

**CHAPTER 11**

**PROFESSIONAL LICENSURE AND STANDARDS**

**Authority**

N.J.S.A. 18A:1-1, 18A:4-15, 18A:6-7, 18A:6-34,  
18A:6-38 and 18A:26-10

**Source and Effective Date**

R.1999 d.50, effective January 11, 1999.  
See: 30 N.J.R. 3997(a), 31 N.J.R. 534(a).

**Executive Order No. 66(1978) Expiration Date**

Chapter 11, Professional Licensure and Standards, expires on January 11, 2004.

**Chapter Historical Note**

Chapter 11, Professional Licensure and Standards, was filed and became effective prior to September 1, 1969.

Subchapter 7 was repealed and a new Subchapter 7, Standards for New Jersey College Teacher Preparation Programs, was adopted by R.1982 d.269, effective August 16, 1982 (operative July 1, 1982, except for N.J.A.C. 6:11-7.1(b), which was operative September 1, 1985). See: 14 N.J.R. 456(b), 14 N.J.R. 914(a).

Pursuant to Executive Order No. 66(1978), Subchapter 4, Types of Certificates, was readopted as R.1983 d.492, effective October 20, 1983. See: 15 N.J.R. 1154(a), 15 N.J.R. 1860(b).

Pursuant to Executive Order No. 66(1978), Subchapter 11, Requirements for Educational Services Certification, was readopted as R.1984 d.432, effective October 1, 1984. See: 16 N.J.R. 1841(a), 16 N.J.R. 2523(a).

Pursuant to Executive Order No. 66(1978), Subchapter 3, Basic Certification Policies, was readopted as R.1985 d.665, effective December 12, 1985. See: 17 N.J.R. 2181(a), 18 N.J.R. 85(a).

Pursuant to Executive Order No. 66(1978), Chapter 11, Professional Licensure and Standards, was readopted as R.1990 d.510, effective September 21, 1990, and Subchapter 9, Basis for Issuance of Administrative and Supervisory Certification, was repealed and Subchapter 10, Requirements for Administrative Certification, Subchapter 11, Basis for Issuance of Educational Services Certificates, and Subchapter 12, Requirements for Educational Services Certification, were recodified as Subchapters 9 through 11 by R.1990 d.510, effective October 15, 1990. See: 22 N.J.R. 1873(a), 22 N.J.R. 3240(a).

Pursuant to Executive Order No. 22(1994), the expiration date of Chapter 11, Professional Licensure and Standards, was extended from September 21, 1995 to March 21, 1997. See: 26 N.J.R. 3783(a), 26 N.J.R. 3942(a).

Pursuant to Executive Order No. 66(1978), Chapter 11, Professional Licensure and Standards, was readopted as R.1997 d.114, effective February 6, 1997. See: 28 N.J.R. 5128(a), 29 N.J.R. 534(a).

Subchapter 12, Acting Administrators, was adopted as R.1997 d.536, effective December 15, 1997. See: 29 N.J.R. 3919(a), 29 N.J.R. 5286(a).

Subchapter 13, Required Professional Development for Teachers, was adopted as R.1998 d.293, effective June 1, 1998. See: 30 N.J.R. 894(a), 30 N.J.R. 2079(a).

Pursuant to Executive Order No. 66(1978), Chapter 11, Professional Licensure and Standards, was readopted as R.1999 d.50, effective January 11, 1999. See: Source and Effective Date.

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**SUBCHAPTER 1. DIVISION OF TEACHER PREPARATION AND CERTIFICATION**

**6:11-1.1 Functions**

(a) The Division of Teacher Preparation and Certification is the unit of the State Department of Education that is responsible for:

1. Examining credentials and issuing certificates that qualify individuals to seek employment as teaching staff members in the public schools of the State of New Jersey;
2. Providing staff support to the State Board of Examiners;
3. Assisting in the development of policies that govern the certification of teaching staff members;
4. Coordinating, monitoring and evaluating those aspects of college academic programs and those training programs of district boards of education that lead to educational certificates, and recommending their periodic approval by the Commissioner of Education;
5. Coordinating, monitoring and evaluating the administration of tests and other assessments that are required for educational certification;
6. Maintaining reciprocal agreements with other states and territories concerning the certification of educational practitioners;
7. Maintaining and reporting data on the supply and quality of newly certified teaching staff members; and
8. Assisting district boards of education in the recruitment and employment of teaching staff members.

As amended, R.1984 d.469, eff. October 15, 1984 (operative September 1, 1985).  
 See: 16 N.J.R. 1646(a), 16 N.J.R. 2788(a).  
 Section substantially amended.  
 Repeal and new rule: R.1990 d.510, effective October 15, 1990.  
 See: 22 N.J.R. 1873(a), 22 N.J.R. 3240(a).

**SUBCHAPTER 2. STATE BOARD OF EXAMINERS**

**6:11-2.1 Membership**

(a) There shall be a State Board of Examiners, consisting of the Commissioner of Education, ex officio, and one assistant commissioner of education, two presidents of State colleges, one 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 or librarian, all of whom shall be appointed by the Commissioner with the approval of the State Board.

(b) The officers of the State Board of Examiners shall be the chairman and the secretary of the Board.

(c) The chairman of the State Board of Examiners shall have the power to appoint committees made up of less than a majority of the full Board to assist the Board in the conduct of its duties.

As amended, R.1984 d.469, eff. October 15, 1984 (operative September 1, 1985).  
 See: 16 N.J.R. 1646(a), 16 N.J.R. 2788(a).  
 Added "of Education".  
 Amended by R.1990 d.510, effective October 15, 1990.  
 See: 22 N.J.R. 1873(a), 22 N.J.R. 3240(a).  
 Added new (b) and (c) describing further structure of Board of Examiners.

**6:11-2.2 Duties**

The State Board of Examiners shall grant appropriate certificates to teach or to administer, direct, or supervise, the teaching, instruction or educational guidance of pupils in public schools operated by 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. It is the responsibility and authority of the State Board of Education upon recommendation of the Commissioner of Education to establish rules and regulations governing the issuance, revocation and suspension of certificates, including rules governing types of certificates, authorizations and certification requirements. All actions of the State Board of Examiners shall be taken in accord with rules prescribed by the State Board of Education. The Board may, subject to the procedures set forth in N.J.A.C. 6:11-3, refuse to issue a certificate where the applicant has been found by a court or administrative agency of competent jurisdiction, to have engaged in conduct which would have provided adequate grounds for the revocation of the certificate, if then held. The Board shall not refuse to issue a certificate without providing the applicant an opportunity to be heard pursuant to N.J.A.C. 6:11-3.15.

As amended, R.1984 d.469, eff. October 15, 1984 (operative September 1, 1985).  
 See: 16 N.J.R. 1646(a), 16 N.J.R. 2788(a).  
 Deleted "and regulations".  
 Amended by R.1986 d.279, effective July 21, 1986.  
 See: 18 N.J.R. 595(a), 18 N.J.R. 1457(a).  
 Added text "It is the . . . Board of Education."  
 Amended by R.1990 d.510, effective October 15, 1990.  
 See: 22 N.J.R. 1873(a), 22 N.J.R. 3240(a).  
 Added fuller description of Board's responsibilities re: refusal to issue certificates.

**6:11-2.3 Certificates and endorsements**

Consistent with N.J.S.A. 18A:6-38, the State Board of Examiners shall issue three educational certificates: the Instructional Certificate, the Administrative Certificate and the Educational Services Certificate. The Board may issue for each teaching, administrative or service position a special endorsement under the appropriate certificates.

New Rule, R.1990 d.510, effective October 15, 1990.  
 See: 22 N.J.R. 1873(a), 22 N.J.R. 3240(a).

**Case Notes**

Teacher who held instructional certificate with elementary endorsement, rather than media specialist certificate, did not attain tenured status as library skills instructor; teacher did not possess proper certification for that position. *Bjerre v. Board of Education of the Borough of Hampton, Hunterdon County*, 96 N.J.A.R.2d (EDU) 884.

Individual who achieved tenure as supervisor, not principal, did not hold claim to position of principal that was superior to that of nontenured person selected. *Nelson v. Old Bridge Board of Education*, 95 N.J.A.R.2d (EDU) 257.

