

**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 recodified 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d.196, Subchapter 1, Scope and Purpose, was adopted as new rules; former Subchapter 6, Types of Certificates, was repealed, and Subchapter 6, College Courses and Certifications, was adopted as new rules; former Subchapter 7, Qualifying Academic Credentials, was recodified as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 Instructional 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.

Petition for Rulemaking. See: 49 N.J.R. 285(b).

**CHAPTER TABLE OF CONTENTS**

**SUBCHAPTER 1. SCOPE AND PURPOSE**

- 6A:9B-1.1 Scope
- 6A:9B-1.2 Purpose

**SUBCHAPTER 2. DEFINITIONS**

- 6A:9B-2.1 Definitions

**SUBCHAPTER 3. STATE BOARD OF EXAMINERS**

- 6A:9B-3.1 General
- 6A:9B-3.2 Powers and duties

**SUBCHAPTER 4. STATE BOARD OF EXAMINERS' PROCEEDINGS**

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

- 6A:9B-4.2 Candidates to provide information regarding criminal history
- 6A:9B-4.3 School district and candidate reporting responsibility
- 6A:9B-4.4 Grounds for revocation and suspension of certification
- 6A:9B-4.5 Revocation or suspension of certificates
- 6A:9B-4.6 Procedures for revoking or suspending a certificate
- 6A:9B-4.7 Revoked and suspended certificates
- 6A:9B-4.8 Suspension of certificates for failure to give notice of intention to resign
- 6A:9B-4.9 Application for certification after revocation
- 6A:9B-4.10 Relinquishment of certificate without order to show cause
- 6A:9B-4.11 Voluntary surrender of certificates and endorsements
- 6A:9B-4.12 Appeals of Office certification decisions
- 6A:9B-4.13 Appeal of a "disapproved," two "insufficient" recommendations, or ineligibility for standard certification
- 6A:9B-4.14 Motions
- 6A:9B-4.15 Motions for reconsideration
- 6A:9B-4.16 Motions for stay
- 6A:9B-4.17 Briefs and exceptions
- 6A:9B-4.18 Appeal of Board of Examiners decisions
- 6A:9B-4.19 through 6A:9B-4.23 (Reserved)

**SUBCHAPTER 5. GENERAL CERTIFICATION POLICIES**

- 6A:9B-5.1 Certificate required
- 6A:9B-5.2 Types of certificates or credentials
- 6A:9B-5.3 Issuance of a certificate
- 6A:9B-5.4 Certification responsibilities of the district board of education
- 6A:9B-5.5 Assignment of titles
- 6A:9B-5.6 Fees
- 6A:9B-5.7 Citizenship requirement
- 6A:9B-5.8 Minimum degree and age requirement
- 6A:9B-5.9 Examination in physiology, hygiene, and substance abuse issues requirement
- 6A:9B-5.10 Certification of veterans
- 6A:9B-5.11 Exchange teachers
- 6A:9B-5.12 Emergency certificate for candidates for educational services certificates
- 6A:9B-5.13 Interstate contracts
- 6A:9B-5.14 Limited certificate for foreign teachers
- 6A:9B-5.15 Persons employed to coach or serving as coach for interscholastic swimming and/or diving programs
- 6A:9B-5.16 Athletics personnel
- 6A:9B-5.17 Instruction in educational technology, computers, and other digital tools
- 6A:9B-5.18 through 6A:9B-5.22 (Reserved)

**SUBCHAPTER 6. COLLEGE COURSES AND CERTIFICATION**

- 6A:9B-6.1 Validation of college degrees and college professional preparation
- 6A:9B-6.2 Recognition of advanced standing in a college
- 6A:9B-6.3 Course information
- 6A:9B-6.4 Equivalency of coursework completed in other countries
- 6A:9B-6.5 through 6A:9B-6.6 (Reserved)

**SUBCHAPTER 7. SUBSTITUTE CREDENTIAL**

- 6A:9B-7.1 Issuance of substitute credential for positions requiring instructional certificates
- 6A:9B-7.2 Substitute credential application and approval process
- 6A:9B-7.3 Requirements for substitute credential
- 6A:9B-7.4 Time-period limitations for serving as a substitute teacher
- 6A:9B-7.5 Career and technical education substitute credential
- 6A:9B-7.6 Substitute credential for positions not requiring instructional certificates
- 6A:9B-7.7 Substitute credential for exchange teachers

**SUBCHAPTER 8. REQUIREMENTS FOR INSTRUCTIONAL CERTIFICATION**

- 6A:9B-8.1 Instructional certificate
- 6A:9B-8.2 Requirements for certificates of eligibility with advanced standing (CEAS)
- 6A:9B-8.3 Requirements for certificates of eligibility (CE)
- 6A:9B-8.4 Requirements for the provisional certificate
- 6A:9B-8.5 Renewal of the provisional certificate
- 6A:9B-8.6 Evaluation of a provisional teacher for the standard certificate
- 6A:9B-8.7 Requirements for the standard certificate
- 6A:9B-8.8 Requirements for interstate reciprocity for a CEAS, CE, or standard certificate
- 6A:9B-8.9 Requirements for nonpublic school training programs
- 6A:9B-8.10 (Reserved)

