of Examiners for approval of additional opportunities to seek provisional employment in districts other than those in which they received unfavorable recommendations. The candidate shall be responsible for demonstrating why he or she would be likely to succeed if granted the requested opportunity. Disapproval of any candidate's request by the Board of Examiners may be appealed to the Commissioner pursuant to N.J.A.C. 6A:9-17.18(b).

(k) Each candidate who holds a valid New Jersey or out-of-State supervisor endorsement and a master's degree or higher in a field other than one required in (a)1 above will be eligible for a principal CE upon presenting the following:

1. Official documentation of five years of successful full-time experience as a supervisor of an instructional area or department related to the Core Curriculum Content Standards under a valid New Jersey or out-of-State supervisor certificate;

2. Official documentation evidencing completion of a New Jersey State-approved certification program in educational leadership offered by providers approved by the Department. This program shall include, but not be limited to:

i. Preparation for educational leadership through experiences related to the performance-based Professional Standards for School Leaders and the CCCS;

ii. Two hundred twenty-five clock hours of formal instruction in quality components of preparation to promote student learning as set forth in N.J.A.C. 6A:9-3.4(a)1 through 6 and delineated in (a)2i through vi above; and

iii. A district internship consisting of a minimum of 300 hours providing professional experiences in school administration; and

3. Official documentation evidencing passage of a State-approved examination of knowledge that is acquired through study of the topics listed in (a)2 above, aligned with the Professional Standards for School Leaders, and that is most directly related to the functions of principals as defined in N.J.A.C. 6A:9-12.3(b).

(l) Each candidate who holds a valid New Jersey or out-of-State supervisor endorsement and a master's degree or higher in a field other than one required in (a)1 above, but has zero to five years supervisory experience, will be eligible for a principal CE upon presenting the following:

1. Official documentation of five years of successful full-time teaching experience under a valid New Jersey or out-of-State teaching certificate;

2. Official documentation evidencing completion of a New Jersey State-approved certification program in educational leadership offered by providers approved by the Department. This program is pursuant to (l)2 above with the following exceptions: the program is a minimum of 275 clock hours plus a 300-hour internship;

3. Official documentation evidencing passage of a State-approved examination of knowledge that is acquired through study of the topics listed in (a)2 above, aligned with the Professional Standards for School Leaders, and that is most directly related to the functions of principals as defined in N.J.A.C. 6A:9-12.3(b).

(m) Each candidate who can provide documentation of at least five years of successful full-time teaching experience under a valid New Jersey or out-of-State teaching certificate and a master's degree or higher in a field other than one required in (a)1 above will be eligible for a principal CE upon presenting the following:

1. Official documentation evidencing completion of a New Jersey State-approved certification program in educational leadership offered by providers approved by the Department. This program is pursuant to (l)2 above with the following exceptions: the program is a minimum of 350 clock hours plus a 300-hour internship;

2. Official documentation evidencing passage of a State-approved examination of knowledge that is acquired

through study of the topics listed in (a)2 above, aligned with the Professional Standards for School Leaders, and that is most directly related to the functions of principals as defined in N.J.A.C. 6A:9-12.3(b).

(n) Persons who are in possession of a formal, written evaluation for principal certification from the Office prior to January 20, 2004 shall have until January 20, 2009 to complete the certification requirements as specified in the evaluation.

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

Added (m).

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), substituted "six" for "three" in the first sentence and "five" for "two" in the second sentence; inserted "or out-of-State" in (j), (j)1 and (k); and inserted "under a valid New Jersey or out-of-State teaching certificate" in (k)1 and (l).

Amended by R.2008 d.7, effective January 7, 2008.

See: 39 N.J.R. 3441(a), 40 N.J.R. 113(b).

Rewrote the section.

Amended by R.2009 d.24, effective January 5, 2009.

See: 40 N.J.R. 4856(a), 41 N.J.R. 128(a).

In (b), substituted "state-approved" for "State-approved"; added new (c); recodified former (c) through (n) as (d) through (o); in (f), substituted "(i)" for "(h)"; in (i)1, substituted "(f)" for "(e)"; in (m)2, substituted "(l)2" for "(k)2"; and in (n)1, substituted "(l)2" for "(k)2".