Members of central administrative and supervisory staff were subject to layoffs mandated by reorganization of state-operated school district. *Cirasa v. Patterson State-Operated School District*, 95 N.J.A.R.2d (EDU) 141.

### SUBCHAPTER 3. BASIC CERTIFICATION POLICIES

#### 6:11-3.1 Certificate required

(a) Pursuant to N.J.S.A. 18A:26-2, the requirement of certification applies to any person who is employed by a district board of education to perform duties that are regulated through certification rules pursuant to this chapter. Such duties shall be performed by the holder of the required certificate or under his or her direct and continuous personal supervision.

(b) The chief school administrator of the employing district board of education shall require each newly employed or reassigned teaching staff member to exhibit an appropriate certificate before the teaching staff member assumes responsibility for the performance of regulated duties.

(c) The chief school administrator shall annually exhibit to the county superintendent of schools the certificates of all newly assigned teaching staff members. The county superintendent of schools shall notify in writing the employing district board of education and the Commissioner of Education of any instance in which a teaching staff position is occupied by a person who has failed to exhibit an appropriate certificate.

(d) Pursuant to N.J.S.A. 18A:27-2, any contract or engagement of any teaching staff member shall cease and terminate whenever the employing district board of education shall ascertain by written notice received from the county or district superintendent of schools, or in any other manner, that such person is not, or has ceased to be, the holder of an appropriate certificate required by this title for such employment, notwithstanding that the term of such employment shall not then have expired.

(e) The Commissioner of Education may direct any district board of education that, properly notified, fails to terminate the contract of an uncertified or improperly certified teaching staff member to show cause why the amount of the teaching staff member's per diem salary should not be withheld from the district board of education's State financial aid for each day the teaching staff member remains employed. If such district board of education fails within 20 days to respond or to show adequate cause, either by exhibiting an appropriate certificate or by terminating the contract of the uncertified teaching staff member, the Commissioner of Education, in order to fulfill his or her responsibility for ensuring the certification of teaching staff members and the thorough and efficient education of students, may reduce State financial aid to such district board of education by the amount of the uncertified teaching staff member's per diem contract salary (N.J.S.A. 18A:58-16).

Amended by R.1984 d.469, effective October 15, 1984 (operative September 1, 1985).

See: 16 N.J.R. 1646(a), 16 N.J.R. 2788(a).

"Chief School Administrator" substituted for "Superintendent".

Repeal and new rule: R.1990 d.510, effective October 15, 1990.

See: 22 N.J.R. 1873(a), 22 N.J.R. 3240(a).

#### Case Notes

Requirement of two certificates for single education position was not anomalous, arbitrary or irrational. *Dennery v. Board of Educ. of Passaic County Regional High School Dist. No. 1, Passaic County*, 131 N.J. 626, 622 A.2d 858 (1993).

Certification obtained under false pretenses is void ab initio and cannot be used in determination of tenure claim. *Fischbach v. Bd. of Ed., North Bergen*, 7 N.J.A.R. 191 (1984), affirmed per curiam Dkt. No. A-5947-83 (App.Div.1984).

In-depth discussion of tenure, certification, transfer and seniority. *Howley v. Ewing Twp. Bd. of Ed.*, 6 N.J.A.R. 509 (1982).

Position of guidance counsellor is a service category position in which tenure can be acquired. *Childs v. Union Twp. Bd. of Ed.*, 3 N.J.A.R. 163 (1980), affirmed per curiam Docket No. A-3603-80 (App.Div. 1982).

#### 6:11-3.2 Fees

(a) The State Board of Education may make and enforce rules for the granting of appropriate certificates or licenses to teach or to administer, direct, or supervise the teaching, instruction or educational guidance of pupils in public schools operated by district boards of education.

(b) Rules for certification fees include the following:

1. For each certificate of eligibility or certificate of eligibility with advanced standing, or emergency certificate, a fee of \$50.00 shall be charged.
2. For each county substitute certificate, a fee of \$50.00 shall be charged.
3. For each renewal of an emergency or provisional certificate, a fee of \$30.00 shall be charged.

4. For each request for a duplicate copy of a certificate or change of holder's name, a fee of \$25.00 shall be charged.

5. For each request for evaluation of credentials to determine eligibility to take a particular State licensing examination or to obtain information concerning qualification for certification, a fee of \$30.00 shall be charged.

6. In cases where a single application results in the sequential issuance of a certificate of eligibility or certificate of eligibility with advanced standing, and a provisional certificate in the same endorsement field, a fee of \$10.00 shall be charged for the provisional certificate.

7. A fee of \$50.00 shall be charged for each standard certificate.

8. Fees and refunds for obtaining a qualifying academic certificate as defined in N.J.S.A. 18A:6-40 are provided in N.J.S.A. 18A:6-41.

(c) The State Board may establish from time to time a fee schedule for services related to the issuance of certificates which includes, but is not limited to, fees charged by district boards of education to provisional teachers to pay for their training. This fee schedule shall be in addition to any tuition and fees charged by institutions of higher education for courses and credits offered in connection with State-approved training programs.

(d) The State Department of Education may establish fees which candidates shall pay in order to obtain services which are offered but not required such as the inclusion of candidates' names or other personal information in publications of available candidates.

Amended by R.1981 d.82, effective March 5, 1981.

See: 13 N.J.R. 8(b), 13 N.J.R. 191(a).

(a): Fee language clarified; (b) added.

Amended by R.1983 d.40, effective February 22, 1983.

See: 14 N.J.R. 1188(b), 15 N.J.R. 244(a).

Added that fee shall be subject to change by formal resolution which cannot be adopted less than 30 days after its introduction. Also added (c).

Amended by R.1984 d.469, effective October 15, 1984 (operative September 1, 1985).

See: 16 N.J.R. 1646(a), 16 N.J.R. 2788(a).

Section substantially amended.

Amended by R.1985 d.665, effective January 6, 1986.

See: 17 N.J.R. 2181(a), 18 N.J.R. 85(a).

Substantially amended.

Amended by R.1988 d.307, effective July 5, 1988.

See: 20 N.J.R. 865(b), 20 N.J.R. 1539(c).

Substantially amended.

Amended by R.1990 d.510, effective October 15, 1990.

See: 22 N.J.R. 1873(a), 22 N.J.R. 3240(a).

Recodified from N.J.A.C. 6:11-3.3; minor editorial changes.

N.J.A.C. 6:11-3.2 was formerly entitled "Employment without certificate prohibited" and the following annotations pertain to that rule: Amended by R.1984 d.469, effective October 15, 1984 (operative September 1985).

See: 16 N.J.R. 1646(d), 16 N.J.R. 2788(a).

Repealed by R.1990 d.510, effective October 15, 1990.

See: 22 N.J.R. 1873(a), 22 N.J.R. 3240(a).

Public Notice: Public testimony session.

See: 25 N.J.R. 721(a).

Amended by R.1993 d.266, effective June 7, 1993.

See: 25 N.J.R. 1111(a), 25 N.J.R. 2263(a).

Fees increased by 25 percent.

Amended by R.1995 d.355, effective July 3, 1995.

See: 27 N.J.R. 1380(a), 27 N.J.R. 2581(a).

Substituted "certificate of eligibility or certificate of eligibility with advanced standing" for references to standard and provisional; in (b)2 increased the fee from \$38.00 to \$50.00; in (b)6 decreased the fee from \$25.00 to \$10.00; added a new (b)7 and renumbered former (b)7 as (b)8.

### 6:11-3.3 Assignment of titles

(a) District boards of education shall assign position titles to teaching staff members which are recognized in these rules.

(b) If a district board of education determines that the use of an unrecognized position title is desirable, or if a previously established unrecognized title exists, such district board of education shall submit a written request for permission to use the proposed title to the county superintendent of schools, prior to making such appointment. Such request shall include a detailed job description. The county superintendent shall exercise his or her discretion regarding approval of such request, and make a determination of the appropriate certification and title for the position. The county superintendent of schools shall review annually all previously approved unrecognized position titles, and determine whether such titles shall be continued for the next school year. Decisions rendered by county superintendents regarding titles and certificates for unrecognized positions shall be binding upon future seniority determinations on a case-by-case basis.

Amended by R.1977 d.422, effective November 10, 1977.

See: 9 N.J.R. 458(a), 9 N.J.R. 559(c).

