

**CHAPTER 9B**

**STATE BOARD OF EXAMINERS  
AND CERTIFICATION**

**Authority**

N.J.S.A. 18A:1-1, 18A:4-15, 18A:6-34 and 38,  
and 18A:26-2.7 and 10; and P.L. 2012, c. 11.

**Source and Effective Date**

R.2015 d.196, effective November 12, 2015.  
See: 47 N.J.R. 1730(a), 47 N.J.R. 2989(a).

**Chapter Expiration Date**

Chapter 9B, State Board of Examiners and Certification, expires on  
November 12, 2022.

**Chapter Historical Note**

Chapter 9B, State Board of Examiners and Certification, was re-  
codified in part from Chapter 9, Professional Licensure and Standards,  
by administrative change, effective August 4, 2014. As part of the  
recodification, attendant technical changes were made to the rule text  
concerning cross-references and the applicability of current chapter  
definitions. See: 46 N.J.R. 1743(a).

In accordance with N.J.S.A. 52:14B-5.1b, Chapter 9B, State Board of  
Examiners and Certification, was scheduled to expire on December 10,  
2015. See: 43 N.J.R. 1203(a).

Chapter 9B, State Board of Examiners and Certification, was  
readopted as R.2015 d.196, effective November 12, 2015. As a part of  
R.2015 d.196, Subchapter 1, Scope and Purpose, was adopted as new  
rules; former Subchapter 6, Types of Certificates, was repealed, and  
Subchapter 6, College Courses and Certifications, was adopted as new  
rules; former Subchapter 7, Qualifying Academic Credentials, was  
recodified as Subchapter 15, and Subchapter 7, Substitute Credential,  
was adopted as new rules; Subchapter 8, Requirements for Instructional  
Certificate, was renamed Requirements for Instructional Certification;  
Subchapter 9, Instructional Certificates, was renamed Instructional  
Endorsements; Subchapter 10, Exceptions to Requirements for the  
Instructional Certificate, was renamed Additional Requirements or  
Exceptions to Requirements for Instructional Endorsements for  
Certification; former Subchapter 11, Requirements for Administrative  
Certification, was recodified as Subchapter 12, and Subchapter 11,  
Additional Requirements or Exceptions to Requirements for Instruc-  
tional Certification with Special Endorsements, was adopted as new  
rules; and former Subchapter 12, Requirements for Educational Services  
Certification, was recodified as Subchapter 14, effective December 7,  
2015. See: Source and Effective Date. See, also, section annotations.

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**SUBCHAPTER 1. SCOPE AND PURPOSE**

**6A:9B-1.1 Scope**

This chapter sets forth the rules governing the licensure of educators or candidates required to be certified. It also contains the rules delineating the organization of, powers of, duties of, and proceedings before the State Board of Examiners.

New Rule, R.2015 d.196, effective December 7, 2015.  
See: 47 N.J.R. 1730(a), 47 N.J.R. 2989(a).

**6A:9B-1.2 Purpose**

(a) The purpose of this chapter is to establish a licensure system based on professional standards for pre-service preparation and certification that continuously serves to improve the quality of instruction for New Jersey's children to prepare them for college and careers.

(b) The licensure system shall function along a continuum of rigorous pre-professional preparation, certification, and

professional development to better prepare educators to support improved student achievement of the Core Curriculum Content Standards.

New Rule, R.2015 d.196, effective December 7, 2015.  
See: 47 N.J.R. 1730(a), 47 N.J.R. 2989(a).

## SUBCHAPTER 2. DEFINITIONS

### 6A:9B-2.1 Definitions

The definitions set forth in N.J.A.C. 6A:9-2.1 shall apply to the words and terms used in this chapter.

Amended by R.2015 d.196, effective December 7, 2015.  
See: 47 N.J.R. 1730(a), 47 N.J.R. 2989(a).  
Substituted "6A:9" for "6A-9".

## SUBCHAPTER 3. STATE BOARD OF EXAMINERS

### 6A:9B-3.1 General

(a) There shall be a Board of Examiners, consisting of the Commissioner, ex officio, and one assistant commissioner of education, two presidents of State colleges, one executive county superintendent, one superintendent of schools of a Type I district, one superintendent of a Type II district, one high school principal, one elementary school principal, one librarian employed by the State or by one of its political subdivisions, one school business administrator, and four teaching staff members other than a superintendent, principal, school business administrator, or librarian, all of whom shall be appointed by the Commissioner with the approval of the State Board.

(b) The Assistant Commissioner shall be the chair of the Board of Examiners. The Director of the Office shall be the Secretary of the Board of Examiners.

(c) The chair of the Board of Examiners shall have the authority to appoint committees made up of less than a majority of the full Board of Examiners to assist in the conduct of the Board's duties.

(d) The Board of Examiners shall hold its annual organization meeting prior to October 1 of each year.

(e) The appointed members of the Board of Examiners shall hold office for two years, from September 15 of the year in which they are appointed. Vacancies on the Board of Examiners shall be filled for the unexpired term only.

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

Amended by R.2013 d.091, effective July 1, 2013.  
See: 45 N.J.R. 152(a), 45 N.J.R. 1605(a).

In (a), substituted "executive county superintendent" for "county superintendent"; and in (c), substituted "in the conduct of the Board's duties" for "the Board of Examiners in the conduct of its duties".

Amended by R.2015 d.196, effective December 7, 2015.  
See: 47 N.J.R. 1730(a), 47 N.J.R. 2989(a).

In (a), inserted a comma following "administrator" twice.

### 6A:9B-3.2 Powers and duties

(a) The Board of Examiners shall issue appropriate certificates to teach or to administer, direct, or supervise, the teaching, instruction, or educational guidance of pupils in public schools operated by district boards of education, and such other certificates as it shall be authorized to issue by law, based upon certified scholastic records, documented experience, or upon examinations, and may revoke or suspend such certificates. The authority to issue certificates also includes the authority to refuse to issue a certificate under appropriate circumstances as set forth in N.J.A.C. 6A:9B-4.1. All actions taken by the Board of Examiners shall be taken pursuant to rules adopted by the State Board.

(b) The Board of Examiners may suspend or revoke certificates pursuant to N.J.A.C. 6A:9B-4.4.

(c) In exercising its statutory and regulatory authority, the Board of Examiners and staff assigned to it may:

1. Examine credentials and issue certificates that qualify individuals to seek employment as teaching staff members in the public schools of the State of New Jersey;
2. Recommend and develop procedures that govern the certification of teaching staff members;
3. Coordinate, monitor, and evaluate aspects of educator preparation programs and training programs of district boards of education that lead to educational certificates and recommend their periodic approval by the Commissioner;
4. Coordinate, monitor, and evaluate the administration of tests and other assessments that are required for educational certification;
5. Maintain reciprocal agreements with other states and territories concerning the certification of educational practitioners;
6. Maintain and report data on the supply and quality of newly certified teaching staff members; and
7. Assist district boards of education in the employment of teaching staff members.

Amended by R.2015 d.196, effective December 7, 2015.  
See: 47 N.J.R. 1730(a), 47 N.J.R. 2989(a).

In (a), inserted a comma following "instruction" and following "experience"; in (a) and (b), updated the N.J.A.C. reference; in (b)3 and (b)4, inserted a comma following "monitor"; and in (b)3, deleted "those" following "evaluate" and preceding "training", and substituted "educator preparation" for "college academic".

SUBCHAPTER 4. STATE BOARD OF EXAMINERS'  
PROCEEDINGS

**6A:9B-4.1 Conduct barring candidate from certification**

Notwithstanding that a candidate may meet all requirements for certification, the Board of Examiners may refuse to issue a certificate to the candidate if it determines based on the record before it that the candidate is not suitable for employment as a teaching staff member in the public schools for reasons set forth in N.J.A.C. 6A:9B-4.4.

*The following annotations apply to N.J.A.C. 6A:9B-4.1 prior to its repeal by R.2015 d.196:*

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.

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

Inserted designation (a); in (a), inserted "credentials,"; and added (b).  
Amended by R.2009 d.24, effective January 5, 2009.

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

Added (c).

*The following annotation applies to N.J.A.C. 6A:9B-4.1 subsequent to its recodification from N.J.A.C. 6A:9B-4.2 by R.2015 d.196:*

Recodified from N.J.A.C. 6A:9B-4.2 and amended by R.2015 d.196, effective December 7, 2015.

See: 47 N.J.R. 1730(a), 47 N.J.R. 2989(a).

Rewrote the section. Former N.J.A.C. 6A:9B-4.1, Certificate holder, repealed.

**6A:9B-4.2 Candidates to provide information regarding criminal history**

(a) As part of the application for certification, a candidate shall advise the Office whether he or she has a record of conviction(s) for any crime or offense in New Jersey or any other state or foreign jurisdiction. Candidates who have been convicted shall complete a form approved by the Secretary setting forth the details of the conviction(s).

(b) The Board of Examiners shall review all information the candidate provides and determine whether the candidate's criminal history is such that he or she should not receive a certificate. In making its determination, the Board of Examiners shall consider the Rehabilitated Convicted Offenders Act, N.J.S.A. 2A:168A-1 et seq., and whether the crime(s) or offense(s) would be disqualifying under N.J.S.A. 18A:6-7.1 et seq.

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), inserted "or foreign jurisdiction".

Recodified from N.J.A.C. 6A:9B-4.3 and amended by R.2015 d.196, effective December 7, 2015.

See: 47 N.J.R. 1730(a), 47 N.J.R. 2989(a).

In (a), substituted the first occurrence of "shall" for "must", and substituted "have been" for "been have". Former N.J.A.C. 6A:9B-4.2, Conduct barring candidate from certification, recodified to N.J.A.C. 6A:9B-4.1.

**6A:9B-4.3 School district and candidate reporting responsibility**

(a) The chief school administrator shall notify the Board of Examiners when:

1. Tenured teaching staff members who are accused of criminal offenses or unbecoming conduct resign or retire from their positions;

2. Nontenured teaching staff members, including substitute teachers, who are accused of criminal offenses or unbecoming conduct resign, retire, or are removed from their positions;

3. A certificate holder fails to maintain any license, certificate, or authorization that is mandated pursuant to this chapter for the holder to serve in a position;

4. He or she becomes aware that a certificate holder has been convicted of a crime or criminal offense while in the school district's employ; or

5. He or she has received a report from the Department of Children and Families substantiating allegations of abuse or neglect, or establishing "concerns" regarding a certificated teaching staff member.

(b) A school district shall cooperate with the Board of Examiners in any proceeding arising from an order to show cause issued by the Board of Examiners and based on information about the certificate holder that the school district provided.

(c) School districts shall notify all employees new to the school district and shall notify annually all employees of the following reporting requirements. Failure to comply with this subsection may be deemed "just cause" pursuant to N.J.A.C. 6A:9B-4.4.

1. All certificate holders shall report to their superintendent their arrest or indictment for any crime or offense within 14 calendar days of the arrest or indictment. The report shall include the date of arrest or indictment and charge(s) lodged against the certificate holder.

2. Certificate holders arrested or indicted for any crime or offense shall report to their superintendent the disposition of any charge within seven calendar days of disposition.

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)2; and added (b).

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)3, deleted "or" from the end; in (a)4, inserted "or criminal offense" and substituted "; or" for a period at the end; and added (a)5.

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

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

In (a)2, inserted "including substitute teachers,".

Recodified from N.J.A.C. 6A:9B-4.4 and amended by R.2015 d.196, effective December 7, 2015.

See: 47 N.J.R. 1730(a), 47 N.J.R. 2989(a).

Section was "District reporting responsibility". Rewrote the section. Former N.J.A.C. 6A:9B-4.3, Candidates to provide information regarding criminal history, recodified to N.J.A.C. 6A:9B-4.2.

**Case Notes**

Non-tenured English teacher who was terminated mid-year for misconduct improperly filed an action before the Commissioner of Education, who lacked jurisdiction where the teacher made no claim that her termination violated any constitutional or legislatively-conferred

percentile score for all test takers in the year the respective test was taken, for each year such data is available.

(2) A candidate shall qualify for the exception at (a)5i above only if he or she achieves at least the minimum qualifying score posted pursuant to (a)5i(1) above; and

6. For candidates applying for a CE prior to academic year 2017-2018, demonstrate knowledge of basic pedagogical skills, including, but not limited to, classroom management, lesson planning, introduction to the CCCS and Professional Standards for Teachers, and assessment of student progress as documented through successful completion of a minimum of 24 hours of study offered through a Department-authorized provider or through equivalent coursework documented on a transcript from a regionally accredited college or university.

(b) The following exceptions shall apply to the 3.00 GPA requirement in (a) above:

1. Candidates graduating before September 1, 2016, shall achieve a cumulative GPA of at least 2.75 when a GPA of 4.00 equals an A in a baccalaureate degree program, higher degree program, or a Commissioner-approved post-baccalaureate certification program with a minimum of 13 semester-hour credits.

2. A candidate who graduates on or after September 1, 2016, with a GPA that is below 3.00, but at least 2.75 when a GPA of 4.00 equals an A grade, and whose score on the appropriate State test of subject matter knowledge exceeds the passing score by 10 percent or more shall meet the requirements of (a)2 and 4 above.

i. Effective until September 1, 2016, a candidate with a GPA that is below 2.75, but at least 2.50 when a GPA of 4.00 equals an A grade, and whose score on the appropriate State test of subject matter knowledge exceeds the passing score by 10 percent or more shall meet the requirements of (a)2 and 4 above.

ii. This alternative requirement to (a)2 and 4 above shall not be construed as a waiver under N.J.A.C. 6A:9B-4.12.

3. A candidate who graduates on or after September 1, 2016, may have a cumulative GPA lower than 3.00 but equal to or higher than a 2.75 if he or she is sponsored by a provisional training program prior to applying for a CE, so long as the candidate is employed when he or she participates in the CE educator preparation program. Candidates sponsored for the purpose of meeting the exception set forth in this paragraph shall make up no more than 10 percent of a CE educator preparation program's annual accepted candidates.

(c) A candidate who has graduated from a regionally accredited college or university that does not award grades

and does not calculate GPAs shall be exempt from the requirements in (a)3 above.

1. Upon application, the candidate shall provide the Office with an original registrar's letter from the college or university bearing the college or university seal and clarifying the institution's policy regarding GPAs.

2. The candidate shall satisfy all other requirements for certification, without exception.

(d) The GPA requirements and their exceptions listed in (b) above shall apply to all relevant sections in N.J.A.C. 6A:9B-8 and 11.

(e) The candidate shall ensure official test scores are transmitted to the Office from the test vendor.