Amended by R.2011 d.053, effective February 7, 2011.

See: 42 N.J.R. 1947(a), 43 N.J.R. 282(b).

Deleted former (k); and recodified former (l) through (o) as (k) through (n).

6A:9-12.6 Supervisor

(a) To be eligible for the standard administrative certificate with a supervisor endorsement, a candidate shall be required to:

1. Hold a master's or higher degree from a regionally accredited college or university;

2. Successfully complete one of the following:

i. A college curriculum approved by the Department of Education as the basis for issuing this endorsement;

ii. Twelve graduate-level, semester-hour credits to include the following:

(1) Three credits in general principles of staff supervision in grades preschool through 12;

(2) Three credits in general principles of curriculum development for grades preschool through 12;

(3) Three elective credits in curriculum development; and

(4) Three elective credits in staff supervision and/or curriculum development; or

iii. A State-approved training program implemented by a State-approved provider as the basis for issuing this certificate; and

3. Hold a standard New Jersey instructional or educational services certificate or its out-of-State equivalent, and complete three years of successful, full-time teaching and/or educational services experience. Teaching and/or educational services experience completed in a New Jersey public school must have been under an appropriate New Jersey certificate.

(b) Applicants in possession of a written evaluation for the supervisor certificate completed by the office prior to January 20, 2004 will have until January 20, 2009 to complete the requirements set forth in the written evaluation.

Amended by R.2004 d.306, effective August 2, 2004.

See: 36 N.J.R. 1636(a), 36 N.J.R. 3526(a).

In (a)2ii, deleted "in particular grade levels, or in specific subject fields" at the end of the third sentence.

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), rewrote 2ii.

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

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

Made a stylistic change in (a)2i; added (a)2iii; and rewrote (a)3.

Case Notes

Any candidate seeking employment as a public school supervisor but lacking the specified higher-level administrative endorsement is required by law to hold standard supervisory certification; no mechanism exists for acquisition of supervisory certification on a CE or provisional basis, nor can the principal endorsement be obtained through provisional employment as a supervisor. *Nelson v. Bd. of Educ. of Plainfield*, OAL Dkt. No. EDU 11414-07, 2008 N.J. AGEN LEXIS 1013, Commissioner's Decision (April 18, 2008).

6A:9-12.7 School business administrator

(a) To be eligible for the school business administrator CE, the candidate shall:

1. Hold a Master's degree or higher degree from a regionally accredited college or university or be in possession of a certified public accountant license; and

2. Complete at least 18 credits of graduate or undergraduate study in the following areas:

- i. Economics;
- ii. Law;
- iii. Accounting;
- iv. Organizational theory;
- v. Management or administration; and
- vi. Finance.

(b) To be eligible for a provisional administrative certificate with a school business administrator endorsement, the candidate shall:

1. Hold a school business administrator CE; and
2. Obtain and accept an offer of employment in a position that requires the school business administrator

endorsement in a public school district that has agreed formally to sponsor the residency.

(c) To be eligible for the standard administrative certificate with a school business administrator endorsement, the candidate shall:

1. Possess a provisional certificate pursuant to (a) and (b) above; and

2. Complete a one to two-year State-approved district residency program while employed under provisional certification. The residency shall:

i. Take place in a functioning public school district environment, and will require the candidate to develop a thorough understanding of New Jersey Standards: the Core Curriculum Content Standards; the Professional Standards for Teachers as defined in N.J.A.C. 6A:9-3.3; and the Professional Standards for School Leaders as defined in N.J.A.C. 6A:9-3.4. Candidates shall demonstrate that understanding by providing support for the educational goals of the district;

ii. Be conducted in accordance with a standard agreement issued by the Department and entered into by the Department, the employing school district, the candidate and the residency mentor. No residency program may be undertaken without a valid agreement;

iii. Be administered by a State-appointed mentor, an experienced school business administrator who has completed a State-approved orientation, and who shall supervise and verify completion of all required experiences and training by the candidate. The mentor and the district superintendent shall, at the start of the residency, submit to the Department a written recommendation on State-developed forms concerning any areas of professional experience that should be waived and any additional teaching or other special experiences, if any, that the individual candidate should complete before achieving standard certification. Department review and subsequent approval shall consider the candidate's past work experience and recommended professional experiences during residency which shall be specified in the standard written agreement; and

iv. Provide professional experiences, training, and 145 clock hours of formal instruction in the areas of standards listed in (c)2i above; school plant planning, construction and maintenance; school financial and legal practices including budget planning and administration and double entry accounting (GAAP); pupil transportation; labor relations and personnel; insurance/risk administration; and food service administration.