Amended by R.1984 d.469, effective October 15, 1984 (operative September 1, 1985).

See: 16 N.J.R. 1646(a), 16 N.J.R. 2788(a).

"rules" substituted for "regulations" and "district" substituted for "local".

Amended by R.1985 d.665, effective January 6, 1986.

See: 17 N.J.R. 2181(a), 18 N.J.R. 85(a).

Substantially amended.

Recodified from N.J.A.C. 6:11-3.6 by R.1990 d.510, effective October 15, 1990.

See: 22 N.J.R. 1873(a), 22 N.J.R. 3240(a).

### Case Notes

Requirement explained and applied. Freehold Reg. H.S. Ed. Ass'n and W. Holcomb v. Bd. of Ed. of Freehold Reg. H.S. District, Monmouth Cty., 1978 S.L.D. 960. See also Vieland v. Bd. of Ed., Princeton Regional School District, Mercer Cty., 1976 S.L.D. 892, 1977 S.L.D. 1308. See for historical purposes. Appel v. Bd. of Ed., Camden, 1975 S.L.D. 562. Boeshore v. Bd. of Ed., Tp. of N. Bergen, Hudson Cty., 1974 S.L.D. 804.

Teacher failed to show that his position as apprentice coordinator was abolished and reclassified as newly-created position of coordinator of recruitment, which required certification that teacher did not possess, in order to prevent him from claiming new position. Zachau v. Burlington County Vocational and Technical Schools, 97 N.J.A.R.2d (EDU) 4.

Requirement explained. Mora v. Bd. of Ed., Jackson, Ocean Cty., 1979 S.L.D. 81, 1979 S.L.D. 89.

### 6:11-3.4 Grounds for revocation and suspension of certification

The State Board of Examiners may revoke or suspend the certification of any certificate holder on the basis of demonstrated inefficiency, incapacity, conduct unbecoming a teacher, or other just cause. Other just cause shall include, but not be limited to, offenses within the terms of the forfeiture (N.J.S.A. 2C:51-2) or disqualification statutes (N.J.S.A. 18A:6-7.1). The State Board of Examiners may revoke or suspend a certificate upon evidence that the applicant did not meet the qualifications for the certificate at the time of issuance. The Board may not revoke or suspend a certificate without providing the applicant an opportunity to be heard pursuant to N.J.A.C. 6:11-3.

Amended by R.1982 d.122, effective April 19, 1982.

See: 14 N.J.R. 73(a), 14 N.J.R. 383(d).

(b)-(b)3 added.

Amended by R.1984 d.469, effective October 15, 1984 (operative September 1, 1985).

See: 16 N.J.R. 1646(a), 16 N.J.R. 2788(a).

Amended by R.1985 d.665, effective January 6, 1986.

See: 17 N.J.R. 2181(a), 18 N.J.R. 85(a).

Added "or suspension" throughout rule.

Amended by R.1990 d.510, effective October 15, 1990.

See: 22 N.J.R. 1873(a), 22 N.J.R. 3240(a).

Recodified from N.J.A.C. 6:11-3.7, (b) deleted and reference to due process rules added.

The following annotations pertain to the former rule at N.J.A.C. 6:11-3.4:

Amended by R.1985 d.665, effective January 6, 1986.

See: 17 N.J.R. 2181(a), 18 N.J.R. 85(a).

Repealed by R.1990 d.510, effective October 15, 1990.

See: 22 N.J.R. 1873(a), 22 N.J.R. 3240(a).

Teaching staff member defined.

#### Case Notes

Allegation that state board did not pursue revocation until district made inquiry after teacher reinstated Title VII action against district raised genuine issues of material fact. *Charlton v. Paramus Bd. of Educ.*, C.A.3 (N.J.)1994, 25 F.3d 194, certiorari denied 115 S.Ct. 590, 130 L.Ed.2d 503.

Teacher's submission of fraudulent teaching certificate justifies suspension. In the Matter of Paul DeBello, 97 N.J.A.R.2d (EDS) 1.

Teacher who gathered and disclosed personal information about school administrator engaged in unbecoming conduct which warranted removal from tenured teaching position and revocation of her state teaching licenses. *State Board of Examiners v. Charlton*, 96 N.J.A.R.2d (EDE) 18.

Teacher's state elementary school certificate was revoked after she failed to comply with discovery order in proceeding to determine whether she had forged document in her application for supervisor's certificate. In the Matter of the Certificate of Brenda Grier, 96 N.J.A.R.2d (EDE) 17.

Teacher's state teaching certificates were revoked based upon her deliberate misconduct in billing district for home instruction that she did not provide. In Re Certificate of Mary Ann Bauer, 96 N.J.A.R.2d (EDE) 9.

Tenured high school teacher who pursued romantic relationships with his female students would have his teaching certificate revoked. In the Matter of the Teaching Certificates of Robert Mantone, 96 N.J.A.R.2d (EDE) 5.

Undisputed proofs favoring revocation of teaching certificate were sufficient for summary decision against teacher where teacher failed to timely dispute previously adjudicated proofs. In the Matter of the Certificate of Jackson, 96 N.J.A.R.2d (EDE) 1.

Teacher terminated contract without good cause; certificate properly suspended. *Penns Grove-Carneys Point Board of Education v. Leinen*, 94 N.J.A.R.2d (EDU) 405.

Revocation of certification of school administrator convicted of using position for personal gain. *New Jersey State Board of Examiners v. Buontempo*, 94 N.J.A.R.2d (EDE) 2.

Revocation of certificate of teacher; prior criminal conviction involving sexual abuse of handicapped children. *New Jersey State Board of Examiners v. Parker*, 94 N.J.A.R.2d (EDE) 1.

Conduct unbecoming a teaching staff member; revocation of elementary school teacher's certificate. In the Matter of the Certificate of April Renee Bradley, 92 N.J.A.R.2d (EDE) 5.

Conduct unbecoming a teacher; revocation of his New Jersey teaching certificates. In the Matter of the Certificates of Shaffer, 92 N.J.A.R.2d (EDE) 1.

Evidence was sufficient to find physical education teacher guilty of conduct unbecoming a teacher; dismissal. N.J.S.A. 18A:6-10. In the Matter of the Tenured Hearing of David Borrelli, 91 N.J.A.R.2d (EDU) 77.

Conduct unbecoming a teacher; revocation of teaching certificate. *State Bd. of Examiners v. Brown*, 91 N.J.A.R.2d (EDE) 5.

Revocation of teaching certificates for conduct unbecoming a teacher warranted. In the Matter of Certificate of John Fargo, 91 N.J.A.R.2d (EDE) 1.

Commissioner has jurisdiction to decide scope of negotiability issue pertaining to annual evaluation deadline. *Willingboro Administrators Assn. v. Willingboro Education Assn.*, 1 N.J.A.R. 327 (1980).

Conviction for first degree murder found to be conduct unbecoming a teacher. In re Otto Krupp, OAL DKT EDE 5617-80 (5/15/81) adopted State Board of Examiners (6/29/81).

### 6:11-3.5 District reporting responsibility

In cases in which teaching staff members accused of misdemeanors, crimes or conduct unbecoming which might warrant revocation or suspension, resign or retire from their positions, either before tenure proceedings have been brought or prior to the conclusion of such proceedings, it shall be the responsibility of the chief school administrator of that district to notify the State Board of Examiners of the alleged conduct pursuant to N.J.A.C. 6:11-3.6(a)2. Should the Board of Examiners issue an Order to Show Cause, it shall be the responsibility of the district which reported the conduct to cooperate with the Board of Examiners in ascertaining and presenting the facts underlying such allegations.

New Rule, R.1990 d.510, effective October 15, 1990.

See: 22 N.J.R. 1873(a), 22 N.J.R. 3240(a).

The following annotations pertain to the former rule at N.J.A.C. 6:11-3.5, Enforcement:

Amended by R.1984 d.469, effective October 15, 1984 (operative September 1, 1985).

See: 16 N.J.R. 1646(a), 16 N.J.R. 2788(a).

Changed title of "Chief School Administrator".

Repealed by R.1990 d.510, effective October 15, 1990.

See: 22 N.J.R. 1873(a), 22 N.J.R. 3240(a).