(f) A candidate who meets all requirements in N.J.A.C. 6A:9B-8.2(a)1 through 5 but did not take a state-approved performance assessment because it was not required for educator preparation program completion and/or for certification in an out-of-State program attended pursuant to N.J.A.C. 6A:9B-8.2(b) shall be issued a CE. The candidate shall meet all requirements for provisional and standard certification pursuant to N.J.A.C. 6A:9B-8.4 and 8.7, respectively, but shall be exempt from:

1. CE certification requirements pursuant to (a) above;

2. The provisional certification requirement to be enrolled in a CE educator preparation program pursuant to N.J.A.C. 6A:9B-8.4(a)4;

3. The renewal of provisional certification requirement to be enrolled in or to have completed a CE educator preparation program pursuant to N.J.A.C. 6A:9B-8.5(b)4; and

4. The standard certification requirement to complete a CE educator preparation program pursuant to N.J.A.C. 6A:9B-8.7(a)4ii.

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

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

Rewrote the first, second and last sentences in (b)1.

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 "holder of a CE or CEAS" for "provisional teacher"; in (b)1, inserted "or 90 hours", substituted "in preparation for" for "shall take place prior to the time at which", "to take" for "takes" and "professional support and instruction" for "pre-professional support, instruction and clinical experiences and study"; in (b)2, inserted "or proportionally longer if the provisional teacher holds a part-time teaching position"; in (b)3, substituted "administrative designee" for "administrator"; in (b)4, substituted "A minimum of" for "Approximately" and updated the N.J.A.C. reference; in (d), substituted "providers" for "regional training centers"; and deleted (e).

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

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

Deleted former (b)1; recodified former (b)2 through (b)4 as (b)1 through (b)3; in (b)3, substituted "Except for (b)4 and 5 below, a" for "A" and updated the N.J.A.C. reference; and added (b)4 and (b)5.

Administrative correction.

See: 42 N.J.R. 936(a).

Amended by R.2010 d.294, effective December 20, 2010.  
See: 42 N.J.R. 1654(a), 42 N.J.R. 3058(b).

In (b)5i, deleted "four-year" following "accredited".  
Amended by R.2013 d.091, effective July 1, 2013.  
See: 45 N.J.R. 152(a), 45 N.J.R. 1605(a).

Rewrote the section.  
Amended by R.2014 d.073, effective May 5, 2014.  
See: 45 N.J.R. 2524(a), 46 N.J.R. 761(a).

Section was "Requirements for State-approved district training programs". Rewrote the section.  
Repeal and New Rule, R.2015 d.196, effective December 7, 2015.  
See: 47 N.J.R. 1730(a), 47 N.J.R. 2989(a).

Section was "Requirements for provisional teacher program".

#### 6A:9B-8.4 Requirements for the provisional certificate

(a) Except as indicated in N.J.A.C. 6A:9B-8.8, 10, and 11, a school district shall submit to the Office documentation that demonstrates the candidate has met the following requirements to be eligible for a provisional certificate:

1. Hold a CE or CEAS in the endorsement area required for the teaching assignment;
2. Obtain and accept an offer of employment in a position that requires instructional certification;
3. Be registered in the district mentoring program upon employment and in accordance with N.J.A.C. 6A:9C-4; and
4. For a candidate with a CE, be enrolled in a CE educator preparation program. The program shall ensure the candidate receives a minimum amount of pre-professional experience pursuant to N.J.A.C. 6A:9A-5.3.
  - i. If employed as a teacher of students with disabilities, the CE educator preparation program at a regionally accredited college or university in which the candidate is enrolled shall provide courses. If the preparation program is not at a regionally accredited college or university, ensure the candidate is enrolled and attending courses through an alternate program on educating students with disabilities immediately upon starting and throughout the length of the program.
  - ii. If employed as a bilingual/bicultural teacher, the CE educator preparation program in which the candidate is enrolled shall ensure the candidate is enrolled in bilingual/bicultural courses immediately upon starting and throughout the length of the program.

(b) The effective date of provisional certificate issuance shall be the date on which the CE or CEAS holder begins employment with the district board of education in a certificated position in accordance with N.J.S.A. 18A:26-2 and 18A:27-4a.

(c) A provisional certificate shall last a maximum of two years and shall expire on July 31 of the second year regardless of issuance date.

(d) A provisional teacher holding provisional certification in and working under one endorsement may seek employment and be employed in more than one school district during the

provisional time period prior to earning the standard certificate.

(e) The annual summative evaluation rating(s) from each prior employing school district shall constitute part of the record on which a principal shall base his or her standard certification determination, pursuant to N.J.A.C. 6A:9B-8.6.

(f) The provisional certificate must be issued each time a teacher is employed with a CE or CEAS by a different school district from the previous employing school district that submitted the initial provisional certificate documentation. However the two-, four-, and six-year time restraints pursuant to N.J.A.C. 6A:9B-8.5 shall still apply.

*The following annotations apply to N.J.A.C. 6A:9B-8.4 prior to its repeal by R.2015 d.196:*

Amended by R.2004 d.306, effective August 2, 2004.  
See: 36 N.J.R. 1636(a), 36 N.J.R. 3526(a).

Rewrote (a); in (d), added (1) in li, substituted "The mentor teacher applicant" for "The teacher" at the beginning of ii through ix.

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

Rewrote (a); substituted "rigorous mentoring shall be" for "rigorous one-year mentoring is" in (b)1; added (c)lix and made related stylistic changes; recodified (c)3 as (c)4, added (c)3; deleted "or retired teacher or administrator" in (d)li; and deleted (d)li(1).

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

In the introductory paragraph of (a), inserted the second sentence; added new (b)2; recodified former (b)2 through (b)4 as (b)3 through (b)5; in (b)3, inserted "over the course of 30 weeks or proportionally longer if the novice teacher holds a part-time teaching assignment"; in (c)2, inserted "initial"; rewrote (c)4; and added (c)5.

Amended by R.2013 d.091, effective July 1, 2013.  
See: 45 N.J.R. 152(a), 45 N.J.R. 1605(a).

Rewrote the section.  
Amended by R.2014 d.073, effective May 5, 2014.  
See: 45 N.J.R. 2524(a), 46 N.J.R. 761(a).

Section was "Requirements for local mentor plan". Rewrote the section.

*The following annotations apply to N.J.A.C. 6A:9B-8.4 subsequent to its recodification from N.J.A.C. 6A:9B-8.2 by R.2015 d.196:*

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)1, deleted "and" from the end; in (a)2, substituted "; and" for the period at the end; and added (a)3 and (b).

Amended by R.2014 d.073, effective May 5, 2014.  
See: 45 N.J.R. 2524(a), 46 N.J.R. 761(a).

In (a)3, substituted "the provisional teacher" for "a State-approved district training".

Recodified from N.J.A.C. 6A:9B-8.2 and amended by R.2015 d.196, effective December 7, 2015.

See: 47 N.J.R. 1730(a), 47 N.J.R. 2989(a).

Rewrote the section. Former N.J.A.C. 6A:9B-8.4, Requirements for district mentoring program, repealed.

#### 6A:9B-8.5 Renewal of the provisional certificate

(a) The principal may recommend a provisional teacher for renewal of his or her two-year provisional certificate if the candidate has not yet completed the requirements for the standard certificate within the first two years of employment pursuant to N.J.A.C. 6A:9A-8.4.

1. A provisional teacher who meets the criteria in (a) above but is not renewed for employment within the same

September 1, 2008, may teach students with disabilities in preschool through grade 12 if they can demonstrate to the school district content knowledge appropriate to the content and the content level to be taught.

5. Teachers holding endorsements that are no longer issued as of January 20, 2004 may continue to teach in the subject areas in which the teacher was authorized to teach under the former rules.

6. Holders of career and technical instructional endorsements issued prior to January 20, 2004, shall remain valid. The teachers may teach in the occupations for which they hold endorsements. A crosswalk of the former certificates that identifies under which new career clusters the teacher's certificate falls is available on the Department's website.

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 3 and substituted "issued prior to September 1, 2008 may teach students" for "issued prior to January 20, 2004 may continue to teach students" in 4.

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

Rewrote (a)1i; recodified (a)1ii. as (a)1iii.; added (a)1ii; made a stylistic change in (a)1iii.; in (a)3, substituted "no later than March 1, 2008" for "prior to September 1, 2007" and inserted "school" before "district" two times; and rewrote (a)4.

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

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

In (a)1ii, deleted "and" from the end; in (a)1iii, substituted "; and" for a period at the end; added (a)1iv; and in (a)6, substituted "career and technical" for "vocational-technical".

Amended by R.2013 d.091, effective July 1, 2013.

See: 45 N.J.R. 152(a), 45 N.J.R. 1605(a).

Rewrote the section.

Recodified from N.J.A.C. 6A:9B-9.1 and amended by R.2015 d.196, effective December 7, 2015.

See: 47 N.J.R. 1730(a), 47 N.J.R. 2989(a).

Rewrote the section. Former N.J.A.C. 6A:9B-9.2, Endorsements, recodified to N.J.A.C. 6A:9B-9.3.

### **6A:9B-9.3 Department-issued endorsements and authorizations**

(a) The teaching endorsements and authorizations in (a)1 through 9 below are grouped within the relevant CCCS.

#### **1. Visual and performing arts:**

i. Art: This endorsement authorizes the holder to teach art in all public schools;

ii. Dance: This endorsement authorizes the holder to teach dance in all public schools;

iii. Music: This endorsement authorizes the holder to teach vocal and instrumental music and related theory in all public schools;

iv. Speech arts and dramatics: This endorsement authorizes the holder to teach speech arts and dramatics in all public schools; and

v. Theater: This endorsement authorizes the holder to teach theater in all public schools.

#### **2. Comprehensive health and physical education:**

i. Health education: This endorsement authorizes the holder to teach health education in all public schools;

ii. Health and physical education: This endorsement authorizes the holder to teach health and physical education in all public schools;

iii. Physical education: This endorsement authorizes the holder to teach physical education in all public schools;

iv. Swimming and water safety instructor: This endorsement authorizes the holder to teach swimming, diving, and water safety in all public schools; and

v. Driver education: This endorsement authorizes the holder to teach driver education in all public schools.

#### **3. English language arts:**

i. English: This endorsement authorizes the holder to teach English in all public schools;

ii. English as a Second Language: This endorsement authorizes the holder to teach English as a second language in all public schools; and

iii. Reading: This endorsement authorizes the holder to teach reading in all public schools.

#### **4. Mathematics:**

i. Mathematics: This endorsement authorizes the holder to teach mathematics in all public schools.

#### **5. Science:**

i. Biological science: This endorsement authorizes the holder to teach biological, environmental and general science in all public schools. Biological science includes botany, anatomy and physiology, zoology and biology;

ii. Chemistry: This endorsement authorizes the holder to teach chemistry and environmental and general sciences in all public schools;

iii. Earth science: This endorsement authorizes the holder to teach earth, environmental, and general sciences in all public schools. Earth science includes astronomy, geology, meteorology, oceanography, physical geography, and space science;

iv. Physical science: This endorsement authorizes the holder to teach physical, environmental, and general sciences in all public schools. Physical science includes physics, chemistry, and earth and space sciences other than geography; and

v. Physics: This endorsement authorizes the holder to teach physics and environmental and general sciences in all public schools.

## 6. Social studies:

i. Psychology: This endorsement authorizes the holder to teach psychology in all public schools; and

ii. Social studies: This endorsement authorizes the holder to teach social studies in all public schools. Social studies includes American history, European history, world history, government, political science, sociology, geography, anthropology, and economics.

7. World languages: This endorsement authorizes the holder to teach in all public schools one of the following designated world languages:

- i. American Sign Language;
- ii. Chinese;
- iii. French;
- iv. German;
- v. Greek;
- vi. Hebrew;
- vii. Italian;
- viii. Japanese;
- ix. Latin;
- x. Portuguese;
- xi. Russian;
- xii. Spanish;
- xiii. Hindi;
- xiv. Arabic;
- xv. Korean; or
- xvii. Other world languages.

## 8. Technology education:

i. This endorsement authorizes the holder to teach technology education in all public schools with the exception of approved career and technical education programs. Technology education includes content aligned with the CCCS and the “Standards for Technology Literacy<sup>®</sup>” published by the International Technology and Engineering Educators Association (ITEEA), Copyright 2007, incorporated herein by reference, available at <http://www.iteea.org/TAA/PDFs/xstnd.pdf>.

(1) Examples of the topics that can be taught under this endorsement include:

- (A) Technological literacy;
- (B) The nature of technology;
- (C) Technology and society;

(D) The engineering and technological design process;

(E) Abilities for a technological world; and

(F) Understanding the designed world, including selecting and using medical technologies, agricultural and related biotechnologies, energy and power technologies; information and communication technologies; transportation technologies, manufacturing technologies, and/or construction technologies.

ii. A technology education endorsement is not required to teach educational technology and/or computer and information skills pursuant to N.J.A.C. 6A:9B-5.18.

(b) The teaching endorsements below authorize the holder to teach specific populations, subjects, ages, and/or grade levels:

1. Bilingual/bicultural education: This endorsement authorizes the holder to teach bilingual/bicultural education in all public schools.

2. Elementary school: This endorsement authorizes the holder to:

- i. Serve as an elementary school teacher in kindergarten through grade six in all public schools;
- ii. Teach language arts literacy, mathematics, science, computer and information literacy, and social studies full-time, integrating educational technology where appropriate in kindergarten through grade six;
- iii. Teach world languages full-time in kindergarten through grade six pursuant to N.J.A.C. 6A:9B-10.5;
- iv. Teach all remaining subjects no more than one-half of the daily instructional assignment; and
- v. Teach reading, writing, mathematics, and spelling, for basic-skills purposes only, in grades six through 12.

3. Middle school with subject-matter specialization: This endorsement authorizes the holder to teach the specialty subjects on the face of the certificate full-time in grades five through eight in all public schools. This endorsement does not permit the holder to teach the subject matter specialization in grades nine through 12.

4. Preschool through grade three: This endorsement authorizes the holder to:

- i. Teach preschool through grade three in public schools and to teach public school students in approved settings providing early childhood education;
- ii. Teach language arts literacy, mathematics, science, computer and information literacy, and social studies full-time, integrating educational technology where appropriate in preschool through grade three;

iii. Teach world languages full-time in preschool through grade three pursuant to N.J.A.C. 6A:9B-10.5; and

iv. Teach all remaining subjects in preschool through grade three no more than one-half of the daily instructional assignment.

5. Teacher of supplemental instruction in reading and mathematics, kindergarten through grade eight: This endorsement authorizes the holder to provide supplemental, pull-out instruction in reading and mathematics for students in kindergarten through grade eight. During their provisional teaching period, teachers holding this endorsement:

i. May not be assigned to more than two schools; and

ii. Shall conduct all teaching in a formal classroom environment with a minimum of eight students that approximates the experiences that novice teachers are expected to have, including, but not limited to, lesson planning, effective classroom management, instructional strategies, and incorporation of the CCCS.