(d) Each candidate for the standard administrative certificate with an endorsement for school business administrator shall be evaluated formally by the mentor on at least three occasions for purposes of certification. The first two evaluations shall be conducted mainly for diagnostic purposes. The

final evaluation shall be the basis for issuance of the candidate's standard certificate. All evaluations shall be based on the candidate's performance in areas of authorization defined in N.J.A.C. 6A:9-12.3(d) and reported on State-developed forms. The mentor shall discuss each evaluation with the candidate, and the mentor and candidate shall sign each report as evidence of such discussion. Upon completion of each evaluation, the report shall be sent to the Department; the final evaluation shall be accompanied by the recommendation for certification pursuant to (g) below.

(e) Each mentor shall form an advisory panel of practicing educators and shall convene this panel on at least three occasions for purposes of reviewing the resident's progress and soliciting advice concerning the certification of the candidate. The mentor may seek the informal input of the employing district board of education concerning the standard certification of the candidate.

(f) The mentor shall meet with the resident school business administrator at least once a month during the residency. The mentor shall be available on a regular basis to provide assistance or advice upon request of the resident school business administrator. The Department may require resident school business administrators to pay fees to cover the cost of the training and mentoring services that will qualify them for certification and employment.

(g) Standard certification of school business administrator certificate candidates shall be approved or disapproved pursuant to the following procedures:

1. Before the end of the residency year, the mentor shall submit to the Department a comprehensive evaluation report on the candidate's performance pursuant to N.J.A.C. 6A:9-12.5(d);

2. This final report shall include one of the following certification recommendations:

i. Approved: Recommends issuance of a standard certificate;

ii. Insufficient: Recommends that a standard certificate not be issued but that the candidate be allowed to continue the residency or seek admission to an additional residency for one additional year; or

iii. Disapproved: Recommends that a standard certificate not be issued and that the candidate be prevented from continuing or re-entering a residency.

3. Mentors act as agents of the Board of Examiners in formulating their certification recommendations. Those recommendations shall not be subject to review or approval by local boards of education.

4. Candidates who receive a recommendation of "approved" shall be issued a standard certificate.

5. The mentor shall provide the candidate with a copy of the candidate's written evaluation report and recommendation before submitting it to the Department.

6. If the candidate disagrees with the mentor's recommendation, the candidate may appeal the recommendation pursuant to N.J.A.C. 6A:9-17.18.

(h) Candidates who receive a recommendation of "disapproved" or two or more recommendations of "insufficient" may petition the Board of Examiners for approval of additional opportunities to seek provisional employment in districts other than those in which they received unfavorable recommendations. The candidate shall be responsible for demonstrating why he or she would be likely to succeed if granted the requested opportunity. Disapproval of any candidate's request by the Board of Examiners may be appealed to the Commissioner pursuant to N.J.A.C. 6A:9-17.18(b).

(i) The requirements listed in (a) through (h) above shall not apply to persons who hold standard administrative certificates with the following endorsements issued before September 1, 1991: School Business Administrator, Assistant Superintendent for Business, or Assistant Executive Superintendent with Specialization in Business Administration. Holders of those endorsements shall be entitled prospectively to apply for all positions in the general category of business administration.

(j) Board secretaries who lack certification but were assigned prior to September 1, 1991 to perform business administration functions as described in N.J.A.C. 6:11-12.3(d) shall be permitted to retain their positions in the districts in which they were employed prior to September 1, 1991 indefinitely.

(k) The requirements listed in (a)1 above shall not apply to persons who hold a standard administrative certificate or CE with a school business administrator endorsement. Persons who are in possession of a formal evaluation for school business administrator certification from the Department, shall be permitted until January 20, 2009 to attain certification as specified in the evaluation.