**6:11-3.6 Procedures for revocation or suspension of certificates**

(a) The procedure for issuance of an Order to Show Cause shall in all cases afford the individual notification of

the charges and an opportunity to be heard with respect thereto. The following procedures are applicable to cases brought to the State Board of Examiners by reason of specific statutes and regulations:

Drug conviction teaching disqualification; rehabilitation not shown. *Smith v. New Jersey State Department of Education*, 92 N.J.A.R.2d (EDU) 80.

Rehabilitation following convictions precluded disqualification from certification as substitute teacher. *New Jersey Department of Education v. Skwarek*, 92 N.J.A.R.2d (EDU) 1.

Evidence was sufficient to find tenured teacher inefficient and insubordinate; dismissal. *Township of Teaneck, Bergen County v. Wilburn*, 91 N.J.A.R.2d (EDU) 48.

Custodian properly disqualified from employment; failure to prove rehabilitation. *Hall v. New Jersey State Dept. of Educ.*, 91 N.J.A.R.2d (EDU) 46.

Teacher disqualified from employment sufficiently demonstrated rehabilitation. *Golinski v. New Jersey Dept. of Educ.*, 91 N.J.A.R.2d (EDU) 36.

School custodian convicted of aggravated arson did not demonstrate sufficient rehabilitation. *Miller v. New Jersey Dept. of Educ.*, 91 N.J.A.R.2d (EDU) 15.

Substitute teacher disqualified from employment for disorderly conduct conviction demonstrated rehabilitation. *Saunders v. New Jersey Bd. of Educ.*, 91 N.J.A.R.2d (EDU) 12.

### 6:11-3.7 Appeal of decisions

Final decisions made by the State Board of Examiners shall be appealable to the State Board of Education pursuant to the provisions of N.J.S.A. 18A:6-28.

New Rule, R.1990 d.510, effective October 15, 1990.  
See: 22 N.J.R. 1873(a), 22 N.J.R. 3240(a).

#### Case Notes

First degree murder conviction is unbecoming conduct warranting certificate revocation. *New Jersey Board of Examiners v. Krupp*, 3 N.J.A.R. 285 (1981).

Removal from tenured position does not require an increase in the tenure hearing standard of proof from a preponderance of evidence to clear and convincing evidence. *School District Red Bank Boro. v. Williams*, 3 N.J.A.R. 237 (1981), affirmed per curiam Docket No. A-4036-81 (App.Div.1982).

### 6:11-3.8 Suspension of certificates

(a) A teacher employed by a district board of education who shall, without the consent of the district board of education, leave the school before the expiration of the term of his or her employment, shall be deemed guilty of unprofessional conduct.

(b) The Commissioner of Education may, upon receiving notice of the fact, suspend the certificate for a period not exceeding one year.

As amended, R.1984 d.469, eff. October 15, 1984 (operative September 1, 1985).  
See: 16 N.J.R. 1646(a), 16 N.J.R. 2788(a).

#### Case Notes

School board's attempt to obtain teacher's suspension for resigning without notice failed for failure to file within ninety days. *Elmwood Park Board of Education v. Farrell*, 95 N.J.A.R.2d (EDU) 375.

### 6:11-3.9 Oath of allegiance required

(a) Every person whose application is pending, or who hereafter applies for a license, or any renewal thereof, to teach or supervise in any of the public schools of this State, shall subscribe to the oath of allegiance and office prescribed in N.J.S.A. 41:1-3.

(b) Any person who is a citizen or subject of any country other than the United States, such as an exchange teacher, is required to file an oath to support the Constitution of the United States while so employed.

#### Case Notes

New Jersey's statutory loyalty oath required of school teachers was constitutional. *Gough v. State*, 285 N.J.Super. 516, 667 A.2d 1057 (A.D.1995).

### 6:11-3.10 Citizenship requirement

(a) To be eligible for a certificate, the applicant must be a citizen of the United States (except a teacher of foreign languages, unless such teacher has been a resident of the United States for more than 10 years; or an applicant for temporary employment under a special program approved by the Commissioner of Education) or have preliminary citizenship status as follows:

1. Any citizen of any other country who has declared his or her intention of becoming a United States citizen and who is otherwise qualified may, with the approval of the Commissioner of Education, be granted a teacher's certificate and employed as a teacher by a district board of education (N.J.S.A. 18A:26-1).

2. Any certificate granted pursuant to this act shall be void and shall be cancelled by the State Board of Examiners who issued the same, if the holder thereof shall not have become a United States citizen within five years of the date of its issuance, and may be revoked within said period by the State Board of Examiners if the said board is satisfied that the holder thereof has abandoned his or her efforts to become a United States citizen or has become disqualified for such citizenship (N.J.S.A. 18A:26-8.1).

3. No teaching staff member shall acquire tenure unless he or she is, or until he or she shall become, a citizen of the United States (N.J.S.A. 18A:28-3).

As amended, R.1984 d.469, eff. October 15, 1984 (operative September 1, 1985).

See: 16 N.J.R. 1646(a), 16 N.J.R. 2788(a).  
Added "district".

### 6:11-3.11 Minimum degree and age requirement

Applicants for teachers certificates must be at least 18 years old, have been graduated from an approved high school or have an equivalent education as determined by the State Board of Examiners and have received a baccalaureate degree from an accredited institution of higher education. The requirement of a baccalaureate degree shall not apply

to applicants for the vocational endorsements in N.J.A.C.  
6:11-8.1.

See: 16 N.J.R. 1646(a), 16 N.J.R. 2788(a).  
Section substantially amended.  
Amended by R.1990 d.510, effective October 15, 1990.

As amended, R.1984 d.469, eff. October 15, 1984 (operative September  
1, 1985).

See: 22 N.J.R. 1873(a), 22 N.J.R. 3240(a).  
Exception of baccalaureate degree clarified.

### 6:11-3.12 Teachers in evening schools

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

As amended, R.1984 d.469, eff. October 15, 1984 (operative September 1, 1985).

See: 16 N.J.R. 1646(a), 16 N.J.R. 2788(a).

Recodified from 3.13; "endorsement" substituted for "certificate" therefor.

### 6:11-3.13 Veterans regulation

Veterans who received an evaluation before entering the service may continue under that evaluation, provided a request for reinstatement of the preservice status is made within a period of time equivalent to the length of the military service, upon presentation of a copy of an honorable discharge from the service. At the expiration of the time period equivalent to the length of military service, the veteran shall be subject to rules in N.J.A.C. 6:11-5.

R.1984 d.469, eff. October 15, 1984 (operative September 1, 1985).

See: 16 N.J.R. 1646(a), 16 N.J.R. 2788(a).

Recodified from 3.15; added "At the expiration..... in N.J.A.C. 6:11-5".

#### Case Notes

School board acted reasonably in acting to deny employee's claim to military service credits for failure to submit timely documentation. *Jabour v. Delaware Board of Education*, 95 N.J.A.R.2d (EDU) 492.

### 6:11-3.14 Replacement of lost certificates

Replacement of a lost certificate requires completion of the appropriate application form, a notarized statement of loss and payment of required fee.

As amended, R.1984 d.469, eff. October 15, 1984 (operative September 1, 1985).

See: 16 N.J.R. 1646(a), 16 N.J.R. 2788(a).

Recodified from 3.16.

Amended by R.1990 d.510, effective October 15, 1990.

See: 22 N.J.R. 1873(a), 22 N.J.R. 3240(a).

Notarized statement required.

### 6:11-3.15 Methods of appeal

(a) An applicant who has reason to believe that his or her application has not been given proper consideration by the Office of Teacher Certification has the right to appeal the decision.

(b) The appeal shall take the form of a written petition accompanied by a sworn statement stating evidence supporting the applicant's preparation to complete the certification requirement in question.

1. The applicant shall provide in writing evidence that substantiates the appeal.

(c) The State Board of Examiners shall review the information provided by the applicant and shall render a decision no later than the second meeting after the information has been received by the Secretary. The decision shall be communicated in writing by the Secretary to the applicant.

As amended, R.1984 d.469, eff. October 15, 1984 (operative September 1, 1985).

See: 16 N.J.R. 1646(a), 16 N.J.R. 2788(a).

Recodified from 3.17. Deleted "credentials have" and substituted "application has".

Amended by R.1990 d.510, effective October 15, 1990.

See: 22 N.J.R. 1873(a), 22 N.J.R. 3240(a).