6. Students with disabilities: The endorsements authorize the holder to teach students from one of the designated populations listed in (b)6i through iv below. In addition to the content area(s) or grade level(s) authorized by the teachers' endorsement(s), the holder of a special education endorsement also may provide consultative services and supportive resource programs, including modification and adaptation of curriculum and instruction to students with disabilities in general education programs in preschool through grade 12.

i. Blind or visually impaired: This endorsement authorizes the holder to teach blind or visually impaired students;

ii. Deaf or hard of hearing for oral/aural communication: This endorsement authorizes the holder to teach deaf or hard-of-hearing students using oral/aural communication strategies;

iii. Deaf or hard of hearing for sign language communication: This endorsement authorizes the holder to teach deaf or hard-of-hearing students using sign language communication strategies; and

iv. Students with disabilities: This endorsement authorizes the holder to teach students classified with disabilities with the exception of students identified in (b)6i through iii above.

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), inserted "with the exception of approved vocational programs" at the end of Ii, rewrote the first sentence in 8i, added new i and ii and recodified former i and ii as iii and iv in 9.

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 "office administration/office systems technology;" in 9i; in (c), added the last sentence.

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

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

Rewrote (a)8i; deleted last sentence from (a)9i; added (a)9i(1) through (7), deleted last sentence from (a)9ii; added (a)9ii(1) through (4); added (a)9v; rewrote (b)2ii; recodified (b)2iii as (b)2v, added (b)2iii and iv; made a stylistic change in (b)2v; rewrote (b)4; and added (b)4i-(b)4iv.

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

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

In (a)1i, (a)1ii, (a)1iv and (a)1v, deleted "with the exception of approved vocational programs" from the end; added new (a)8i, recodified former (a)8i as (a)8ii; added new (a)9iii; recodified former (a)9iii through (a)9v as (a)9iv through (a)9vi; rewrote (a)9iv; in (b)2ii and (b)4ii, inserted "computer and information literacy," and "integrating educational technology where appropriate"; added new (b)5; recodified former (b)5 as (b)6; and deleted (c).

Petition for Rulemaking.

See: 42 N.J.R. 956(b), 1252(a), 1911(b).

Amended by R.2013 d.091, effective July 1, 2013.

See: 45 N.J.R. 152(a), 45 N.J.R. 1605(a).

Rewrote the section.

Recodified from N.J.A.C. 6A:9B-9.2 and amended by R.2015 d.196, effective December 7, 2015.

See: 47 N.J.R. 1730(a), 47 N.J.R. 2989(a).

Rewrote the section.

#### Case Notes

Initial Decision (2008 N.J. AGEN 859) adopted, which concluded that a board of education properly terminated a teacher of Russian and appointed a non-tenured teacher to teach courses previously assigned to the Russian teacher. Although the Russian teacher was a tenured teaching staff member, the teacher's endorsement of Teacher of Production, Personal or Service Occupations: Food Production did not qualify her to be appointed to the Family and Consumer Science—Foods course position over a non-tenured staff member pursuant to N.J.A.C. 6A:9-9.2(a)9(ii) (now N.J.A.C. 6A:9-9.3(a)9(ii)) since the Family and Consumer Sciences position to which the Russian teacher sought appointment required an instructional certificate with an endorsement for Family and Consumer Sciences. *Suchanek v. Bd. of Educ. of Ramapo Indian Hills Reg'l High School Dist.*, OAL Dkt. No. EDU 11576-07, 2008 N.J. AGEN LEXIS 1099, Final Decision (November 18, 2008).

#### 6A:9B-9.4 21st century life and careers, and career and technical education endorsements and authorizations

(a) The teaching endorsements below authorize the holder to teach kindergarten through grade 12, including approved career and technical education programs in grades nine through 12 in all public schools:

1. Business education/business-related technologies: The endorsements authorize the holder to teach business education and business-related technologies in all public schools.

i. Comprehensive business: This endorsement authorizes the holder to teach accounting, banking and insurance, business computer applications, business law, business communications, business mathematics, economics and finance, entrepreneurship, international business, keyboarding, business management, business organization, marketing, office administration/office systems technology, and exploration in business-related careers.

ii. Business: accounting: This endorsement authorizes the holder to teach accounting, bookkeeping,

finance and investment, business mathematics, and exploration of related careers.

iii. Business: finance/economics/law: This endorsement authorizes the holder to teach finance and investment, economics, law, banking and insurance, business mathematics, business communications, business management, business organization, and exploration of related careers.

iv. Business: keyboarding and data entry: This endorsement authorizes the holder to teach keyboarding, computer data entry, word processing, and exploration of related careers.

v. Business: computer applications and business-related information technology: This endorsement authorizes the holder to teach business-related software applications, safety and security policies pertaining to computer use, emerging hardware and operating systems, file management, legal issues related to computer use, and exploration of related business occupations.

vi. Business: office administration/office systems technology: This endorsement authorizes the holder to teach office organization, word processing, speed writing, business communication, office and administrative support practices and procedures, keyboarding, data entry, and exploration of related business occupations.

vii. Marketing education: This endorsement authorizes the holder to teach marketing occupations including sales, advertising and retailing, global marketing, entrepreneurship, and exploration of related business occupations.

2. Family and consumer sciences: This endorsement authorizes the holder to teach family and consumer sciences in all public schools.

i. Comprehensive family and consumer sciences: This endorsement authorizes the holder to teach family and consumer sciences. Family and consumer sciences includes: family economics and resource management; family relations and human development, including child care and development, and parenting education; housing and environment, including interior design; nutrition, health, and food management and preparation; textiles and apparel design, construction, and merchandising; and exploration in family and consumer sciences related occupations.

ii. Family and consumer sciences: Child and family development: This endorsement authorizes the holder to teach family relations and human development—including parenting education, child care and development, and operating a preschool in a high school classroom environment, developing skills needed to deal with crisis in families, handling children with special needs, and managing family economics and resources—and to provide career-related instruction.

iii. Family and consumer sciences: Foods, nutrition, and food science: This endorsement authorizes the holder to teach nutrition, individual and family food preparation, food science, managing time and resources related to food preparation, and exploration of careers in foods and nutrition related occupations.

iv. Family and consumer sciences: Apparel, textiles, and interiors: This endorsement authorizes the holder to teach textiles and apparel design, construction, and merchandising, interior design; managing time and resources related to apparel construction and interior design; and exploration of careers in apparel, textiles, and interior design.

3. Agriculture, food, and natural resources: This endorsement authorizes the holder to teach agribusiness systems; animal systems; environmental service systems; natural resource systems; plant systems; power, structural, and technical systems; and related technologies in all public schools.

(b) Career and technical education endorsements: The endorsements authorize the holder to teach approved career and technical education programs in grades nine through 12 in all public schools in accordance with N.J.A.C. 6A:9B-11.3. The holder of a standard career and technical education endorsement who has completed the study requirements in N.J.A.C. 6A:9B-14.19(b)2i and ii, or 14.20(b)2i or ii, is also authorized to place and supervise career and technical education students in school-sponsored cooperative education experiences in the occupation in which the holder is certified as part of a career and technical education program.

(c) Specific career and technical education endorsements are based on the candidate's Department-approved employment or self-employment experience, bachelor's degree, and/or associate degree. Endorsements are organized under the following career clusters and are listed on the Department's website:

1. Agriculture, Food and Natural Resources: Endorsements are authorized under this career cluster for career and technical education programs that prepare students for careers related to the production, processing, marketing, distribution, financing, and development of agricultural commodities and resources including food, fiber, wood products, natural resources, horticulture, and other plant and animal products and resources.

2. Architecture and Construction: Endorsements are authorized under this career cluster for career and technical education programs that prepare students for careers related to the designing, planning, managing, building, and maintaining the built environment.

3. Arts, Audio/Video Technology and Communications: Endorsements are authorized under this career cluster for career and technical education programs that prepare students for careers related to the designing,

**6A:9B-10.14 Keyboarding and data entry**

To meet the endorsement requirements in N.J.A.C. 6A:9B-9.1(a)1iii, a candidate for the keyboarding and data entry endorsement shall complete at a two- or four-year regionally accredited college or university a course in keyboarding and/or word processing applications.

New Rule, R.2015 d.196, effective December 7, 2015.  
See: 47 N.J.R. 1730(a), 47 N.J.R. 2989(a).

Former N.J.A.C. 6A:9B-10.14, Art, recodified to N.J.A.C. 6A:9B-10.7.

**6A:9B-10.15 Office administration and office systems technology**

(a) To meet the endorsement requirements in N.J.A.C. 6A:9B-9.1(a)1iii, as part of the minimum 30 credits in the content area, a candidate for the office administration and office systems technology endorsement shall complete at a two- or four-year regionally accredited college or university at least 12 semester-hour credits in any of the following areas:

1. Managing office systems or office systems administration;
2. Keyboarding or word processing;
3. Business communications; or
4. Business-related programs/software.

New Rule, R.2015 d.196, effective December 7, 2015.  
See: 47 N.J.R. 1730(a), 47 N.J.R. 2989(a).

Former N.J.A.C. 6A:9B-10.15, Speech arts and dramatics, recodified to N.J.A.C. 6A:9B-10.8.

**6A:9B-10.16 Individuals enrolled in degree programs prior to January 7, 2008**

A candidate who matriculates and enrolls in a State-approved educator preparation program in accordance with the applicable subsection of N.J.A.C. 6A:9B-10.6 through 10.10, on or after January 7, 2009, shall be required to complete all requirements of the applicable subsection above effective as of January 7, 2008. A candidate who is matriculated and enrolled in an out-of-State approved educator preparation program in accordance with the applicable section of N.J.A.C. 6A:9B-10.6 through 10.10, prior to January 7, 2009, and applied to the Office for certification no later than January 7, 2010, shall complete all requirements under former N.J.A.C. 6A:9B-8.2, as effective January 6, 2008. A candidate who did not apply to the Office for certification by January 7, 2010, shall fulfill the applicable requirements under N.J.A.C. 6A:9B-10.6 through 10.10 in this section.

New Rule, R.2008 d.7, effective January 7, 2008.

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

Recodified from N.J.A.C. 6A:9-11.18 and amended by R.2009 d.24, effective January 5, 2009.

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

Substituted "an out-of-State approved teacher preparation program" for "a State-approved degree program".

Recodified from N.J.A.C. 6A:9-11.19 and amended by R.2013 d.091, effective July 1, 2013.

See: 45 N.J.R. 152(a), 45 N.J.R. 1605(a).

Substituted "applied" for "applies" and "did" for "does", and inserted a comma following "2010". Former N.J.A.C. 6A:9-11.20, Requirements for interstate reciprocity, recodified to N.J.A.C. 6A:9-11.21.

Recodified from N.J.A.C. 6A:9B-10.20 and amended by R.2015 d.196, effective December 7, 2015.

See: 47 N.J.R. 1730(a), 47 N.J.R. 2989(a).

Rewrote the section. Former N.J.A.C. 6A:9B-10.16, Social studies, recodified to N.J.A.C. 6A:9B-10.9.

**6A:9B-10.17 (Reserved)**

New Rule, R.2008 d.7, effective January 7, 2008.

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

Recodified to N.J.A.C. 6A:9B-10.10 by R.2015 d.196, effective December 7, 2015.

See: 47 N.J.R. 1730(a), 47 N.J.R. 2989(a).

Section was "Family and consumer sciences".

**6A:9B-10.18 (Reserved)**

New Rule, R.2009 d.24, effective January 5, 2009.

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

Former N.J.A.C. 6A:9-11.18, Individuals enrolled in degree programs prior to January 7, 2008, recodified to N.J.A.C. 6A:9-11.19.

Amended by R.2013 d.091, effective July 1, 2013.

See: 45 N.J.R. 152(a), 45 N.J.R. 1605(a).

Rewrote the section.

Recodified to N.J.A.C. 6A:9B-11.11 by R.2015 d.196, effective December 7, 2015.

See: 47 N.J.R. 1730(a), 47 N.J.R. 2989(a).

Section was "Teacher of Supplemental Instruction in Reading and Mathematics, Grades K-8".

**6A:9B-10.19 (Reserved)**

New Rule, R.2013 d.091, effective July 1, 2013.

See: 45 N.J.R. 152(a), 45 N.J.R. 1605(a).

Former N.J.A.C. 6A:9-11.19, Individuals enrolled in degree programs prior to January 7, 2008, recodified to N.J.A.C. 6A:9-11.20.

Amended by R.2014 d.112, effective July 7, 2014.

See: 45 N.J.R. 2072(a), 46 N.J.R. 1634(a).

Rewrote (b)2.

Recodified to N.J.A.C. 6A:9B-11.12 by R.2015 d.196, effective December 7, 2015.

See: 47 N.J.R. 1730(a), 47 N.J.R. 2989(a).

Section was "Requirements for the charter school certificate of eligibility".

**6A:9B-10.20 (Reserved)**

New Rule, R.2008 d.7, effective January 7, 2008.

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

Recodified from N.J.A.C. 6A:9-11.18 and amended by R.2009 d.24, effective January 5, 2009.

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

Substituted "an out-of-State approved teacher preparation program" for "a State-approved degree program".

Recodified from N.J.A.C. 6A:9-11.19 and amended by R.2013 d.091, effective July 1, 2013.

See: 45 N.J.R. 152(a), 45 N.J.R. 1605(a).

Substituted "applied" for "applies" and "did" for "does", and inserted a comma following "2010". Former N.J.A.C. 6A:9-11.20, Requirements for interstate reciprocity, recodified to N.J.A.C. 6A:9-11.21.

Recodified to N.J.A.C. 6A:9B-10.16 by R.2015 d.196, effective December 7, 2015.

See: 47 N.J.R. 1730(a), 47 N.J.R. 2989(a).

Section was "Individuals enrolled in degree programs prior to January 7, 2008".

**6A:9B-10.21 (Repealed)**

New Rule, R.2011 d.053, effective February 7, 2011.

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

Recodified from N.J.A.C. 6A:9-11.20 and amended by R.2013 d.091, effective July 1, 2013.

See: 45 N.J.R. 152(a), 45 N.J.R. 1605(a).

In the introductory paragraph of (a), substituted "grade-level" for "grade level" and "CE, CEAS" for "certificate of eligibility, certificate of eligibility with advanced standing".

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**SUBCHAPTER 11. ADDITIONAL REQUIREMENTS OR EXCEPTIONS TO REQUIREMENTS FOR INSTRUCTIONAL CERTIFICATION WITH SPECIAL ENDORSEMENTS**

**6A:9B-11.1 General provisions**

This subchapter includes additional requirements or exceptions to the requirements for the instructional certification with special endorsements and includes specific coursework required for programs leading to an endorsement in any subject covered in this subchapter and approved pursuant to N.J.A.C. 6A:9A.

New Rule, R.2015 d.196, effective December 7, 2015.

See: 47 N.J.R. 1730(a), 47 N.J.R. 2989(a).

Former N.J.A.C. 6A:9B-11.1, Use of requirements, recodified to N.J.A.C. 6A:9B-12.1.