**SUBCHAPTER 9. INSTRUCTIONAL ENDORSEMENTS**

- 6A:9B-9.1 Endorsement requirements
- 6A:9B-9.2 Authorizations—general
- 6A:9B-9.3 Department-issued endorsements and authorizations
- 6A:9B-9.4 21st century life and careers, and career and technical education endorsements and authorizations

**SUBCHAPTER 10. ADDITIONAL REQUIREMENTS OR EXCEPTIONS TO REQUIREMENTS FOR INSTRUCTIONAL ENDORSEMENTS FOR CERTIFICATION**

- 6A:9B-10.1 General provisions
- 6A:9B-10.2 Elementary school (K-6)
- 6A:9B-10.3 Health and physical education
- 6A:9B-10.4 Physical science
- 6A:9B-10.5 World languages
- 6A:9B-10.6 Technology education
- 6A:9B-10.7 Art
- 6A:9B-10.8 Speech arts and dramatics
- 6A:9B-10.9 Social studies
- 6A:9B-10.10 Family and consumer sciences
- 6A:9B-10.11 Comprehensive business
- 6A:9B-10.12 Computer applications and business-related information technology
- 6A:9B-10.13 Finance, economics, and law
- 6A:9B-10.14 Keyboarding and data entry
- 6A:9B-10.15 Office administration and office systems technology
- 6A:9B-10.16 Individuals enrolled in degree programs prior to January 7, 2008
- 6A:9B-10.17 through 6A:9B-10.21 (Reserved)

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

- 6A:9B-11.1 General provisions
- 6A:9B-11.2 Preschool through grade three
- 6A:9B-11.3 Career and technical education
- 6A:9B-11.4 Teacher of students with disabilities
- 6A:9B-11.5 Bilingual/bicultural education
- 6A:9B-11.6 English as a second language
- 6A:9B-11.7 Driver education
- 6A:9B-11.8 Military science
- 6A:9B-11.9 Middle school with subject matter specialization
- 6A:9B-11.10 Swimming and water safety
- 6A:9B-11.11 Teacher of Supplemental Instruction in Reading and Mathematics, Grades K-8
- 6A:9B-11.12 Requirements for the charter school certificate of eligibility (CSCE)

**SUBCHAPTER 12. REQUIREMENTS FOR ADMINISTRATIVE CERTIFICATION**

- 6A:9B-12.1 Purpose of requirements
- 6A:9B-12.2 College degrees
- 6A:9B-12.3 Authorization
- 6A:9B-12.4 School administrator

- 6A:9B-12.5 Principal
- 6A:9B-12.6 Supervisor
- 6A:9B-12.7 School business administrator
- 6A:9B-12.8 Requirements for interstate reciprocity
- 6A:9B-12.9 through 6A:9B-12.22 (Reserved)

**SUBCHAPTER 13. ACTING ADMINISTRATORS**

- 6A:9B-13.1 General provisions

**SUBCHAPTER 14. REQUIREMENTS FOR EDUCATIONAL SERVICES CERTIFICATION**

- 6A:9B-14.1 Qualifications/general provisions
- 6A:9B-14.2 Student assistance coordinator
- 6A:9B-14.3 School nurse
- 6A:9B-14.4 School nurse/non-instructional
- 6A:9B-14.5 School social worker
- 6A:9B-14.6 Speech-language specialist
- 6A:9B-14.7 Director of school counseling services
- 6A:9B-14.8 School counselor
- 6A:9B-14.9 School psychologist
- 6A:9B-14.10 Learning disabilities teacher-consultant
- 6A:9B-14.11 School occupational therapist
- 6A:9B-14.12 School physical therapist
- 6A:9B-14.13 Reading specialist
- 6A:9B-14.14 School library media specialist
- 6A:9B-14.15 Associate school library media specialist
- 6A:9B-14.16 School orientation and mobility specialist
- 6A:9B-14.17 School athletic trainer
- 6A:9B-14.18 Educational interpreter
- 6A:9B-14.19 Cooperative education coordinator—hazardous occupations
- 6A:9B-14.20 Cooperative education coordinator
- 6A:9B-14.21 Requirements for interstate reciprocity

**SUBCHAPTER 15. QUALIFYING ACADEMIC CREDENTIALS**

- 6A:9B-15.1 Definition; procedure
- 6A:9B-15.2 Requirements

**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 New Jersey Student Learning Standards.

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 NJSLS; 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)1iv.

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.

Administrative change.

See: 48 N.J.R. 1802(a).

### 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)1i 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 NJSLs; 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 NJSLs 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 NJSLs;

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.

Administrative change.

See: 48 N.J.R. 1802(a).

#### 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 NJSLS; 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