Appeal process clarified.

### 6:11-3.16 Validation of college degrees and professional preparation

(a) Rules of the New Jersey State Board of Education require teacher candidates to present college study completed at accredited or approved institutions.

(b) Except as indicated in (d) below, college degrees will be recognized for purposes of teacher certification in New Jersey only from colleges accredited or approved by the State Board or Department of Education or Higher Education of the state in which the college exists, and for foreign institutions of higher education which are recognized by international accreditation agencies.

(c) Professional preparation required for New Jersey certificates will be accepted from:

1. New Jersey colleges approved for the preparation of teachers by the New Jersey State Board of Education; and
2. Out-of-State colleges approved by the state board or department of education or higher education in the state in which the college is established, and approved by the New Jersey Department of Education on the basis of reciprocal agreements or individual review.
3. Accredited two-year colleges provided:
  - i. The courses are accepted toward meeting the requirements for certification by a college approved for the preparation of teachers by the State Department of Education and such courses do appear on the official transcript of approved colleges.
  - ii. No more than six semester-hour credits in professional education are completed on the two-year college level.

(d) College degrees and professional preparation from colleges in states in which the state board or department of education lacks authority to regulate the establishment of colleges or their approval for purposes of teacher education, may be accepted for purposes of teacher certification in New Jersey only if such degrees and professional preparation are accepted for purposes of teacher certification by the

state department of education in the state in which the college exists.

As amended, R.1981 d.22, eff. January 23, 1981.

See: 12 N.J.R. 452(e), 13 N.J.R. 123(b).

(c)3: credit acceptance from two-year colleges defined.

As amended, R.1984 d.469, eff. October 15, 1984 (operative September 1, 1985).

See: 16 N.J.R. 1646(a), 16 N.J.R. 2788(a).

Section substantially amended. Recodified from 3.18.

Amended by R.1990 d.510, effective October 15, 1990.

See: 22 N.J.R. 1873(a), 22 N.J.R. 3240(a).

Word "teacher's" deleted from before "certificate".

### 6:11-3.17 Recognition of advanced standing in a college

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

(b) Where advanced standing but not college credit is given by the higher institution as a basis for admission to advanced work in the field, the equivalent of college credit may be granted (for purposes of certification) for the courses which were waived by the institution.

As amended, R.1984 d.469, eff. October 15, 1984 (operative September 1, 1985).

See: 16 N.J.R. 1646(a), 16 N.J.R. 2788(a).

Recodified from 3.19.

### 6:11-3.18 Course information

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

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

As amended, R.1984 d.469, eff. October 15, 1984 (operative September 1, 1985).

See: 16 N.J.R. 1646(a), 16 N.J.R. 2788(a).

Recodified from 3.20.

### 6:11-3.19 Issuance of a certificate

(a) The appropriate certificate will be issued by the Division of Teacher Preparation and Certification upon completion of all requirements. The certificate should always be kept in the possession of the teacher.

(b) Issuance of a certificate to an applicant enrolled in an approved program may be denied when the applicant fails to secure the recommendation of the preparing institution.

As amended, R.1984 d.469, eff. October 15, 1984 (operative September 1, 1985).

See: 16 N.J.R. 1646(a), 16 N.J.R. 2788(a).

Recodified with amendments from 3.22.

Amended by R.1990 d.510, effective October 15, 1990.

See: 22 N.J.R. 1873(a), 22 N.J.R. 3240(a).

Designation of "Bureau" changed to "Division".

### Law Review and Journal Commentaries

Teachers—Tenure. Steven P. Bann, 133 N.J.L.J. Nos. 16, 52 (1993).

### 6:11-3.20 Equivalency of work taken in other countries

The Secretary of the State Board of Examiners is authorized to determine the equivalency of work taken in foreign universities and colleges and, in cases where records are unavailable or indefinite, to conduct oral, written, and performance examinations in various teaching fields in order to establish such equivalency.

As amended, R.1984 d.469, eff. October 15, 1984 (operative September 1, 1985).

See: 16 N.J.R. 1646(a), 16 N.J.R. 2788(a).

Recodified from 3.23 (Old 3.21 "Student teaching" was deleted.)

### 6:11-3.21 Certification in reorganized schools

(a) When school reorganization results in the inclusion of elementary grades in combination with higher grades, the elementary or secondary principal's certificate issued under previous rules, will be recognized as valid for this reorganized school.

(b) Further, the elementary or secondary teacher's certificate issued under previous rules, will be recognized as valid for teaching the particular subjects covered by these certificates in this reorganized school.

As amended, R.1984 d.469, eff. October 15, 1984 (operative September 1, 1985).

See: 16 N.J.R. 1646(a), 16 N.J.R. 2788(a).

Recodified from 3.24.

### 6:11-3.22 Exchange teachers

(a) If a teacher from a foreign country is to be paid by a district board of education as its own employee, it is necessary for the district board of education to adopt a resolution stating that "\_\_\_\_\_ is employed as a substitute teacher in place of \_\_\_\_\_ for the school year 19\_\_ as part of an experimental program of teacher exchange approved by the Commissioner of Education, to receive a salary for his services as a substitute of \_\_\_\_\_." The purpose of this resolution is to indicate that the exchange teacher employed by the district board of education is a temporary rather than a permanent person and is actually a substitute for the permanent teacher.

(b) The teacher will be required to file an oath of allegiance with the district board of education as required by N.J.S.A. 18A:6-7 to the effect that he or she will support the institutions of the United States during the period of his or her employment within the State.

(c) The district board of education should request, through the county superintendent's office, the Commissioner of Education's authorization or a letter of approval for the foreign teacher so employed, upon receipt of which the Commissioner of Education may issue to the said teacher a letter certifying him or her for the period of his or her temporary service in the State as a teacher employed in an experimental program as authorized by the rules of the State Board of Education.

As amended, R.1984 d.469, eff. October 15, 1984 (operative September 1, 1985).

See: 16 N.J.R. 1646(a), 16 N.J.R. 2788(a).

"district" substituted for "local". "N.J.S.A. 18A:6-7" substituted for "(18A:607)". Section recodified from 3.29.

### 6:11-3.23 Physical education personnel

Any person not certified as a teacher and not in the employ of a district board of education shall not be permitted to organize public school pupils during school time or during any recess in the school day for purposes of instruction, or for conducting games, events or contests in physical education.

New Rule, R.2001 d.138, effective May 7, 2001.

See: 33 N.J.R. 399(a), 33 N.J.R. 1443(a).

Former N.J.A.C. 6:11-3.23, Notice of certification deficiency regarding substitution of alternative educational background and/or experience, recodified to N.J.A.C. 6:11-3.25.

### 6:11-3.24 Athletics personnel

(a) Any person not certified as a teacher and not in the employ of a district board of education shall not be permitted to organize public school pupils during school time or during any recess in the school day for purposes of instruction, or coaching or for conducting games, events or contests in physical education or athletics.

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

(c) In the event there is no qualified and certified applicant, the holder of a county substitute certificate is authorized to serve as an athletic coach in the district in which he or she is employed for a designated sports season, provided that:

1. The district chief school administrator demonstrates to the county superintendent that:
  - i. The vacant coaching position had been advertised; and
  - ii. There was no qualified applicant based on the written standards of the district board of education;
2. The district chief school administrator will provide a letter to the county superintendent attesting to the prospective employee's knowledge and experience in the sport in which he or she will coach; and
3. Approval of the county superintendent shall be obtained prior to such employment by the district board

of education. The 20-day limitation noted in N.J.A.C. 6:11-4.4(i) shall not apply to such coaching situations.

New Rule, R.2001 d.138, effective May 7, 2001.

See: 33 N.J.R. 399(a), 33 N.J.R. 1443(a).

Former N.J.A.C. 6:11-3.24, Substitution of alternative education and/or experience, recodified to N.J.A.C. 6:11-3.26.

### 6:11-3.25 Notice of certification deficiency regarding substitution of alternative educational background and/or experience

The Secretary of the State Board of Examiners (Secretary) shall notify all unsuccessful applicants for certification of the certification requirements lacking and of the procedures set forth in N.J.A.C. 6:11-3.26 for submitting evidence of alternative education and/or experience.

As amended, R.1976 d.14, eff. January 16, 1976.