**6A:9B-11.2 Preschool through grade three**

(a) Candidates for the preschool through grade three endorsement shall complete all certification requirements pursuant to N.J.A.C. 6A:9B-8, including the endorsement requirements pursuant to N.J.A.C. 6A:9B-9, and:

1. Shall be exempt from the subject course requirements in N.J.A.C. 6A:9B-9.1(a)1 and instead complete:

i. A liberal arts, science, dual-content, or interdisciplinary academic major; or

ii. A minimum of 60 semester-hour credits in liberal arts and/or science;

2. Effective academic year 2017-2018, provisional teachers holding a CE with a preschool through grade three endorsement shall choose to complete either 350 hours of formal instruction pursuant to N.J.A.C. 6A:9A-5.4(a)1 or 24 semester-hour credits of preschool through grade three pedagogy at a Department-approved New Jersey college or university program. Instruction through either choice shall include:

i. Child development and learning, including studies designed to foster understanding of the dynamic continuum of development and learning in children from birth through age eight. Required topics are cognitive and linguistic factors that affect learning and development; the creation of a climate that fosters and nurtures diversity and equity for all children, including those who

are limited English proficient and those with special needs, and that addresses multiple intelligences and diverse learning styles; the integration of play; and language and literacy across the curriculum;

ii. Understanding family and community, including studies designed to foster an understanding of the significant roles of families and communities. Required topics are the recognition of children at risk; the establishment of linkages with community resources to support families; the recognition and acceptance of diverse family units, including family participation on the educational team; the impact of children's homes, communities, health and cultural experiences on development and learning; and comprehension of social, historical, political, legal and philosophical constructs that impact upon children, families and communities; and

iii. Curriculum and assessment, including studies designed to foster an understanding of the importance of implementing developmentally appropriate principles and practices. Required topics include the CCCS and early childhood expectations; responsiveness to cultural and linguistic differences with an equitable and individualized focus; activities designed to foster intellectual stimulation through play; implementation of developmentally appropriate techniques of guidance and group management to create a safe classroom environment; and assessment that is multidimensional, ongoing, and performance based; and

3. Provisional teachers holding a CE with a preschool through grade three endorsement who enter a CE educator preparation program prior to academic year 2017-2018 shall complete either 200 hours of formal instruction pursuant to N.J.A.C. 6A:9A-5.4(b) or 13 semester-hour credits of preschool through grade three pedagogy at a Department-approved New Jersey college or university program. Instruction through either option shall include the topics listed in (a)2i through iii above.

(b) A teacher holding a standard elementary school endorsement valid in preschool through grade eight issued no later than March 1, 2008, with the equivalent of two academic years of full-time experience teaching three- and four-year-olds under the certificate may teach children in preschool in a public school or Department of Children and Families facility. The teaching experience shall be in a position that would require the preschool through grade three endorsement. It shall be the responsibility of the school district or Department of Children and Families facility to maintain a copy of documentation that supports the preschool teaching experience for each teacher affected by this subsection.

(c) A standard certificate with a preschool through grade three endorsement authorizes the holder to teach in preschool and kindergarten in all school districts pursuant to N.J.A.C. 6A:9B-9.3(b)4.

Amended by R.2004 d.416, effective November 1, 2004.

See: 36 N.J.R. 3237(a), 36 N.J.R. 4927(b).

Added (j) and (k).

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

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

Rewrote (g).

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

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

Recodified (d)-(g) as (e)-(h) and (h)-(k) as (j)-(m); added (d); in (f), substituted "preschool through grade three pedagogy" for "formal instruction"; in (g)2, substituted "early childhood" and "early childhood education" for "preschool"; added (i); in (k), added "at N.J.A.C. 6A:9-8.1(a)1, 3 and 4 and 8.3(b)4" at the end; in (m), deleted "on or after September 1, 2004" following "A candidate who graduates"; and added (n).

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

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

In (c)1, substituted "three" for "3" and deleted "and" from the end; in (c)2, substituted "three" for "3" and ";" and "for a period at the end; added (c)3; and in (j), inserted "standard", substituted "three" for "3" and "(f)" for "(e)" in the first sentence, and inserted the last sentence.

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

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

Section was "Preschool through grade 3 certification requirements". Added (a)4; recodified former (a)4 and (a)5 as (a)5 and (a)6; and in the introductory paragraph of (b), substituted "three" for "3" and inserted the last sentence.

Amended by R.2010 d.294, effective December 20, 2010.

See: 42 N.J.R. 1654(a), 42 N.J.R. 3058(b).

In (a)4, deleted a comma following "content standards" and "four-year" following "accredited", and substituted "State-approved" for "state-approved".

Amended by R.2013 d.091, effective July 1, 2013.

See: 45 N.J.R. 152(a), 45 N.J.R. 1605(a).

Rewrote the section.

Amended by R.2014 d.112, effective July 7, 2014.

See: 45 N.J.R. 2072(a), 46 N.J.R. 1634(a).

Rewrote (a)2; in the introductory paragraph of (b), substituted "shall" for "must" twice, and substituted a colon for a period at the end; in (c)3 and (e), inserted "school"; in (e), substituted ", which" for ". The State-approved district training program"; deleted former (l) and (m), and recodified (n) as (l).

Recodified from N.J.A.C. 6A:9B-10.1 and amended by R.2015 d.196, effective December 7, 2015.

See: 47 N.J.R. 1730(a), 47 N.J.R. 2989(a).

Section was "Preschool through grade three certification requirements". Rewrote the section. Former N.J.A.C. 6A:9B-11.2, College degrees, recodified to N.J.A.C. 6A:9B-12.2.

#### Case Notes

Board of Examiners' decision finding that an applicant for a teaching certificate was properly denied the same on the ground that she lacked 12 credits in liberal arts was contrary to the evidence and was properly reversed. The Board's conclusion was based on its finding that coursework from a Baptist bible college did not constitute "liberal arts coursework." That conclusion was contrary to governing law defining a "liberal arts major" as "any college major, such as philosophy, history, literature, sociology or world language that is intended primarily to provide general knowledge and to develop an individual's general intellectual capacities to reason and evaluate, as opposed to professional or vocational skills." Theology, which was the subject matter of the courses that the Board was excluding, was comparable to philosophy, sociology, history, literature and world languages, where similarly, a graduate cannot assume a position with a company or organization as a philosopher, sociologist, or historian. Because the applicant in fact had sufficient credits, she was entitled to the certificate. *Ward v. N.J. State Bd. of Ex'rs*, OAL DKT. NO. EDU 13688-14, 2015 N.J. AGEN LEXIS 252, Initial Decision (April 28, 2015).

#### 6A:9B-11.3 Career and technical education

(a) Candidates for the instructional certificate in a career and technical education endorsement shall complete:

1. CEAS requirements pursuant to N.J.A.C. 6A:9B-8.2;
2. CE requirements pursuant to N.J.A.C. 6A:9B-8.3, except:
  - i. Candidates do not need to complete the basic skills requirement pursuant to N.J.A.C. 6A:9B-8.3(a)5 prior to obtaining a CE; and
  - ii. Candidates shall complete either the experience-based or degree-based requirements pursuant to (b) below;
3. Provisional requirements pursuant to N.J.A.C. 6A:9B-8.4; and

4. Requirements for the renewal of the provisional certificate, pursuant to N.J.A.C. 6A:9B-8.5, and standard certificate requirements, pursuant to N.J.A.C. 6A:9B-8.7. Candidates who have not yet completed the Department-approved basic skills assessment or achieved a minimum score on an alternate assessment listed in N.J.A.C. 6A:9B-8.3(a)5 shall complete the basic skills assessment prior to becoming eligible for a standard certificate.

(b) To be eligible for the CE, the candidate shall fulfill one of the following:

1. Experience-based endorsements: All candidates for an experience-based endorsement shall pass an examination in physiology, hygiene, and substance abuse issues pursuant to N.J.A.C. 6A:9B-5.9. If the candidate seeks an endorsement in a regulated occupation for which a State-issued occupational license, certificate, or registration is required for employment in or practice of the occupation, the candidate also shall hold the State-issued occupational license, certificate, or registration. The employing school district shall recommend for approval the candidate's experience pursuant to the criteria and procedures in this subsection. Candidates shall meet one of the following requirements:

i. Employment experience: The candidate shall present a minimum of four years of Department-approved and documented employment experience, which will be equivalent to 8,000 hours of employment. The employment experience shall be acquired within 10 years of the endorsement application and shall be verified by the applicant's employer(s).

(1) Teaching experience in the occupation cannot be used as a substitute for the required four years of occupational experience; however, the Department may consider teaching experience in an apprenticeship training program registered with the United States Department of Labor or equivalent

state agency as evidence of eligible employment experience.

(2) The Department will identify industry credentials in consultation with experts from education and business. The industry credentials may be considered equivalent to the employment experience requirement in this subparagraph.

ii. Self-employment: The candidate shall present a notarized letter from a tax preparer and/or an attorney verifying the following:

(1) The candidate has filed State and/or Federal taxes for the self-employment using a Federal U.S. Census North American Industry Classification System (NAICS) that is appropriate for the endorsement; and

(2) The candidate's self-employment experience meets the minimum of four years of employment experience within 10 years of the certificate application, which will be equivalent to 8,000 hours of employment.

iii. Military experience: Candidates shall present a Military Discharge certificate (DD-214) indicating military qualifications and occupational training received to determine the extent of credit to be applied toward satisfying the employment experience requirements pursuant to (b)1i above.

2. Degree-based endorsements using a bachelor's degree or higher: The candidate shall possess a four-year degree or higher in a Department-approved subject area for the endorsement and shall complete at least 30 credits in a coherent sequence of courses in the subject area from a regionally accredited college or university. The candidate shall pass an examination in physiology, hygiene, and substance abuse issues pursuant to N.J.A.C. 6A:9B-5.9. If the candidate seeks an endorsement in a regulated occupation for which a State-issued occupational license, certificate, or registration is required for employment in or practice of the occupation, the candidate shall also hold the State-issued occupational license, certificate, or registration.

i. Candidates with a bachelor's degree or higher who graduate on or after September 1, 2016, with a GPA that is below 3.00 in a four-year degree program but is at least 2.50 when a GPA of 4.00 equals an A grade, and for whom no State-endorsed test is available, may meet the requirements of (b)2 above by submitting evidence of a minimum of two years (4,000 hours) of full-time employment or equivalent part-time employment, pursuant to (b)1i above.

3. Degree-based endorsements using an associate degree: The candidate shall possess a two-year degree in a Department-approved subject area for the endorsement and shall complete at least 30 credits in a coherent sequence of

courses in the subject area from a regionally accredited college or university. The candidate also shall submit evidence of a minimum of two years of eligible employment, which will be equivalent to 4,000 hours of employment, pursuant to (b)1i above. The candidate shall pass an examination in physiology, hygiene, and substance abuse issues pursuant to N.J.A.C. 6A:9B-5.9. If the candidate seeks an endorsement in a regulated occupation for which a State-issued occupational license, certificate, or registration is required for employment in or practice of the occupation, the candidate also shall hold the State-issued occupational license, certificate, or registration.

i. Candidates using an associate degree who do not meet the GPA requirements identified under (b)1 above, and for whom no State-endorsed test is available, shall apply for a certificate as per the requirements of (b)2 above.

(c) Any school district that employs a novice teacher who has not yet passed basic-skills tests required in (a)3 above shall provide ongoing support through the novice teacher's supervisor to ensure the novice teacher's students receive appropriate feedback on basic skills for their class work. The school district also shall provide ongoing support to prepare the novice teacher to pass the basic-skills tests.

(d) Holders of standard instructional certificates with other endorsements, except as indicated in N.J.A.C. 6A:9B-11.3 and 11.8, may obtain a career and technical education endorsement upon completion of the experience requirement or the academic major and test requirement.

(e) Holders of vocational-technical instructional endorsements issued prior to January 20, 2004, remain valid. These teachers are authorized to teach in the career and technical education programs for which they hold endorsements. A crosswalk of these former certificates that identifies under which of the new career clusters the teacher's certificate falls is available on the Department's website.

Amended by R.2004 d.416, effective November 1, 2004.

See: 36 N.J.R. 3237(a), 36 N.J.R. 4927(b).

Added (g) and (h).

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

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

Deleted "on or after September 1, 2004" following "graduates" in (h); and added (i).

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

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

Rewrote (c)1i; in (c)1ii, substituted "an associate's," for the first occurrence of "a" and inserted the second sentence; in (c)3i, deleted "and" from the end; in (c)3ii, substituted "; and" for a period at the end; and added (c)3iii.

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

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

Section was "Vocational-technical education certification requirements". Rewrote the section.

Amended by R.2010 d.294, effective December 20, 2010.

See: 42 N.J.R. 1654(a), 42 N.J.R. 3058(b).

In (c)2ii, deleted "four-year" following "accredited".

Amended by R.2013 d.091, effective July 1, 2013.

See: 45 N.J.R. 152(a), 45 N.J.R. 1605(a).

Rewrote the section.

**6A:9B-11.7 Driver education**

(a) To be eligible for the CEAS or standard certificate with a driver education endorsement, the candidate shall be exempt from the requirements in N.J.A.C. 6A:9B-9.1(a) and instead shall:

1. Hold a CEAS or standard New Jersey instructional endorsement in health or in health and physical education;
2. Hold a valid New Jersey or out-of-State driver's license. Candidates shall submit an official driving record/abstract from the state in which they are currently licensed to demonstrate the possession of a valid driver's license;
3. Document three consecutive years of automobile driving experience immediately prior to application by submitting a notarized statement; and
4. Complete a course in driver education at a regionally accredited college or university.

(b) Pursuant to N.J.S.A. 18A:26-2, holders of a driving instructor license issued by the New Jersey Motor Vehicle Commission who do not hold the driver education endorsement issued by the Department may provide only behind-the-wheel driver education in public schools, and shall not provide classroom instruction in driver education.

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

In (b), substituted "New Jersey Motor Vehicle Commission" for "New Jersey Division of Motor Vehicles".

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

In the introductory paragraph of (a) and in (a)1, inserted "CEAS or".

Amended by R.2009 d.24, effective January 5, 2009.  
See: 40 N.J.R. 4856(a), 41 N.J.R. 128(a).

In (a)1, substituted "endorsement in health or in health and physical education" for "certificate".

Amended by R.2010 d.294, effective December 20, 2010.  
See: 42 N.J.R. 1654(a), 42 N.J.R. 3058(b).

In (a)4, deleted "four-year" following "accredited".  
Recodified from N.J.A.C. 6A:9B-10.6 and amended by R.2015 d.196, effective December 7, 2015.

See: 47 N.J.R. 1730(a), 47 N.J.R. 2989(a).

In the introductory paragraph of (a), inserted "be exempt from the requirements in N.J.A.C. 6A:9B-9.1(a) and instead shall". Former N.J.A.C. 6A:9B-11.7, School business administrator, recodified to N.J.A.C. 6A:9B-12.7.

**6A:9B-11.8 Military science**

(a) To be eligible for the standard certificate with a military science endorsement, the candidate shall:

1. Document 20 years of military service; and
2. Hold valid certification authorizing employment as a military science instructor from the branch of service in which the candidate served.