Case Note

Claim on the part of a former school business administrator that the non-renewal of his employment violated N.J.A.C. 6A:9-12.7, which sets forth requirements related to certificates for school business administrators, lacked merit because the regulation placed obligations on candidates for such a certificate and on residency program participants including mentors, but did not impose any specific obligation on a school or school district. That being the case, the board's non-renewal of the administrator's contract did not violate N.J.A.C. 6A:9-12.7. *Jones v. Bd. of Trs. of the Barack Obama Green Charter High School*, OAL Dkt. No EDU 13722-11, 2013 N.J. AGEN LEXIS 41, Initial Decision (February 27, 2013).

6A:9-12.8 Requirements for interstate reciprocity

(a) Notwithstanding any other provision of this subchapter, any applicant for administrative certification who presents a valid administrative certificate issued by any other state

shall, upon payment of the appropriate fee, be issued a New Jersey administrative certificate of eligibility for the equivalent New Jersey endorsements for school administrator, principal, or school business administrator, or shall be issued the equivalent New Jersey standard supervisor endorsement. If there is no equivalent current New Jersey endorsement, then the provisions of N.J.A.C. 6A:9-12.1 through 12.7 shall apply to the candidate. There is one limitation to this rule:

1. If New Jersey has an equivalent endorsement with required subject matter test for the applicant's endorsement, the applicant shall have passed a state subject matter test to receive his or her out-of-State endorsement or else must pass the appropriate New Jersey subject matter test. This limitation shall not apply if the applicant has five years of experience in good standing under the out-of-State certificate. Experience in good standing shall be documented by a letter of experience from the applicant's supervisor or authorized district representative.

5. The candidate shall have complied with all conditions imposed by the order of revocation; and

6. If the revocation arose from a criminal matter involving the candidate, the candidate shall have provided evidence that he or she has satisfied any conditions imposed by the court, probation, plea bargain agreement or any other entity.

(c) Notwithstanding the provisions of (b) above, the Board of Examiners shall not issue a new certificate to any candidate who is:

1. Ordered to forfeit certification as part of a settlement in a tenure or criminal proceeding;

2. Barred from teaching again in the State of New Jersey by order of a court of competent jurisdiction;

3. Ordered to forfeit certification as part of a plea bargain;

4. Ordered to forfeit certification as a condition for entrance into a pre-trial intervention program as set forth in Rule 3.28 of the New Jersey Court Rules;

5. Ordered to forfeit certification pursuant to a sentence imposed in a criminal proceeding;

6. Barred from teaching for any reason; or

7. Relinquishing his or her certificate pursuant to N.J.A.C. 6A:9-17.11.

Case Notes

Initial Decision (2005 N.J. AGEN LEXIS 212) adopted as modified, finding that a health teacher could apply for recertification as a teacher of health after revocation under N.J.A.C. 6A:9-17.10. The teacher's certificate had been revoked after he presented a fraudulent Teacher of Biological Science certificate to a school official in order to obtain public school employment; however, because the teacher waited at least four years before applying for recertification, as required, and offered sufficient evidence of his rehabilitation, recertification was warranted. In re Certification of Elmezzi, OAL Dkt. No. EDE 11515-03; SBE No. 0304-135, 2005 N.J. AGEN LEXIS 1091, State Board of Examiners Decision (July 21, 2005).

6A:9-17.11 Relinquishment of certificate without order to show cause

(a) The Board of Examiners may accept the relinquishment of all certificates held by an individual without issuance of an order to show cause.

(b) When accepted by the Board of Examiners, the relinquishment of certificates as provided in (a) above shall have the force and effect of a revocation including, but not limited to, the notification requirements in N.J.A.C. 6A:9-17.8(b).