See: 7 N.J.R. 542(a), 8 N.J.R. 62(b).

Repealed section "Appeals".

New Rule, R.1976 d.159, eff. May 25, 1976.

See: 8 N.J.R. 173(a), 8 N.J.R. 276(a).

As amended, R.1984 d.469, eff. October 15, 1984 (operative September 1, 1985).

See: 16 N.J.R. 1646(a), 16 N.J.R. 2788(a).

Added "of Examiners" and "Preparation and Certification". Recodified from 3.31.

Amended by R.1990 d.510, effective October 15, 1990.

See: 22 N.J.R. 1873(a), 22 N.J.R. 3240(a).

Recodified subsections (b)-(f) upward to sections.

Recodified from N.J.A.C. 6:11-3.23 and amended by R.2001 d.138, effective May 7, 2001.

See: 33 N.J.R. 399(a), 33 N.J.R. 1443(a).

Updated N.J.A.C. reference. Former N.J.A.C. 6:11-3.25, Review of alternative education and/or experience by State Board of Examiners, recodified to N.J.A.C. 6:11-3.27.

#### Case Notes

Application of criteria. *Babicz v. St. Bd. of Examiners*, 1978 S.L.D. 816, *Stoolmacher v. St. Bd. of Examiners*, 1975 S.L.D. 951.

### 6:11-3.26 Substitution of alternative education and/or experience

(a) Any applicant lacking required preparation may provide the State Board of Examiners with evidence of alternative education and/or experience except that such education and/or experience may not be substituted for a passing score on the State certification test nor may the State Board of Examiners in any circumstances waive the test requirement.

(b) The applicant shall submit his or her request in writing to the secretary for review of substitution of alternative educational background and/or experience by the State Board of Examiners.

(c) The Secretary shall provide review procedures (see N.J.A.C. 6:11-3.27 through 3.32) to the applicant upon request.

(d) The applicant shall submit to the Secretary for review by the Board, 20 copies of information and documentation for consideration of substitution of alternative educational background and/or experience.

Amended by R.1985 d.665, effective January 6, 1986.

See: 17 N.J.R. 2181(a), 18 N.J.R. 85(a).

(b) substantially amended.

Amended by R.1990 d.510, effective October 15, 1990.

See: 22 N.J.R. 1873(a), 22 N.J.R. 3240(a).

Recodified from N.J.A.C. 6:11-3.23(b); added submission requirements.

Recodified from N.J.A.C. 6:11-3.24 and amended by R.2001 d.138, effective May 7, 2001.

See: 33 N.J.R. 399(a), 33 N.J.R. 1443(a).

Updated N.J.A.C. references. Former N.J.A.C. 6:11-3.26, Public discussion of alternative education and/or experience, recodified to N.J.A.C. 6:11-3.28.

### **6:11-3.27 Review of alternative education and/or experience by State Board of Examiners**

(a) The Secretary shall review information submitted by the applicant for sufficiency and transmit it to the State Board of Examiners for review no later than its second regular meeting after the information has been received by the Bureau.

(b) In reviewing the applicant's alternative education and/or experience, the Board of Examiners may request written commentary by appropriate members of the staff of the Department of Education, who shall have direct knowledge of and who shall be able to document the alternative education and/or experience of the applicant. Copies of any such commentary shall be supplied to the applicant.

Amended by R.1990 d.510, effective October 15, 1990.

See: 22 N.J.R. 1873(a), 22 N.J.R. 3240(a).

Recodified from N.J.A.C. 6:11-3.23(c); editorial changes only.

Recodified from N.J.A.C. 6:11-3.25 by R.2001 d.138, effective May 7, 2001.

See: 33 N.J.R. 399(a), 33 N.J.R. 1443(a).

Former N.J.A.C. 6:11-3.27, Rendering of decisions on applications for substitution, recodified to 6:11-3.29.

### **6:11-3.28 Public discussion of alternative education and/or experience**

(a) The Secretary shall give an applicant not less than 15 days' notice of the Board of Examiners' meeting at which his or her application for certification based on alternative education and/or experience will be considered.

(b) The applicant may be present at the meeting and may be accompanied by a representative of his or her choice who has direct knowledge of his or her experience.

(c) The applicant may be questioned by the Board of Examiners and shall be given an opportunity to be heard.

Amended by R.1990 d.510, effective October 15, 1990.

See: 22 N.J.R. 1873(a), 22 N.J.R. 3240(a).

Recodified from N.J.A.C. 6:11-3.23(d); notification of Board meeting extended from 10 to 15 days.

Recodified from N.J.A.C. 6:11-3.26 by R.2001 d.138, effective May 7, 2001.

See: 33 N.J.R. 399(a), 33 N.J.R. 1443(a).

Former N.J.A.C. 6:11-3.28, Appeal of decisions on applications for substitution, recodified to 6:11-3.30.

### **6:11-3.29 Rendering of decisions on applications for substitution**

(a) The Board of Examiners shall render its decision on each application for substitution of educational background and/or experience no later than the first regular meeting after the information provided by the applicant was reviewed by the Board of Examiners.

(b) The Board of Examiners' decision shall be in written form, setting forth its reasons for the decision.

Amended by R.1990 d.510, effective October 15, 1990.

See: 22 N.J.R. 1873(a), 22 N.J.R. 3240(a).

Recodified from N.J.A.C. 6:11-3.23(e); editorial changes.

Recodified from N.J.A.C. 6:11-3.27 by R.2001 d.138, effective May 7, 2001.

See: 33 N.J.R. 399(a), 33 N.J.R. 1443(a).

Former N.J.A.C. 6:11-3.29, Interstate contracts, recodified to 6:11-3.31.

### **6:11-3.30 Appeal of decisions on applications for substitution**

Decisions shall be appealable to the Commissioner of Education pursuant to N.J.S.A. 18A:6-9 and N.J.A.C. 6:24-1.

Amended by R.1990 d.510, effective October 15, 1990.

See: 22 N.J.R. 1873(a), 22 N.J.R. 3240(a).

Recodified from N.J.A.C. 6:11-3.23(f); stylistic changes.

Recodified from N.J.A.C. 6:11-3.28 by R.2001 d.138, effective May 7, 2001.

See: 33 N.J.R. 399(a), 33 N.J.R. 1443(a).

Former N.J.A.C. 6:11-3.30, Procedure for provisional staff contesting of recommendations for standard certification, recodified to 6:11-3.32.

### **6:11-3.31 Interstate contracts**

In accordance with the Interstate Agreement on Qualifications of Education Personnel (N.J.S.A. 18A:26-11), the Commissioner of Education may, with the approval of the State Board of Education upon recommendation of the State Board of Examiners, enter into contracts with other states to allow transfer of teachers' credentials between New Jersey and other states.

As amended, R.1984 d.469, eff. October 15, 1984 (operative September 1, 1985).

See: 16 N.J.R. 1646(a), 16 N.J.R. 2788(a).

Added "Commissioner of Education". Recodified from 3.32, Old 3.25 "Equivalency of State service" was abolished.

Recodified from N.J.A.C. 6:11-3.24 by R.1990 d.510, effective October 15, 1990.

See: 22 N.J.R. 1873(a), 22 N.J.R. 3240(a).

Recodified from N.J.A.C. 6:11-3.29 by R.2001 d.138, effective May 7, 2001.

See: 33 N.J.R. 399(a), 33 N.J.R. 1443(a).

### **6:11-3.32 Procedure for provisional staff contesting of recommendations for standard certification**

(a) When the Secretary of the State Board of Examiners receives any adverse recommendation concerning the standard certification of a provisional staff member, the Secretary shall notify the provisional staff member of the date upon which the State Board of Examiners will consider such recommendation. If the adverse recommendation has not already been contested by the provisional staff member pursuant to N.J.A.C. 6:11-9.5(b)6v or N.J.A.C. 6:11-5.5(e), the Secretary shall allow the provisional staff member an additional opportunity to provide the State Board of Examiners with written materials documenting the reasons why the provisional staff member believes standard certification should be awarded.

(d) If the provisional teacher disagrees with the recommendation, the provisional teacher may, within 15 days of receipt of the evaluation report and certification recommendation, submit to the building principal or an appropriately certified school administrator written materials documenting the reasons why the provisional teacher believes standard certification should be awarded or a recommendation of insufficient granted. The building principal or an appropriately certified school administrator shall forward all such documentation to the Office of Licensing and Credentials along with the evaluation report and recommendation concerning certification. The provisional teacher may contest the unfavorable recommendation pursuant to N.J.A.C. 6:11-3.30.