(b) To retain this endorsement, the holder must maintain the military employment authorization as set forth in (a)2 above. It is the school district's responsibility to ensure that the military science teacher maintains valid military certification pursuant to N.J.A.C. 6A:9B-5.1(b).

(c) Holders of this endorsement shall not use it as the basis for obtaining additional endorsements. Holders may obtain additional endorsements by meeting applicable requirements outlined in this chapter.

Amended by R.2013 d.091, effective July 1, 2013.

See: 45 N.J.R. 152(a), 45 N.J.R. 1605(a).

In (b), inserted "school".

Recodified from N.J.A.C. 6A:9B-10.7 by R.2015 d.196, effective December 7, 2015.

See: 47 N.J.R. 1730(a), 47 N.J.R. 2989(a).

Former N.J.A.C. 6A:9B-11.8, Requirements for interstate reciprocity, recodified to N.J.A.C. 6A:9B-12.8.

**6A:9B-11.9 Middle school with subject matter specialization**

(a) To be eligible for the middle school with subject-matter specialization endorsement, the candidate shall:

1. Hold a CE or CEAS with an elementary school or preschool through grade 12 subject-matter endorsement in accordance with N.J.A.C. 6A:9B-9.3 or hold a standard certificate with an elementary school or preschool through grade 12 subject-matter endorsement in accordance with N.J.A.C. 6A:9B-8.7;

2. Complete a course in child and early adolescent development as aligned with standard two of the Professional Standards for Teachers, N.J.A.C. 6A:9-3.3(a)2. Holders of the CE shall complete this study before issuance of the standard certificate;

3. Complete 15 semester-hour credits in any one of the following CCCS subject fields:

- i. English language arts;
- ii. Mathematics;
- iii. Science;
- iv. Social studies; or
- v. A single world language; and

4. Pass the appropriate State test(s) in the content area.

(b) To be eligible for the CE, CEAS, or standard middle school with subject matter specialization with a world languages endorsement, the candidate shall, in addition to (a) above:

1. Possess linguistic competency in the designated world language as demonstrated on a Department-approved, nationally recognized test of oral language proficiency for spoken language, reading/writing proficiency for classical languages or receptive/expressive proficiency for American Sign Language; and

2. Complete a minimum of three semester-hour credits in second language acquisition theory and related methodologies offered by a regionally accredited four-year college or university within 12 months of initial assignment. No CEAS or standard elementary school with special-

ization in a world language certificate shall be issued until this requirement is completed.

(c) Holders of this endorsement may be eligible for additional middle school with subject-matter specialization endorsements in the CCCS subject fields identified in (a)3i through v above upon completion of the requirements of (a)3 and 4 and (b) above for each area of specialization requested.

Amended by R.2004 d.306, effective August 2, 2004.  
See: 36 N.J.R. 1636(a), 36 N.J.R. 3526(a).

Rewrote the section.

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)2, substituted "a course" for the first occurrence of "study"; added new (b); and recodified former (b) as (c).

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

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

In (a)2, substituted "child and early adolescent development" for "the characteristics of young adolescents".

Amended by R.2013 d.091, effective July 1, 2013.

See: 45 N.J.R. 152(a), 45 N.J.R. 1605(a).

Rewrote (a); and in (c), inserted "and (b)".

Recodified from N.J.A.C. 6A:9B-10.11 and amended by R.2015 d.196, effective December 7, 2015.

See: 47 N.J.R. 1730(a), 47 N.J.R. 2989(a).

Section was "Elementary school with subject matter specialization".  
Rewrote the section.

#### 6A:9B-11.10 Swimming and water safety

(a) To be eligible for the swimming and water safety endorsement, candidates shall hold:

1. A standard New Jersey instructional certificate;
2. A valid Cardiopulmonary Resuscitation for Professional Rescuer Certificate issued by the American Red Cross or the YMCA;
3. A valid Lifeguard Certificate issued by the American Red Cross or the YMCA; and
4. A valid Water Safety Instructor Certificate issued by the American Red Cross or the YMCA.

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

1. Annually notify the executive county superintendent of all teachers assigned to teach swimming and/or diving; and
2. Annually forward to the executive county superintendent copies of each valid American Red Cross or YMCA certificate identified in (a)2 through 4 above for every person assigned to teach swimming and/or diving.

(c) Any person otherwise qualified to serve as a substitute pursuant to N.J.A.C. 6A:9B-7 shall be required to hold all of the safety certificates in (a) above to serve as a substitute for a swimming and water safety teacher.

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 "standard" preceding "New Jersey" in 1.  
Petition for Rulemaking.

See: 40 N.J.R. 212(a), 891(a).

Amended by R.2013 d.091, effective July 1, 2013.

See: 45 N.J.R. 152(a), 45 N.J.R. 1605(a).

In (b)1, inserted "executive"; in (b)2, substituted "Annually forward to the executive" for "Forward to the"; and added (c).

Petition for Rulemaking.

See: 45 N.J.R. 2146(b), 2360(a).

Petition for Rulemaking.

See: 47 N.J.R. 2311(a), 2507(a).

Recodified from N.J.A.C. 6A:9B-10.12 and amended by R.2015 d.196, effective December 7, 2015.

See: 47 N.J.R. 1730(a), 47 N.J.R. 2989(a).

In (a)3, inserted the second occurrence of "the"; and in (c), substituted "pursuant to N.J.A.C. 6A:9B-7" for "under this chapter" and "(a)" for "(b)".

Petition for Rulemaking.

See: 48 N.J.R. 141(b).

#### 6A:9B-11.11 Teacher of Supplemental Instruction in Reading and Mathematics, Grades K-8

(a) To be eligible for a CE in Teacher of Supplemental Instruction in Reading and Mathematics, Grades K-8, an applicant must complete all of the requirements for a CE as Teacher of Elementary School K-6 at N.J.A.C. 6A:9B-8.3 and 10.2.

(b) To be eligible for a CEAS as Teacher of Supplemental Instruction in Reading and Mathematics, Grades K-8, the candidate shall:

1. Meet the requirements in (a) above;
2. Complete one of the educator preparation program alternatives culminating in clinical practice appropriate to Elementary Teacher K-6 as designated in N.J.A.C. 6A:9B-8.2; and
3. Meet the GPA and test-score requirements designated in N.J.A.C. 6A:9B-8.2.

(c) While being mentored under the provisional certificate, a teacher holding this endorsement:

1. May not be assigned to more than two schools; and
2. Shall conduct all teaching in a formal classroom environment with a minimum of eight students. The classroom environment shall approximate the experiences that novice teachers are expected to have, including, but not limited to, lesson planning, effective classroom management, instructional strategies, and incorporation of the CCCS and the content-based professional standards for K-6 instruction.

(d) While teaching under a provisional endorsement, the teacher shall participate in a State-approved district training program appropriate to holders of the K-6 endorsement.

(e) Holders of the standard certificate for Teacher of Supplemental Instruction in Reading and Mathematics, Grades K-8 shall not be eligible for other standard instructional certificate endorsements under N.J.A.C. 6A:9B-9.1(b) until they first complete all requirements for one other standard instructional certificate endorsement. Upon receipt of the second standard instructional endorsement, holders of the standard certificate for Teacher of Supplemental

Instruction in Reading and Mathematics, Grades K-8 then shall be eligible for additional standard instructional endorsements under N.J.A.C. 6A:9B-9.1(b).

New Rule, R.2009 d.24, effective January 5, 2009.

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

Former N.J.A.C. 6A:9-11.18, Individuals enrolled in degree programs prior to January 7, 2008, recodified to N.J.A.C. 6A:9-11.19.

Amended by R.2013 d.091, effective July 1, 2013.

See: 45 N.J.R. 152(a), 45 N.J.R. 1605(a).

Rewrote the section.

Recodified from N.J.A.C. 6A:9B-10.18 and amended by R.2015 d.196, effective December 7, 2015.

See: 47 N.J.R. 1730(a), 47 N.J.R. 2989(a).

Rewrote the section.

### 6A:9B-11.12 Requirements for the charter school certificate of eligibility (CSCE)

(a) All endorsements authorized in the section may be used only for employment in charter schools and do not satisfy the requirements for employment in traditional public schools.

(b) Except as indicated in N.J.A.C. 6A:9B-11.2 through 11.6, 11.10, and 11.11, the candidate shall do the following to be eligible for a CSCE with instructional endorsements:

1. Hold a bachelor's or an advanced degree from a regionally accredited college or university;
2. Meet the GPA requirements or its exceptions and pass the basic skills assessment pursuant to N.J.A.C. 6A:9B-8.1(a)2 and 3; and
3. Pass the appropriate State test(s) of subject-matter knowledge.

(c) Except as indicated in N.J.A.C. 6A:9B-11.2 through 11.6, 11.8, 11.10, and 11.11, a candidate shall do the following to be eligible for a charter school provisional certificate:

1. Hold a CSCE in the endorsement area required for the teaching assignment; and
2. Obtain and accept an offer of employment in a position that requires instructional certification.

(d) Except as indicated in N.J.A.C. 6A:9B-11.2 through 11.6, 11.8, 11.10, and 11.11, the candidate shall do the following to be eligible for the charter school standard certificate in any instructional area:

1. Possess a provisional charter school certificate pursuant to N.J.A.C. 6A:9-2; and
2. Successfully complete at least two school years at the charter school while employed provisionally in a position requiring the appropriate instructional certificate. The charter school shall provide written recommendation for the issuance of a standard charter school certificate.

New Rule, R.2013 d.091, effective July 1, 2013.

See: 45 N.J.R. 152(a), 45 N.J.R. 1605(a).

Former N.J.A.C. 6A:9-11.19, Individuals enrolled in degree programs prior to January 7, 2008, recodified to N.J.A.C. 6A:9-11.20.

Amended by R.2014 d.112, effective July 7, 2014.

See: 45 N.J.R. 2072(a), 46 N.J.R. 1634(a).

Rewrote (b)2.

Recodified from N.J.A.C. 6A:9B-10.19 and amended by R.2015 d.196, effective December 7, 2015.

See: 47 N.J.R. 1730(a), 47 N.J.R. 2989(a).

Section was "Requirements for the charter school certificate of eligibility". Rewrote the section.

## SUBCHAPTER 12. REQUIREMENTS FOR ADMINISTRATIVE CERTIFICATION

### 6A:9B-12.1 Purpose of requirements

(a) The requirements for administrative certification shall apply when:

1. Approving educator preparation programs for administrative and supervisory personnel;
2. Evaluating the eligibility of candidates for administrative or supervisory certification; and
3. Approving residency programs required of principal and school administrator candidates for certification.

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

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

Added new (a)2; and recodified former (a)2 and (a)3 as (a)3 and (a)4.

Amended by R.2013 d.091, effective July 1, 2013.

See: 45 N.J.R. 152(a), 45 N.J.R. 1605(a).

Rewrote (a); and deleted former (b).

Recodified from N.J.A.C. 6A:9B-11.1 and amended by R.2015 d.196, effective December 7, 2015.

See: 47 N.J.R. 1730(a), 47 N.J.R. 2989(a).

Section was "Use of requirements". Rewrote the section. Former N.J.A.C. 6A:9B-12.1, Qualifications/general provisions, recodified to N.J.A.C. 6A:9B-14.1.

### 6A:9B-12.2 College degrees

All candidates for administrative certification, except as indicated in N.J.A.C. 6A:9B-12.7, shall hold a master's or higher degree from a regionally accredited college or university.

Recodified from N.J.A.C. 6A:9B-11.2 and amended by R.2015 d.196, effective December 7, 2015.

See: 47 N.J.R. 1730(a), 47 N.J.R. 2989(a).

Deleted "and supervisory" following "administrative", updated the N.J.A.C. reference, and substituted "shall" for "must". Former N.J.A.C. 6A:9B-12.2, Student assistance coordinator, recodified to N.J.A.C. 6A:9B-14.2.

### 6A:9B-12.3 Authorization

(a) The school administrator endorsement is required for any position that involves services as a district-level administrative officer. Such positions shall include superintendent, assistant superintendent, and director. Holders of this endorsement are authorized to:

1. Provide educational leadership by directing the formulation of districtwide goals, plans, policies, and budgets, by recommending their approval by the district

board of education, and by directing their districtwide implementation;

2. Recommend for approval by the district board of education all staff appointments and other personnel actions, such as terminations, suspensions, and compensation, including the appointment of school business administrators;

3. Direct school district operations and programs;

4. Supervise and evaluate building administrators and central office staff, including school business administrators;

5. Oversee the administration and supervision of school-level operations, staff, and programs; and

6. Serve as principal or supervisor as provided in (b) and (c) below.

(b) The principal endorsement is required for any position that involves service as an administrative officer of a school or other comparable unit within a school or school district. Such positions shall include assistant superintendent for curriculum and instruction, principal, assistant principal, vice principal, director, and supervisor. Holders of this endorsement are authorized to:

1. Provide educational leadership by directing the formulation of goals, plans, policies, budgets, and personnel actions of the school or other comparable unit, by recommending them to the chief district administrator, and by directing their implementation in the school or other comparable unit;

2. Direct and supervise all school operations and programs;

3. Evaluate school staff, including teaching staff members; and

4. Direct the activities of school-level supervisors.

(c) The supervisor endorsement is required for both supervisors of instruction and athletic directors who do not hold a standard principal's endorsement. The supervisor shall have the authority and responsibility for the continuing direction, evaluation, and guidance of teaching staff members.

1. Effective January 1, 2018, this endorsement no longer shall authorize appointment as an assistant superintendent in charge of curriculum and/or instruction.

i. Holders of this endorsement issued prior to January 1, 2018, shall continue to be authorized to hold a position as an assistant superintendent in charge of curriculum and/or instruction.

(d) The school business administrator endorsement is required for the chief financial officer of a school district. Such positions shall include assistant superintendent for

business, school business administrator, and assistant school business administrator. Holders of this endorsement are authorized to:

1. Perform duties at the school district level in the areas of financial budget planning and administration, financial accounting and reporting, insurance/risk administration, and purchasing; and

2. Engage in facilities planning, construction and maintenance, personnel administration, administration of transportation and food services, and central data-processing management.

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), inserted the third sentence; and in (d), substituted a comma for "and" following the second occurrence of "business" and inserted ", and assistant school business administrator".

Amended by R.2013 d.091, effective July 1, 2013.

See: 45 N.J.R. 152(a), 45 N.J.R. 1605(a).

In (a), substituted "districtwide" for "district-wide" twice, and inserted a comma following "policies", "suspensions" and "staff"; in (b) and (d), inserted "school" preceding "district"; in (b), inserted a comma following "vice-principal, "budgets" and "members"; and in (d), inserted a comma following the first occurrence of "business" and following the second occurrence of "administration".

Recodified from N.J.A.C. 6A:9B-11.3 and amended by R.2015 d.196, effective December 7, 2015.

See: 47 N.J.R. 1730(a), 47 N.J.R. 2989(a).