(c) The individual seeking to relinquish a certificate(s) shall submit an affidavit to the Board of Examiners stating that the certificate holder:

1. Is relinquishing all certificates held by the individual;

2. Is waiving the right to a hearing pursuant to N.J.A.C. 6A:9-17.7 and agrees not to institute proceedings concerning the relinquishment in any forum; and

3. Understands that the relinquishment has the force and effect of a revocation with its attendant consequences.

(d) The Board of Examiners shall vote on whether to accept the certificate(s). If the Board of Examiners votes to accept the relinquishment, the revocation shall be effective as of the date of the Board of Examiners' vote.

(e) The certificate holder shall return all certificates to the Board of Examiners.

(f) Individuals who relinquish their certificates pursuant to this section shall not apply for certification in the future.

Amended by R.2008 d.7, effective January 7, 2008.
See: 39 N.J.R. 3441(a), 40 N.J.R. 113(b).

In (a), substituted a period for a colon at the end; and deleted (a) through (a)3.

6A:9-17.12 Voluntary surrender of certificates and endorsements

(a) An individual may voluntarily surrender a certificate or endorsement if he or she has not been employed under that certificate or endorsement in the 10 years preceding the proposed surrender and if he or she satisfies the following conditions:

1. The individual shall submit an affidavit to the Board of Examiners stating that he or she is surrendering the certificate or endorsement voluntarily, and not under the conditions set forth in N.J.A.C. 6A:9-17.11;

2. The individual shall submit an affidavit setting forth his or her employment history for the 10 years preceding the voluntary surrender, including official documentation from a school official, if applicable; and

3. The individual shall submit an affidavit stating that he or she has not been employed under the certificate or endorsement at issue in the 10 years preceding the voluntary surrender.

(b) The certificate holder shall return the original certificate or endorsement at issue to the Board of Examiners.

(c) The Board of Examiners shall review the application for a voluntary surrender. If the Board of Examiners votes to accept the surrender, the certificate or endorsement shall be deemed surrendered as of the date of the Board of Examiners' vote.

(d) Individuals who voluntarily surrender a certificate or endorsement may not apply for that certificate for three years from the effective date of the voluntary surrender. Candidates are subject to the certification requirements in effect at the time the new application is submitted.

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

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

Substituted "surrendered" for "revoked" following "shall be deemed".

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

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

Added "and endorsements" to section heading; in (a) through (d), inserted "or endorsement" wherever appearing, and made related stylistic changes throughout.

6A:9-17.13 Substitution of alternate education and/or experience

(a) If an applicant receives an evaluation pursuant to N.J.A.C. 6A:9-5.16(b) that identifies areas of deficiency in the requirements for certification, the applicant may provide the Board of Examiners with evidence of alternative education and/or experience that the applicant believes is equivalent to the area(s) of deficiency.

(b) Upon receipt of a request to substitute alternate education or experience, the Secretary shall provide the applicant with a copy of credentials review procedures.

(c) The applicant shall submit to the Secretary for Board of Examiners' review 21 copies of information and documentation of alternative educational background and/or experience that the applicant believes is the equivalent of the certification deficiency. The application for review and the packet of documentation shall be in the form approved by the Secretary.

(d) The Secretary shall review the information submitted by the applicant for sufficiency and transmit it to the Board of Examiners for review.

(e) An applicant may not simultaneously seek relief under this section and N.J.A.C. 6A:9-17.17. If an applicant seeks a credentials review initially, he or she may appeal from the initial adverse decision of the Office under N.J.A.C. 6A:9-17.17 only after the Board of Examiners has rendered a final decision under this section. The 60-day time limitation of N.J.A.C. 6A:9-17.17(a)1 shall not apply in those circumstances.

Amended by R.2008 d.7, effective January 7, 2008.

See: 39 N.J.R. 3441(a), 40 N.J.R. 113(b).

Added (e).

6A:9-17.14 Public discussion of alternative education and/or experience

(a) The Secretary shall give an applicant not less than 10 days notice of the Board of Examiners' meeting at which it will consider his or her application for certification based on alternative education and/or experience.

(b) The applicant may be present at the meeting at which the Board of Examiners considers the application.

(c) If the applicant is in attendance, the Board of Examiners may question the applicant regarding his or her submission.

Amended by R.2008 d.7, effective January 7, 2008.

See: 39 N.J.R. 3441(a), 40 N.J.R. 113(b).

Rewrote (b) and (c).