(e) Candidates who receive a recommendation of “disapproved” or two or more recommendations of “insufficient” may petition the State Board of Examiners for approval of additional opportunities to seek provisional employment in districts other than those in which they received unfavorable recommendations. The candidate shall be responsible for demonstrating why he or she would be likely to succeed if granted the requested opportunity. Disapproval of any candidate’s request by the State Board of Examiners may be appealed to the Commissioner of Education.

R.1984 d.369, effective October 15, 1984 (operative September 1, 1985).

See: 16 N.J.R. 1646(a), 16 N.J.R. 2788(a).

Amended by R.1988 d.491, effective October 17, 1988.

See: 20 N.J.R. 1320(c), 20 N.J.R. 2567(a).

Substantially amended.

Amended by R.1989 d.614, effective December 18, 1989.

See: 21 N.J.R. 2717(a), 21 N.J.R. 3934(a).

Recodified from N.J.A.C. 6:11-5.7 and new (f) added.

Amended by R.1990 d.510, effective October 15, 1990.

See: 22 N.J.R. 1873(a), 22 N.J.R. 3240(a).

“Bureau” changed to “Division”; cite corrected.

Amended by R.2001 d.139, effective May 7, 2001.

See: 33 N.J.R. 394(a), 33 N.J.R. 1467(a).

Rewrote the section.

### 6:11-5.6 Definitions

The following words and terms, when used in this subchapter and N.J.A.C. 6:11-14, shall have the following meanings unless the context clearly indicates otherwise.

“Alternate route” means a non-traditional teacher preparation program.

“District board of education” means all district boards of education and charter schools whose staff hold positions that require the possession of instructional certificates.

“Full-time teaching” means the equivalent of 900 clock hours of teaching per year for purposes of N.J.A.C. 6:11-14 only.

“Local Professional Development Committee” means the committee established by the district board of education pursuant to N.J.A.C. 6:11-13.3(d) to plan and implement local district professional development programs.

“Mentor teacher” means a certified, experienced teacher who is assigned to provide support and guidance to a novice teacher.

“Nonpublic school” means an elementary or secondary school within the State, other than a public school, pursuant to N.J.S.A. 18A:46A-2.

“Novice teacher” means any full-time or part-time teacher who has not completed two years of teaching under a standard State teaching certificate.

“Provisional Teacher Program” means the school-based training and evaluation program provided to all novice teachers during their first year of teaching in New Jersey.

“Provisional teaching year” means the amount of full time teaching under provisional certification required of a first year teacher before he or she can be approved for standard teacher certification.

“Traditional route” means an approved collegiate teacher preparation program.

New Rule, R.2001 d.139, effective May 7, 2001.

See: 33 N.J.R. 394(a), 33 N.J.R. 1467(a).

## SUBCHAPTER 6. ENDORSEMENTS ON THE INSTRUCTIONAL CERTIFICATE

### 6:11-6.1 Authorizations—General

(a) Each teaching endorsement is required for the corresponding teaching assignment. Each endorsement is valid for all levels, except that the elementary endorsement is valid for grades nursery through eight.

See: 16 N.J.R. 1646(a), 16 N.J.R. 2788(a).  
 Amended by R.1990 d.134, effective February 20, 1990.  
 See: 21 N.J.R. 3209(a), 22 N.J.R. 632(b).  
 Eliminated separate nursery school endorsement.  
 Amended by R.1990 d.510, effective October 15, 1990.  
 See: 22 N.J.R. 1873(a), 22 N.J.R. 3240(a).  
 Deletes lists of occupations; added Vocational-technical part-time teacher endorsement, 30.  
 Public Notice: Notice of public testimony session.  
 See: 23 N.J.R. 2187(a).  
 Amended by R.2000 d.138, effective April 3, 2000.  
 See: 32 N.J.R. 4(a), 32 N.J.R. 1193(a).  
 Added (a)31.

#### Case Notes

State Board of Education's promulgation of specifications for categories of certification for teaching staff members was not palpably arbitrary. *Ellicott v. Board of Educ. of Tp. of Frankford, Sussex County*, 251 N.J.Super. 342, 598 A.2d 237 (A.D.1991).

Teacher holding educational services or instruction certificate is qualified to serve in any assignment for which he or she holds the requisite endorsement. *Ellicott v. Board of Educ. of Tp. of Frankford, Sussex County*, 251 N.J.Super. 342, 598 A.2d 237 (A.D.1991).

Certification regulations enumerated endorsements which qualified endorsement position, unlike statutory language predicating tenure to a particular "position" upon the acquisition of a "certificate." *Ellicott v. Board of Educ. of Tp. of Frankford, Sussex County*, 251 N.J.Super. 342, 598 A.2d 237 (A.D.1991).

Nontenured person was not entitled to position as a learning disabilities teaching consultant over tenured teaching staff member who was certified as a learning disabilities teaching consultant but had not served the requisite probationary period in tenure in that particular position. *Ellicott v. Board of Educ. of Tp. of Frankford, Sussex County*, 251 N.J.Super. 342, 598 A.2d 237 (A.D.1991).

Teacher cannot acquire tenure on endorsement obtained after employment has been terminated, even if employment was terminated wrongfully. *Ressler v. Board of Education of the Township of Saddle Brook*, 96 N.J.A.R.2d (EDU) 955.

Individual who had never taught printing or graphic arts was entitled by virtue of seniority to assert a claim to a teaching schedule with printing. *Ackerman v. Hackensack Board of Education*, 95 N.J.A.R.2d (EDU) 149.

Claim that vice principal was improperly assigned to supervise school's media center; alleged lack of educational media specialist endorsement. *Lippincott v. Watchung Hills Regional High School District Board of Education*, 94 N.J.A.R.2d (EDU) 311.

#### 6:11-6.3 (Reserved)

R.1984 d.369, eff. October 15, 1984 (operative September 1, 1985).  
 See: 16 N.J.R. 1646(a), 16 N.J.R. 2788(a).  
 Repealed by R.1990 d.510, effective October 15, 1990.  
 See: 22 N.J.R. 1873(a), 22 N.J.R. 3240(a).  
 Requirements moved to N.J.A.C. 6:11-8.

#### Case Notes

Policy behind issuance of alternative certificates. *Gilbert v. N.J. State Bd. of Examiners*, 1977 S.L.D. 913, 1978 S.L.D. 1017, 979 S.L.D. 829.

## SUBCHAPTER 7. STANDARDS FOR NEW JERSEY COLLEGE TEACHER PREPARATION PROGRAMS

### 6:11-7.1 Procedures for accreditation or approval

(a) The State Board of Education authorizes the use of Standards for State Approval of Teacher Education of the

National Association of State Directors of Teacher Education and Certification (NASDTEC), in the evaluation of teacher preparation programs in colleges and universities of the State. The 1983 edition of NASDTEC (future editions, subsequent amendments and supplements) is hereby authorized for use in the evaluation of teacher preparation programs, and is hereby adopted as a rule.

1. This document is available for review at the Bureau of Teacher Preparation and Certification, New Jersey State Department of Education, 225 West State Street, PO Box 500, Trenton, New Jersey 08625-0500, or at the Office of Administrative Law, PO Box 301, Trenton, New Jersey 08625-0301.

2. This document may be purchased from NASDTEC, California State Department of Education, P.O. Box 2431, Sacramento, CA 95814.

As amended, R.1982 d.269. Subsection (a) eff. August 16, 1982; Subsection (b) eff. September 1, 1983 for entering freshman; Subsection (b) eff. September 1, 1985 for transfer students.

See: 14 N.J.R. 456(b), 14 N.J.R. 914(a).

Old text deleted and replaced with new text.

As amended, R.1984 d.469, eff. October 15, 1984 (operative September 1, 1985).

See: 16 N.J.R. 1646(a), 16 N.J.R. 2788(a).

Section substantially amended.

Amended by R.1985 d.613, effective December 2, 1985.

See: 17 N.J.R. 1708(a), 17 N.J.R. 2884(a).

(b) recodified to 7.2 through 7.5.