Rewrote the section. Former N.J.A.C. 6A:9B-12.3, School nurse, recodified to N.J.A.C. 6A:9B-14.3.

#### Case Notes

Administrative law judge (ALJ) ordered that the State-Operated School District of the City of Newark restore City Association of Supervisors and Administrators (CASA) members to positions as building principals in accordance with their tenure entitlements. Their asserted tenure rights were not barred by N.J.A.C. 6A:3-1.3(i) because those rights were guaranteed by N.J.S.A. 18A:28-5, making the statute of limitations inapplicable. The ALJ concluded that the involuntary transfer of CASA members to central office violated their rights under N.J.S.A. 18A:28-5 and that this conclusion was supported by N.J.A.C. 6A:9B-11.3(a) and (b), which clarified the principal and school administrator endorsements. *City Ass'n. of Supervisors and Adm'r v. State-Operated Sch. Dist. of the City of Newark, Essex Cnty., OAL DKT. NO. EDU 00849-13, 2014 N.J. AGEN LEXIS 515, Initial Decision (August 27, 2014).*

Employee was entitled to serve under the title of Director of Curriculum and Instruction. Although her job duties were district-wide, the Commissioner of Education determined that the duties were actually those of an Assistance Superintendent for Curriculum and Instruction and that the necessary certification was either a principal or supervisor endorsement. The school district might utilize the title "Director of Curriculum and Testing," but the employee would accrue tenure and seniority rights as an Assistant Superintendent in charge of curriculum and instruction. *Elbert Smith v. Bd. of Educ. of Orange, Essex Cnty., and Curtis Richburg v. Bd. of Educ. of Orange, Essex Cnty., and Malvina Kohn v. Bd. of Educ. of Orange, Essex Cnty., and Sandra Gray v. Bd. of Educ. of Orange, Essex Cnty., OAL DKT. NO. EDU 11566-09, 11567-09, 11568-09 AND 11598-09 (Consolidated), 2012 N.J. AGEN LEXIS 658, Final Decision (February 1, 2012).*

Employee was properly terminated when his position was eliminated. The Commissioner of Education concurred with the administrative law judge's decision that the job descriptions for each position held by an employee in the school district, except for the Environmental Science, Health, and Safety Supervisor position, required an administrative certificate with a school administrator endorsement. Because the employee had never held the appropriate certification for his various directorships,

he did not earn tenure. While it was regretful that school district erred in its determination about the appropriate certification requirements for those jobs, the employee was equally and ultimately responsible for ensuring that he held the correct certification. To rule otherwise would be to allow tenure to be established not by statute but by the intentional or unintentional actions of local school districts. *Jack A. Perna v. State Operated Sch. Dist. of the City of Paterson, Passaic Cnty.*, OAL DKT. NO. EDU 9761-09, 2012 N.J. AGEN LEXIS 620, Final Decision (January 4, 2012).

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).

Petitioner, who served as a Content Supervisor in the area of Science but held only a Certificate of Eligibility (CE) for Principal/Supervisor, did not obtain tenure and therefore was not improperly terminated; not only is proper certification necessary for tenure pursuant to N.J.S.A. 18A:28-4, but also petitioner was never legally qualified to hold the position of 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).

In matters of law governing educational certification, it is the regulations promulgated by the State Board of Education pursuant to the Administrative Procedure Act, not the paper certificate issued by the Department of Education, that control. *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).

Initial Decision (2006 N.J. AGEN LEXIS 373) adopted, which concluded that a tenured former Assistant Superintendent, terminated as a result of a reduction in force, was entitled to appointment to the position of District Director of Elementary Education because the essential duties of the two positions were substantially similar. *Kaprow v. Bd. of Educ. of Berkeley Twp.*, OAL Dkt. No. EDU 8887-04, 2006 N.J. AGEN LEXIS 932, Commissioner's Decision (August 2, 2006).

Initial Decision (2006 N.J. AGEN LEXIS 344) adopted, which concluded that a former athletic director failed to show that the Board violated his tenure, seniority and/or preferred eligibility rights by its appointment of a non-tenured individual to the position of Assistant Principal for Athletics and Student Activities; contrary to petitioner's contention, the position of Assistant Principal for Athletics and Student Activities was not an unrecognized position under N.J.A.C. 6A:9-5.5 (now N.J.A.C. 6A:9B-5.5). A vacant assistant principal position existed when the Board created the new position, and petitioner failed to show that the duties of the position lacked the character necessary to require a principal endorsement. *McGriff v. Bd. of Educ. of Montclair*, OAL Dkt. No. EDU 10927-04, 2006 N.J. AGEN LEXIS 647, Commissioner's Decision (July 13, 2006).

Initial Decision (2006 N.J. AGEN LEXIS 344) adopted, which concluded that pursuant to the express terms of N.J.S.A. 18A:28-5, a former athletic director could not transfer the tenure he acquired as a supervisor under his supervisor endorsement to the separately tenurable position of assistant principal in which he had accrued no work experience and which required a different endorsement. *McGriff v. Bd. of Educ. of Montclair*, OAL Dkt. No. EDU 10927-04, 2006 N.J. AGEN LEXIS 647, Commissioner's Decision (July 13, 2006).

Although the courts have permitted an individual to claim eligibility to a new position based on tenure in another position when the two positions are "substantially identical," a mere overlap of responsibilities does not mean two positions are equivalent for tenure purposes. If a newly-created position is similar to a tenure holder's abolished position but also requires additional duties, the newly-created position is not considered to be substantially similar to the former position. *McGriff v.*

*Bd. of Educ. of Montclair*, OAL Dkt. No. EDU 10927-04, 2006 N.J. AGEN LEXIS 647, Commissioner's Decision (July 13, 2006).

Initial Decision (2006 N.J. AGEN LEXIS 344) adopted, which concluded that a former athletic director failed to show that the Board violated his tenure, seniority and/or preferred eligibility rights by its appointment of a non-tenured individual to the position of Assistant Principal for Athletics and Student Activities; the two positions were not equivalent for tenure purposes, as the job of assistant principal required many responsibilities outside the realm of athletics. *McGriff v. Bd. of Educ. of Montclair*, OAL Dkt. No. EDU 10927-04, 2006 N.J. AGEN LEXIS 647, Commissioner's Decision (July 13, 2006).

#### 6A:9B-12.4 School administrator

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

1. Complete one of the following:

i. Hold a master's or higher degree in educational leadership, curriculum and instruction, or one of the recognized fields of leadership or management from a regionally accredited college or university;

ii. Hold a master's degree from a regionally accredited college or university and complete a post-master's program resulting in a CEAS in educational administration and supervision;

iii. Hold a master's degree from a regionally accredited college or university and complete a post-master's program in a coherent sequence of 30 semester-hour credits as they appear on the institution's transcript. The study must be completed at one institution in fields outlined in (a)1i above;

iv. Hold a master's degree from a regionally accredited college or university and complete a Commissioner-approved certification program in educational leadership offered by a Commissioner-approved provider pursuant to N.J.A.C. 6A:9B-12.5(k)2 and (l)2; or

v. Hold a master's degree in educational leadership from a nationally accredited program at an out-of-State college or university;

2. Complete a minimum of 30 graduate credits, either within the master's program or in addition to it, in the following quality components of preparation to promote student learning as set forth in the Professional Standards for School Leaders in N.J.A.C. 6A:9-3.4(a)1 through 6;

3. Complete a 150-hour internship in educational leadership aligned to the Professional Standards for School Leaders in N.J.A.C. 6A:9-3.4 and in accordance with the roles and responsibilities as a school administrator, independent of other course requirements. This internship either must appear on a transcript from a four-year regionally accredited college or university or must be certified by a Commissioner-approved program for preparing school administrators;

4. Pass a State-approved examination of knowledge acquired through study of the topics listed in (a)2 above, aligned with the Professional Standards for School Leaders, and most directly related to the functions of superintendents as defined in N.J.A.C. 6A:9B-12.3(a); and

5. Complete five years of successful educational experience in a school district, nonpublic school, or a regionally accredited college or university.

(b) A candidate who matriculates and enrolls in a Commissioner-approved educational leadership preparation program on or after September 1, 2008, shall be required to complete all requirements of (a) above.

(c) To be eligible for a provisional school administrator's endorsement, the candidate shall:

1. Hold a school administrator CE; and

2. Obtain and accept an offer of employment in a position requiring the school administrator certificate in a school district that has agreed formally to sponsor the residency.

(d) The effective date of provisional certificate issuance shall be the date on which the CE holder begins employment with the district board of education in a certificated position in accordance with N.J.S.A. 18A:26-2 and 18A:27-4a.

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

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

2. Complete a one-year Commissioner-approved residency program while employed under provisional certification in a school or school district. The residency may be extended for medical or family leave if agreed upon by the Department and the employing school or school district. However, the Commissioner is authorized to reduce or remove the residency requirement based on the candidate's prior experience. The Commissioner-approved program provider selected by the candidate shall implement the residency program, which shall:

i. Take place in a functioning school or school district;

ii. Provide professional experiences, training, mentoring, instruction, and opportunities to network with other candidates and experienced school administrators, and develop the candidate's thorough understanding of the CCCS; the Professional Standards for Teachers in N.J.A.C. 6A:9-3.3; and the Professional Standards for School Leaders in N.J.A.C. 6A:9-3.4;

iii. Ensure the employing school or school district, the candidate, the residency mentor, and the provider enter into a standard Department-issued agreement prior to the candidate starting the residency program;

iv. Provide a State-approved mentor who meets the requirements in (f) below and who shall:

(1) Provide support based on an individualized mentoring plan, which takes the place of the individualized professional development plan during the residency period and is developed collaboratively by the mentor, the candidate, and the candidate's supervisor;

(2) Supervise and verify the candidate's completion of all required experiences and training;

(3) Meet with the candidate at least once a month during the residency. The mentor shall be available on a regular basis to provide assistance or advice upon the candidate's request;

(4) Provide confidential guidance and support;

(5) Guide the candidate through a self-assessment based on the Professional Standards for School Leaders; and

(6) Assist the candidate in developing the required individual professional development plan for the school year following the residency period; and

v. Ensure the individualized mentoring plan is based on the candidate's preparation, past work experience, and the unique leadership demands of the employing school or school district. Support for the candidate in the following areas shall be considered in developing the individualized plan: school or school district planning and policy formulation; district board of education operations and relations, if applicable; supervision of schoolwide or districtwide programs of curriculum, instruction, and student services; collegial management, participatory decision-making, and professional governance; the roles, supervision, and evaluation of central office staff and school principals; school or school district financial, legal, and business operations; management of district operations; school facilities; labor relations and collective bargaining; government and community relations; and school law.

(f) The State-approved mentor from the program provider shall have a minimum of three years' experience as an effective school administrator and shall have been engaged in New Jersey public schools for at least three of the last five years. Prior to mentoring a candidate, the mentor shall complete a State-approved mentor training program.

(g) Each candidate for the standard administrative certificate with a school administrator endorsement 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 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. Upon completion of each evaluation, the mentor shall send the report to the Department; the final evaluation shall be accompanied by the recommendation for certification pursuant to (j) below.

(h) 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 candidate's progress and soliciting advice concerning the candidate's certification. The mentor may seek the informal input of the employing district board of education concerning the candidate's standard certification.

(i) The Department may require the candidate to pay fees to the program provider to cover the cost of the training and mentoring services that will qualify him or her for certification and employment.

(j) A candidate for a standard certificate with a school administrator endorsement 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 (g) above.

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

- i. Approved: Recommends issuance of a standard certificate;

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

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

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

4. Candidates who receive an "approved" recommendation 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:9B-4.13.

(k) A candidate who receives a "disapproved" recommendation or two or more "insufficient" recommendations

may appeal to the Board of Examiners pursuant to N.J.A.C. 6A:9B-4.13.

(l) An experienced New Jersey principal who holds a master's degree or higher in a field not in (a)1 above may satisfy the degree requirement by meeting the requirements in (a)4 above and by presenting the following:

1. A valid, standard New Jersey principal endorsement; and

2. Official documentation of five years of successful full-time experience as a principal or assistant superintendent of curriculum and instruction in a New Jersey public school or in an approved nonpublic school.

(m) Other provisions of this chapter notwithstanding, the Board of Examiners shall issue a CE, a provisional certificate, and a standard certificate for school administrator to a candidate for appointment as chief school administrator in a school district in which the State appoints the chief school administrator.

1. The Commissioner shall direct the Board of Examiners to issue a CE to the candidate if he or she:

- i. Possesses a bachelor's or higher degree from a regionally accredited four-year college or university;

- ii. Has sufficient management and executive leadership experience in a public or private organization, as determined by the Commissioner, to allow the candidate to successfully administer the State-operated school district. The candidate shall document his or her experience in alignment with the Professional Standards for School Leaders in N.J.A.C. 6A:9-3.4. The Commissioner will align his or her review of the candidate's documented experience with the Professional Standards for School Leaders and will base judgment of the candidate's relevant experience on the review; and

- iii. Passes a criminal history review prior to issuance of the CE.

2. The Board of Examiners shall issue a provisional certificate to the candidate meeting the criteria in (m)1 above upon the candidate's appointment by the State Board as State-operated school district superintendent pursuant to N.J.S.A. 18A:7A-35.

3. The Board of Examiners shall issue a standard certificate to the candidate if he or she:

- i. Has successfully completed a residency per (e) through (i) above;

- ii. Has successfully passed two formative performance reviews and one summative performance review by the Department on a schedule to be set by the Department. The performance reviews shall be based in part upon a portfolio prepared by the candidate that documents his or her experience in the superintendent

position as aligned with the Professional Standards for School Leaders in N.J.A.C. 6A:9-3.4; and

iii. Has passed a Department-approved assessment for school administrators.

(n) Other provisions of this chapter notwithstanding, there is hereby established a five-year pilot program under which the Board of Examiners shall issue a CE, a provisional certificate, and a standard certificate for school administrator to a successful candidate for appointment as chief school administrator.

1. Such certifications may be issued and appointments may be made in a school district listed as a school district in need of improvement on the Department's Annual Yearly Progress report as of July 13, 2011.

2. School districts satisfying the criteria in (n)1 above may request permission from the Commissioner to recruit candidates for chief school administrator according to the criteria in (n)3 below.

3. The Commissioner shall direct the Board of Examiners to issue a CE to the candidate if he or she:

i. Possesses a bachelor's or higher degree from a regionally accredited four-year college or university;

ii. Has sufficient management and executive leadership experience in a public or private organization, as determined by the Commissioner, to allow the candidate to successfully administer the State-operated school district. The candidate shall document his or her experience in alignment with the Professional Standards for School Leaders in N.J.A.C. 6A:9-3.4. The Commissioner will align his or her review of the candidate's documented experience with the Professional Standards for School Leaders and will base judgment of the candidate's relevant experience on the review; and

iii. Passes a criminal history review prior to issuance of the CE.

4. The Board of Examiners shall issue a provisional certificate to the candidate meeting the criteria in (n)3 above upon his or her hiring as a chief school administrator pursuant to N.J.S.A. 18A:17-15.

5. The Board of Examiners shall issue a standard certificate to the candidate if he or she:

i. Has successfully completed a residency per (e) through (i) above;

ii. Has successfully passed two formative performance reviews and one summative performance review by the Department on a schedule to be set by the Department. The performance reviews shall be based in part upon a portfolio prepared by the candidate that documents his or her experience in the superintendent position as aligned with the Professional Standards for School Leaders in N.J.A.C. 6A:9-3.4; and

iii. Has passed a Department-approved assessment for school administrators aligned with the Professional Standards for School Leaders in N.J.A.C. 6A:9-3.4.

6. The Department will develop and conduct an evaluation for the pilot program and present an evaluation report to the State Board. In doing so, the Department may make use of outside evaluation specialists. In its conclusions, the Department will recommend whether to continue and, if so, whether to amend the pilot program as a permanent alternate route to certification.

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

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

Added (k).

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

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

Substituted "N.J.A.C. 6A:9-12.5(j)2" for "N.J.A.C. 6A:9-12.5(i)2" in (a)liv.

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" twice; added new (c); recodified former (c) through (l) as (d) through (m); in (f), substituted "(i)" for "(h)"; and in (i)1, substituted "(e)" for "(d)".

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) and (m) as (k) and (l).

Amended by R.2011 d.226, effective August 15, 2011.

See: 43 N.J.R. 767(a), 43 N.J.R. 2176(a).

Added (m) and (n).

Amended by R.2013 d.091, effective July 1, 2013.

See: 45 N.J.R. 152(a), 45 N.J.R. 1605(a).

Rewrote the section.

Recodified from N.J.A.C. 6A:9B-11.4 and amended by R.2015 d.196, effective December 7, 2015.

See: 47 N.J.R. 1730(a), 47 N.J.R. 2989(a).

Rewrote the section. Former N.J.A.C. 6A:9B-12.4, School nurse/non-instructional, recodified to N.J.A.C. 6A:9B-14.4.

### 6A:9B-12.5 Principal

(a) To be eligible for the principal CE, the candidate shall:

1. Complete one of the following:

i. Hold a master's or higher degree in educational leadership, in curriculum and instruction, or in one of the recognized fields of leadership or management from a regionally accredited college or university;

ii. Hold a master's degree from a regionally accredited college or university and complete a post-master's program resulting in a CEAS in educational administration and supervision;

iii. Hold a master's degree from a regionally accredited college or university and complete a post-master's program in a coherent sequence of 30 semester-hour credits as they appear on the candidate's transcript. The study must be completed at one institution in fields outlined in (a)li above; or

iv. Hold a master's degree from an appropriate nationally accredited program in educational leadership from an out-of-State college or university;

2. Complete a minimum of 30 graduate credits, either within the master's program or in addition to it, aligned with the Professional Standards for School Leaders set forth in N.J.A.C. 6A:9-3.4(a)1 through 6;

3. Complete a 300-hour internship in educational leadership aligned to the Professional Standards for School Leaders in N.J.A.C. 6A:9-3.4 and in accordance with the roles and responsibilities as a principal, independent of other course requirements. This internship either must appear on a transcript from a four-year regionally accredited college or university or be certified by a Commissioner-approved program for preparing school principals;

4. Pass a State-approved examination of knowledge acquired through study of the topics listed in (a)2 above and most directly related to the functions of principals as defined in N.J.A.C. 6A:9B-12.3(b); and

5. Complete five years of successful educational experience under a valid provisional or standard New Jersey or equivalent out-of-State certificate.

(b) A candidate who matriculates and enrolls in a Commissioner-approved educational leadership preparation program on or after September 1, 2008, shall be required to complete all requirements of (a) above.

(c) To be eligible for a provisional principal certificate, the candidate shall:

1. Hold a principal CE; and

2. Obtain and accept an offer of employment in a position requiring the principal endorsement in a school or school district that has agreed formally to sponsor the residency.

(d) The effective date of provisional certificate issuance shall be the date on which the CE holder begins employment with the district board of education in a certificated position in accordance with N.J.S.A. 18A:26-2 and 18A:27-4a.

(e) The Commissioner-approved principal residency program provider shall notify the Office that a principal is eligible for the standard administrative certificate with a principal endorsement when the candidate:

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

2. Completes a two-year Commissioner-approved residency program while employed under provisional principal certification in a school or school district. The residency may be extended for medical or family leave and upon agreement by the Department and the employing school or school district. However, the Commissioner is authorized to reduce or remove the residency requirement based on

the candidate's prior experience. The Commissioner-approved program provider selected by the employing school or school district shall implement the residency program, which shall:

i. Take place in a school or school district;

ii. Provide professional experiences, training, mentoring, instruction, opportunities to network with other candidates and experienced principals, and specific training on the school's or school district's educator evaluation systems and develop the candidate's thorough understanding of the CCCS; 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;

iii. Ensure the employing school or school district, the candidate, the residency mentor and the provider enter into a standard Department-issued agreement prior to the candidate starting the residency program;

iv. Provide a State-approved mentor who meets the requirements in (f) below and who shall:

(1) Supervise and verify the candidate's completion of all required experiences and training;

(2) 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 the candidate's request;

(3) Provide confidential guidance and support;

(4) Guide the candidate through a self-assessment based on the employing school district's Commissioner-approved principal evaluation practice instrument;

(5) Consult with the principal candidate's direct supervisor in development of the principal candidate's individualized mentoring plan; and

(6) Not serve as the candidate's direct supervisor or conduct the candidate's evaluation;

v. Provide support based on an individualized mentoring plan developed collaboratively by the mentor, the candidate, and the candidate's supervisor. The mentoring plan shall take the place of the individualized professional development plan, as set forth in N.J.A.C. 6A:9C-3, during the residency period and shall be individualized based on the candidate's preparation, past work experience, and the unique leadership demands of the employing school or school district. Support for the candidate in the following areas shall be considered in developing the individualized plan: curriculum leadership; supervision of instruction; pupil personnel services; personnel management; community relations; student relations; facilities management; school finance; school

law; technical administrative skills; and professional development; and

3. Is reviewed by his or her mentor pursuant to (g) below and is recommended for the standard certificate pursuant to (i) below.

(f) The mentor from the program provider shall:

1. Have a minimum of three years' experience as an effective principal. For principals practicing in New Jersey starting in academic year 2013-2014 and each year thereafter, "effective" means the principal receives a summative rating of effective or highly effective pursuant to N.J.A.C. 6A:10-5;

2. Have been engaged in New Jersey public schools for at least three of the last five years; and

3. Complete a State-approved mentor training program prior to mentoring a candidate.

(g) The Commissioner-approved program provider shall base the candidate's recommendation for the standard administrative certificate with a principal endorsement on at least three reviews conducted by the mentor throughout each year during the two-year residency. The first five reviews shall be conducted mainly for diagnostic purposes. The final review shall be the basis for issuance of the candidate's standard certificate, aligned with the Professional Standards for School Leaders as defined in N.J.A.C. 6A:9-3.4, and informed by the candidate's performance on all prior reviews. The Commissioner-approved program provider shall ensure the principal candidate's direct supervisor is consulted regarding the candidate's performance prior to submitting the principal candidate's final review. The Commissioner-approved program provider shall submit the final review to the Department through a State-developed form.

(h) The Department may require a candidate to pay fees to cover the cost of the training and mentoring services that will qualify him or her for certification and employment.

(i) The Commissioner-approved program provider shall recommend for approval or disapproval principal candidates for certification pursuant to the following procedures:

1. The Commissioner-approved program provider shall submit to the Office a comprehensive final report on the candidate's performance pursuant to (g) above.

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

i. Approved: Recommends issuance of a standard certificate;

ii. Insufficient: Recommends a standard certificate not be issued, but the candidate be allowed to continue the residency or seek admission to another residency for two additional years; or

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

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

4. The Commissioner-approved program provider shall provide the candidate with a copy of the candidate's written evaluation report and recommendation before submitting it to the Department.

5. If the candidate disagrees with the Commissioner-approved program provider's recommendation, the candidate may appeal the recommendation pursuant to N.J.A.C. 6A:9B-4.13.

(j) A candidate who receives a "disapproved" recommendation or two or more "insufficient" recommendations may appeal to the Board of Examiners pursuant to N.J.A.C. 6A:9B-4.13.

(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 by presenting official documentation of the following:

1. Five years of successful full-time experience as a supervisor of an instructional area or department related to the CCCS under a valid New Jersey or out-of-State supervisor certificate;

2. Completion of a Commissioner-approved certification program in educational leadership offered by a Commissioner-approved provider. The 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 school district internship consisting of a minimum of 300 hours providing professional experiences in school administration; and

3. Passage of a State-approved examination of knowledge acquired through study aligned with the Professional Standards for School Leaders set forth in N.J.A.C. 6A:9-3.4(a)1 through 6 and directly related to the functions of principals as defined in N.J.A.C. 6A:9B-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 not required in (a)1 above, but has zero to five years' supervisory experience, will be eligible for a

principal CE by presenting official documentation of the following:

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

2. Completion of a Commissioner-approved certification program in educational leadership offered by a Commissioner-approved provider. The program is pursuant to (k)2 above with the following exceptions: the program shall be a minimum of 275 clock hours plus a 300-hour internship; and

3. Passage of a State-approved examination of knowledge acquired through study aligned with the Professional Standards for School Leaders set forth in N.J.A.C. 6A:9-3.4(a)1 through 6 and directly related to the functions of principals as defined in N.J.A.C. 6A:9B-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 by presenting official documentation of the following:

1. Completion of a Commissioner-approved certification program in educational leadership offered by a Commissioner-approved provider. The program is pursuant to (k)2 above with the following exceptions: the program shall be a minimum of 350 clock hours plus a 300-hour internship; and

2. Passage of a State-approved examination of knowledge acquired through study aligned with the Professional Standards for School Leaders set forth in N.J.A.C. 6A:9-3.4(a)1 through 6 and directly related to the functions of principals as defined in N.J.A.C. 6A:9B-12.3(b).

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).

Amended by R.2013 d.091, effective July 1, 2013.  
See: 45 N.J.R. 152(a), 45 N.J.R. 1605(a).

Rewrote the section.

Recodified from N.J.A.C. 6A:9B-11.5 and amended by R.2015 d.196, effective December 7, 2015.

See: 47 N.J.R. 1730(a), 47 N.J.R. 2989(a).

Rewrote the section. Former N.J.A.C. 6A:9B-12.5, School social worker, recodified to N.J.A.C. 6A:9B-14.5.

#### Case Notes

New Jersey State Board of Examiners appropriately denied an applicant's request that the Office of Licensure and Credentials accept an extension on a deadline of an application for a Principal Certificate of Eligibility. The regulatory provision in N.J.A.C. 6A:9-12.5(b) (now N.J.A.C. 6A:9B-12.5(b)) did not provide for an extension of that deadline. *Hutchinson v. N.J. State Bd. of Exam'rs*, OAL Dkt. No. EDU 16373-12, 2013 N.J. AGEN LEXIS 73, Initial Decision (April 5, 2013).

Having failed to satisfy any of the four options set forth in former N.J.A.C. 6A:9-12.5, one of the five conjunctive prerequisites for a principal's certificate of eligibility, an applicant was not eligible to receive that certification when she submitted her application to the New Jersey State Board of Examiners. She did not earn the post-baccalaureate degrees called for nor did she produce a certificate of advanced educational administration. The applicant conceded that she did not complete the Drexel University program, which required at least 48 semester hours. The Commissioner of Education thus concluded that it was not arbitrary, capricious or unreasonable for the Board of Examiners to deny the application. *Cecilia Crespo v. New Jersey State Bd. of Examiners*, OAL DKT. NO. EDU 10769-11, 2012 N.J. AGEN LEXIS 649, Final Decision (March 28, 2012).

#### 6A:9B-12.6 Supervisor

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

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

2. Successfully complete one of the following:

i. A Commissioner-approved college curriculum that specifically prepares the candidate for the endorsement;

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

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

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

(3) Three elective credits in curriculum design and development; and

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

iii. A Commissioner-approved training program that is implemented by a Commissioner-approved provider and specifically prepares the candidate for the endorsement; 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 school district must have been under an appropriate New Jersey certificate.

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.

Amended by R.2013 d.091, effective July 1, 2013.

See: 45 N.J.R. 152(a), 45 N.J.R. 1605(a).

In (a)2i, deleted "of Education" following "Department"; in (a)2ii, deleted a comma following "graduate-level"; in (a)2ii(1) and (a)2ii(4), inserted "instructional"; in (a)2ii(2), (a)2ii(3), and (a)2ii(4), inserted "design and"; and deleted (b).

Recodified from N.J.A.C. 6A:9B-11.6 and amended by R.2015 d.196, effective December 7, 2015.

See: 47 N.J.R. 1730(a), 47 N.J.R. 2989(a).

Rewrote the section. Former N.J.A.C. 6A:9B-12.6, Speech-language specialist, recodified to N.J.A.C. 6A:9B-14.6.

#### Case Notes

New Jersey State Board of Examiners appropriately denied a Supervisor Certificate under N.J.A.C. 6A:9-12.6(a) (now N.J.A.C. 6A:9B-12.6(a)) after concluding that the applicant failed to meet her burden of establishing a one-to-one correspondence of experience to the extensive licensing deficiencies pursuant to N.J.A.C. 6A:9-17.13 (now N.J.A.C. 6A:9B-4.12). Although she worked at a day care center for a number of years, she failed to demonstrate how that experience was equivalent to her lack of a New Jersey standard certificate, her lack of nine required graduate-level course credits, and her lack of three years of successful, full-time teaching. *Hutchinson v. N.J. State Bd. of Exam'rs*, OAL Dkt. No. EDU 16373-12, 2013 N.J. AGEN LEXIS 73, Initial Decision (April 5, 2013).

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:9B-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 school district or an approved private school for students with disabilities 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-year Commissioner-approved school or school district residency program while employed under provisional certification. The residency shall:

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

- ii. Be conducted in accordance with a standard Department-issued agreement and entered into by the Department, the employing school or 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, who shall be an experienced school business administrator who has completed a State-approved orientation and who shall supervise and verify the candidate's completion of all required experiences and training. At the start of the residency, the mentor and the school administrator or chief school administrator shall submit to the Department on a State-developed form a written recommendation concerning any area(s) of professional experience that should be waived and 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:9B-12.3(d) and reported on State-developed forms. The mentor shall discuss each evaluation with the candidate, and both shall sign each report. The mentor shall send each completed evaluation 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 it on at least three occasions for purposes of reviewing the candidate's progress and soliciting advice concerning the candidate's certification. The mentor may seek the informal input of the employing district board of education concerning the candidate's standard certification.

(f) The mentor shall meet with the candidate at least once a month during the residency. The mentor shall be available on a regular basis to provide assistance or advice upon the candidate's request. The Department may require a candidate to pay fees to the program provider to cover the cost of the training and mentoring services that will qualify him or her 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:9B-12.5(c).
2. This final report shall include one of the following certification recommendations:
  - i. Approved: Recommends issuance of a standard certificate;
  - ii. Insufficient: Recommends a standard certificate not be issued, but the candidate be allowed to continue the residency or seek admission to another residency for one additional year; or
  - iii. Disapproved: Recommends a standard certificate not be issued and the candidate who is disapproved shall be prevented from continuing or re-entering a residency.

3. Mentors act as agents of the Board of Examiners in formulating their certification recommendations, which shall not be subject to review or approval by district 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:9B-4.13.

(h) A candidate who receives a "disapproved" recommendation or two or more "insufficient" recommendations may appeal to the Board of Examiners pursuant to N.J.A.C. 6A:9B-4.13.

(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. 6A:9B-12.3(d) shall be permitted to retain indefinitely their positions in the districts in which they were employed prior to September 1, 1991.

(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.

Amended by R.2013 d.091, effective July 1, 2013.

See: 45 N.J.R. 152(a), 45 N.J.R. 1605(a).

Rewrote the section.

Administrative correction.

See: 46 N.J.R. 1743(a).

Recodified from N.J.A.C. 6A:9B-11.7 and amended by R.2015 d.196, effective December 7, 2015.

See: 47 N.J.R. 1730(a), 47 N.J.R. 2989(a).

Rewrote the section. Former N.J.A.C. 6A:9B-12.7, Director of school counseling services, recodified to N.J.A.C. 6A:9B-14.7.

#### Case Notes

Decision of the Board of Trustees of the Barack Obama Green Charter School to non-renew a school business administrator's employment was not arbitrary, capricious, or unreasonable. The administrative law judge correctly found that former N.J.A.C. 6A:9-12.7 (now 6A:9B-12.7) placed obligation on a candidate for certification and on the residency program but it did not place any specific obligations on the school district. *Jason Jones v. Bd. of Trustees of the Barack Obama Green Charter Sch., Union Cnty., OAL DKT. NO. EDU 13722-11, 2013 N.J. AGEN LEXIS 448, Final Decision (April 11, 2013).*

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 (now N.J.A.C. 6A:9B-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 (now N.J.A.C. 6A:9B-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:9B-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 be issued, upon payment of the appropriate fee, a New Jersey administrative CE for the equivalent New Jersey endorsement(s) 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:9B-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 school district representative.

New Rule, R.2011 d.053, effective February 7, 2011.

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

Recodified from N.J.A.C. 6A:9B-11.8 and amended by R.2015 d.196, effective December 7, 2015.

See: 47 N.J.R. 1730(a), 47 N.J.R. 2989(a).

Rewrote the introductory paragraph of (a); and in (a)1, inserted "school". Former N.J.A.C. 6A:9B-12.8, School counselor, recodified to N.J.A.C. 6A:9B-14.8.

#### 6A:9B-12.9 (Reserved)

Recodified to N.J.A.C. 6A:9B-14.9 by R.2015 d.196, effective December 7, 2015.

See: 47 N.J.R. 1730(a), 47 N.J.R. 2989(a).

Section was "School psychologist".

#### 6A:9B-12.10 (Reserved)

Recodified to N.J.A.C. 6A:9B-14.10 by R.2015 d.196, effective December 7, 2015.

See: 47 N.J.R. 1730(a), 47 N.J.R. 2989(a).

Section was "Learning disabilities teacher-consultant".

#### 6A:9B-12.11 (Reserved)

Recodified to N.J.A.C. 6A:9B-14.11 by R.2015 d.196, effective December 7, 2015.

See: 47 N.J.R. 1730(a), 47 N.J.R. 2989(a).

Section was "School occupational therapist".

#### 6A:9B-12.12 (Reserved)

Recodified to N.J.A.C. 6A:9B-14.12 by R.2015 d.196, effective December 7, 2015.

See: 47 N.J.R. 1730(a), 47 N.J.R. 2989(a).

Section was "School physical therapist".

#### 6A:9B-12.13 (Reserved)

Recodified to N.J.A.C. 6A:9B-14.13 by R.2015 d.196, effective December 7, 2015.

See: 47 N.J.R. 1730(a), 47 N.J.R. 2989(a).

Section was "Reading specialist".

#### 6A:9B-12.14 (Reserved)

Recodified to N.J.A.C. 6A:9B-14.14 by R.2015 d.196, effective December 7, 2015.

See: 47 N.J.R. 1730(a), 47 N.J.R. 2989(a).

Section was "School library media specialist".

#### 6A:9B-12.15 (Reserved)

Recodified to N.J.A.C. 6A:9B-14.15 by R.2015 d.196, effective December 7, 2015.

See: 47 N.J.R. 1730(a), 47 N.J.R. 2989(a).

Section was "Associate school library media specialist".

#### 6A:9B-12.16 (Reserved)

Recodified to N.J.A.C. 6A:9B-14.16 by R.2015 d.196, effective December 7, 2015.

See: 47 N.J.R. 1730(a), 47 N.J.R. 2989(a).

Section was "School orientation and mobility specialist".

#### 6A:9B-12.17 (Reserved)

Recodified to N.J.A.C. 6A:9B-14.17 by R.2015 d.196, effective December 7, 2015.

See: 47 N.J.R. 1730(a), 47 N.J.R. 2989(a).

Section was "School athletic trainer".

#### 6A:9B-12.18 (Reserved)

Recodified to N.J.A.C. 6A:9B-14.18 by R.2015 d.196, effective December 7, 2015.

See: 47 N.J.R. 1730(a), 47 N.J.R. 2989(a).

Section was "Educational interpreter".

#### 6A:9B-12.19 (Reserved)

Recodified to N.J.A.C. 6A:9B-14.19 by R.2015 d.196, effective December 7, 2015.

See: 47 N.J.R. 1730(a), 47 N.J.R. 2989(a).

Section was "Cooperative education coordinator—hazardous occupations".

#### 6A:9B-12.20 (Reserved)

Recodified to N.J.A.C. 6A:9B-14.20 by R.2015 d.196, effective December 7, 2015.

See: 47 N.J.R. 1730(a), 47 N.J.R. 2989(a).

Section was "Cooperative education coordinator".

#### 6A:9B-12.21 (Reserved)

Recodified to N.J.A.C. 6A:9B-14.21 by R.2015 d.196, effective December 7, 2015.

See: 47 N.J.R. 1730(a), 47 N.J.R. 2989(a).

Section was "Requirements for interstate reciprocity".

available community resources; conducting a diagnostic study; report writing; relationships with the community; and counseling pupils, parents, and faculty.

8. The extern shall complete no more than 50 percent of the externship in an approved hospital, institution, clinic, or agency established for the study and/or treatment of special problems of children and adults. A licensed psychologist or school psychologist shall supervise the extern during the training experience. The director of the institution or agency shall certify the experience includes the following: conducting a diagnostic study; reporting, writing, and communication of diagnostic findings; and participation in staff planning and evaluating conferences.

(d) A school district seeking authorization for the employment of an extern under emergency certification shall submit a request to the executive county superintendent for preliminary approval. If the executive county superintendent grants preliminary approval, the emergency certificate will be forwarded to the applicant. The request shall contain the following information:

1. The name of the fully certified school psychologist in the school system under whose supervision the externship will be carried out. This person must hold a standard New Jersey school psychologist certificate and have three years of experience as a certified school psychologist;

2. The nature and extent of the training experiences that will be provided under supervision during the externship;

3. The dates of the externship period;

4. The total number of clock hours to be worked during the externship; and

5. Official college transcripts showing successful completion of a minimum of 40 semester-hour graduate credits applicable toward standard school psychologist certification in areas listed in (b)1 above, including study in the required areas of cognitive assessment, personality assessment, and school consultation.

(e) The Office will issue a standard New Jersey school psychologist certificate to holders of a currently valid Nationally Certified School Psychologist (NCSP) license.

(f) Upon the executive county superintendent's request, the Office may issue an emergency certificate to a candidate who meets the following requirements:

1. A bachelor's degree from a regionally accredited college or university; and

2. Official college transcripts showing successful completion of a minimum of 30 semester-hour graduate credits applicable toward standard school psychologist certification in areas listed in (b)1i through v above. The credits shall include study and practicum experience in assessment.

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

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

Substituted "(b)1" for "(b)2" in (d)5; and in (h)2, substituted "30" for "40" and rewrote the last sentence.

Amended by R.2013 d.091, effective July 1, 2013.

See: 45 N.J.R. 152(a), 45 N.J.R. 1605(a).

In the introductory paragraph of (b)1, substituted "program" for "curriculum"; in (b)3, (b)4 and (c)3, substituted "school-age" for "school age"; in (b)3, inserted a comma following "clinical setting"; in (b)4, substituted "900-clock-hour" for "900 clock hour"; in the introductory paragraph of (d), inserted "executive" twice; in (d)5, substituted "toward" for "towards", and inserted a comma following "above" and following the second occurrence of "assessment"; deleted former (e) and (f); recodified former (g) and (h) as new (e) and (f); in the introductory paragraph of (f), inserted "executive"; in (f)2, substituted "toward" for "towards"; and deleted (i).

Recodified from N.J.A.C. 6A:9B-12.9 and amended by R.2015 d.196, effective December 7, 2015.

See: 47 N.J.R. 1730(a), 47 N.J.R. 2989(a).

Rewrote the section.

### 6A:9B-14.10 Learning disabilities teacher-consultant

(a) The learning disabilities teacher-consultant endorsement authorizes the holder to serve as a learning disabilities teacher-consultant in preschool through grade 12.

(b) To be eligible for the standard educational services certificate with a learning disabilities teacher-consultant endorsement, a candidate shall:

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

2. Hold a standard New Jersey or out-of-State instructional certificate; and

3. Have three years of successful teaching experience.

(c) A candidate who satisfies (b) above also shall complete one of the following:

1. A Department-approved graduate program for the preparation of learning disabilities teacher-consultants;

2. A consultant-level master's degree in educational disabilities from a nationally accredited program; or

3. A minimum of 24 semester-hour graduate credits chosen from the areas listed below. The candidate shall complete the requirements in (c)3i through ix below and may take elective credits in any area in (c)3i through x below.

i. Education of students with disabilities, including study in history of the development of educational services for children in each area of exceptionality; study of present services, research, and professional ethics dealing with the characteristics of children who differ from the norm intellectually, physically, socially, and emotionally; evaluation of present practices in the education of students with disabilities; study of the relationship of educational practices and their environmental settings; and cultural and linguistic diversity;

ii. Learning theory, including study in motivation and its effect on learning; leading theories of learning; rewards and incentives; and interests and climate for learning;

iii. Remediation of basic skills, including study in research-based corrective methods and materials as related to specific diagnostic findings, CCCS requirements, and the school and classroom environment;

iv. Physiological bases for learning, including study of the neurological development and physical readiness of the normal child for learning; abnormal health conditions that contribute to educational disability; and metabolic and infectious disorders that affect learning;

v. Orientation in psychological testing, including study of an overview of tests applicable to educational psychology; interpretation of psychological reports as applied to tests administered; the appropriate use of tests and the potential misuse of test results; and test construction theory;

vi. Diagnosis of learning problems, including study of the nature and cause of learning problems; formulating an evaluation plan for educational assessments; administering and interpreting technically sound and culturally responsive standardized instruments and functional assessment procedures to determine educational levels, underlying deficits, and learning style; methods of arriving at a diagnosis based on evidence available from each child study team (CST) member; and ways of reporting diagnostic findings;

vii. Accommodations and modifications as a method of providing service to children with learning problems, including utilization of validated methods for adapting instruction for diverse learning needs; technology for students with disabilities; understanding of accommodations and modifications in curriculum, materials, methods, classroom structures, and assessment; utilization of the individualized education plan (IEP) and the CCCS accommodation and modification; methods to enhance social relationships and positive behavior methods; focus on the inclusive classroom environment; legal issues related to the CST's responsibilities, including the requirements of a free appropriate public education, least restrictive environment, the determination of eligibility, and IEP development;

viii. Collaboration theory and practice, including theory and process of conducting collaborations; establishing collaborative partnerships between general and special educators, with parents and families, and with paraprofessionals; methods of co-teaching, including in-class support and classroom consultation; preparation for participating in a multidisciplinary CST setting with opportunities for modeling and participation in team staffings and parent conferences; opportunities to ob-

serve, rehearse, and present results from evaluations in practice sessions;

ix. A college-supervised, consultant-level practicum in diagnosis and remediation of educational disabilities in school and clinical situations. The definition and nature of this practicum, and the courses in which it will be provided, should be clear in the program description. The practicum shall provide for a minimum of 90 clock hours of college-supervised experience. The practicum shall not be a student-teaching experience; and

x. Elective study chosen from areas such as group dynamics; methods and materials for teaching students with disabilities; curriculum development in the teaching of students with disabilities; teaching of reading; assistive/adaptive technology; interviewing and counseling; educational psychology; and community resources.

(d) An emergency certificate may be issued to a candidate who has obtained the following:

1. A standard instructional certificate;
2. Three years of teaching experience; and
3. A minimum of 12 graduate credits in educational disabilities including psychological testing.

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

Deleted (d)1 and (d)5; recodified (d)2 through (d)4 as (d)1 through (d)3; and in (d)3, substituted “,” for “, diagnosis of educational disabilities and accommodations for educational disabilities; and” at the end.

Amended by R.2013 d.091, effective July 1, 2013.  
See: 45 N.J.R. 152(a), 45 N.J.R. 1605(a).

In the introductory paragraph of (c)1, inserted “Department-approved” and deleted “approved by the Department” from the end; in (c)1iii, inserted a comma following “skills”; in (c)1iv, inserted a semicolon following “disability” and substituted “that” for “which”; in (c)1vii, inserted a comma following “problems”, the third occurrence of “and”, and a comma following “CST”; in (c)lix, substituted “college-supervised” for “college supervised” and “student-teaching” for “student teaching”; and deleted (e).

Recodified from N.J.A.C. 6A:9B-12.10 and amended by R.2015 d.196, effective December 7, 2015.

See: 47 N.J.R. 1730(a), 47 N.J.R. 2989(a).

Rewrote the section.

#### Case Notes

Initial Decision (2008 N.J. AGEN LEXIS 70) adopted, which rejected a school social worker's argument that the district's decision to eliminate a position of school social worker did not satisfy the “good cause” test since the district then added a learning disabilities teacher-consultant position; because the role of the learning disabilities teacher-consultant is vastly different from the role of school social worker, and has different certification requirements, the positions are not fungible. *Aiello v. Bd. of Educ. of Westwood Reg'l School Dist.*, OAL Dkt. No. EDU 7986-07, 2008 N.J. AGEN LEXIS 263, Commissioner's Decision (March 20, 2008).

#### 6A:9B-14.11 School occupational therapist

(a) The school occupational therapist endorsement is required for service as an occupational therapist in preschool through grade 12.