Amended by R.1990 d.510, effective October 15, 1990.

See: 22 N.J.R. 1873(a), 22 N.J.R. 3240(a).

Updated NASDTEC address.

### 6:11-7.2 Admission, retention and graduation of students

(a) Teacher preparation programs are those curricula which lead to a recommendation for a New Jersey Certificate of Eligibility with Advanced Standing in instructional fields pursuant to N.J.A.C. 6:11-5.1, irrespective of the organizational unit of the college by which the curriculum is offered. Formal admission to teacher preparation programs shall be reviewed at the beginning of the junior year and shall be granted only to those students who have:

1. Maintained a cumulative grade point average (GPA) of at least 2.5 (4 equals A) for the first two years of college. It is the intent of this and other standards which refer to minimum grade point average to insure that institutions determine the intellectual competence of those recommended for certification. The required average of 2.5 should be viewed as only a minimal means of achieving this goal; the variability of the GPA among institutions should also be recognized. Therefore, institutions are encouraged to exceed this standard when appropriate and to develop additional criteria for insuring that prospective teachers are intellectually capable.

2. Achieved acceptable levels of proficiency in the use of English language (oral and written) and mathematics. Students with deficiencies in these areas upon admission to college shall be required to demonstrate the elimina-

tion of such deficiencies through an oral or written assessment by the beginning of the junior year.

3. Demonstrated aptitude for the profession of teaching through successful completion of an appropriate practical experience in an elementary or secondary school. This requirement would normally have to be met before the student is granted status as a junior in the program.

(b) Each student shall be evaluated at the end of the semester prior to student teaching by college faculty (both education and subject matter) and confirmed as a candidate for certification on the basis of a comprehensive assessment of relevant indicators which shall include:

1. Having maintained a GPA of at least 2.5 (4 equals A);
2. Having demonstrated acceptable levels of teaching proficiency in junior field experience as indicated by the evaluation reports of college and school faculty. Such evaluations shall be communicated to the student and shall be included in the student's permanent file.

(c) Only students who have been confirmed as candidates for certification shall be assigned to student teaching.

(d) Colleges shall recommend for certification to the Department of Education only those students who have completed the certification program and have:

1. Maintained an overall cumulative GPA of at least 2.75 when a grade point of 4.0 equals an A grade for students who graduate on or after September 1, 2004. Students who graduate prior to September 1, 2004 shall maintain an overall cumulative GPA of at least 2.5 when a grade point of 4.0 equals an A grade.
2. Demonstrated continued competence, aptitude, motivation, and potential for outstanding success in teaching as indicated by assessments of student teaching performance by college and school supervisors. Such assessments shall be communicated to the student and shall be a part of the student's file.

(e) All standards are to be applied equitably to all students, including transfer students, and without discrimination based upon legally prohibited criteria. All admissions and retention processes are to be consistent with State and institutional affirmative action policies and goals.

(f) Colleges shall develop appropriate procedures for placing on probation and dismissing from the program students who fall below minimum requirements before graduation, and shall incorporate into these procedures methods for appeals by students.

(g) Students completing an approved program must be recommended for a Certificate of Eligibility with Advanced Standing by their college or university and must pass a State test pursuant to N.J.A.C. 6:11-5.1(a)3 before one will be issued by the State Board of Examiners.

Amended by R.1985 d.613, effective December 2, 1985.

See: 17 N.J.R. 1708(a), 17 N.J.R. 2884(a).

Recodified from 7.1.

Amended by R.1989 d.614, effective December 18, 1989.

See: 21 N.J.R. 2717(a), 21 N.J.R. 3934(a).

Added reference to "Certificate of Eligibility with Advanced Standing".

Amended by R.2000 d.52, effective February 7, 2000.

See: 31 N.J.R. 3559(a), 32 N.J.R. 448(a).

Rewrote (d)1.

Amended by R.2002 d.395, effective December 16, 2002.

See: 34 N.J.R. 3155(a), 34 N.J.R. 4432(a).

In (b)1, substituted "GPA" for "cumulative grade point average"; rewrote (d)1.

### 6:11-7.3 Curriculum

(a) Each approved undergraduate teacher preparation program shall provide approximately 60 semester credit hours of general education including electives. General education courses shall be distributed among the arts, humanities, mathematics, science, technology and the social sciences. There must be some study in each area. The inclusion of technology as an aspect of general education is intended to allow for the inclusion of courses and topics (such as computer literacy, the history of technology and the sociological impact of technological advancement) which would contribute to the general technical literacy of students. The purpose of general education is to develop the prospective teacher as an educated person rather than to provide professional preparation. This component of the program shall exclude courses which are clearly professional or vocational in nature.

(b) Each approved teacher preparation program shall require its students to complete a major in the arts, humanities, social science, mathematics, science or technology disciplines. The inclusion of technology as a potential academic area is intended to provide for those candidates who will be certified to teach one of the technical disciplines such as distributive occupations or industrial technology.

(c) At least 96 credits of the total program must be distributed among the general education, academic major, and behavioral/social science aspects of the program.

(d) For purposes of certification, a central focus of the undergraduate teacher education program is the professional component. This component must meet appropriate standards and study requirements of the National Association of State Directors of Teacher Education and Certification. In addition, each approved undergraduate teacher preparation program shall provide study in the essential behavioral/social science and professional education areas listed in N.J.A.C. 6:11-5.3(g)1 through 3. Approximately 30 credit hours of instruction shall be devoted to professional preparation; a minimum of nine credits must be devoted to study in the behavioral/social sciences, and may be included in the professional or liberal arts components of the program. The professional component of the undergraduate program shall provide students, normally beginning in the sophomore year, with practical experiences in an elementary or secondary school setting; these opportunities shall increase in intensity and duration as the student advances through the program and culminate with a student teaching experience.

(e) The student teaching experience of each approved undergraduate program shall be the equivalent of a full-time experience of one semester's duration and shall be included within the professional component.

Amended by R.1985 d.613, effective December 2, 1985.

See: 17 N.J.R. 1708(a), 17 N.J.R. 2884(a).

Recodified from 7.1(b).

Amended by R.1990 d.510, effective October 15, 1990.

See: 22 N.J.R. 1873(a), 22 N.J.R. 3240(a).

Corrected codification and cite in (d).

#### 6:11-7.4 Supervision of practicum students

(a) Collegiate faculty assigned to supervise students shall:

1. Have had experience supervising; consulting or otherwise working in an elementary/secondary school in contact with classroom teachers within the previous two years;
2. Be full-time faculty members or part-time faculty with demonstrated expertise in the field they are supervising.

(b) College supervisors of student teachers shall be assigned supervisory loads which permit observation of each student once every other week.

(c) In accordance with the provisions of N.J.S.A. 18A:26-8 students must take an examination in physiology and hygiene, including the effects of narcotics and alcohol.

Amended by R.1985 d.613, effective December 2, 1985.

See: 17 N.J.R. 1708(a), 17 N.J.R. 2884(a).

Recodified from 7.1.

#### 6:11-7.5 Exception to standards

Exceptions to one or more of the rules in this subchapter may be granted by the Commissioner of Education in cases where an institution is able to document the qualitative equivalency of an alternative approach.

Amended by R.1985 d.613, effective December 2, 1985.

See: 17 N.J.R. 1708(a), 17 N.J.R. 2884(a).

Recodified from 7.1.

### SUBCHAPTER 8. EXCEPTIONS FOR REQUIREMENTS FOR THE INSTRUCTIONAL CERTIFICATE

#### 6:11-8.1 Vocational Education Certification Requirements Effective Until August 31, 1992

(a) The following requirements pertain to candidates who apply prior to September 1, 1992 for any of the following endorsements: Teacher of Agricultural Occupations, Teacher of Practical Nursing, Teacher of Production, Personal or Service Occupations, Teacher of Skilled Trades, and Teacher of Technical Occupations. However, commencing on

September 1, 1992, these rules expire and the rules set forth in N.J.A.C. 6:11-8.2 will apply to candidates seeking any of the endorsements listed above.

(b) Persons who are employed under emergency certification on September 1, 1992 shall have until September 1, 1997 to obtain standard certification under requirements in effect prior to September 1, 1992. Such persons may remain employed on an emergency basis until such time as they acquire standard certification but no later than September 1, 1997. However, beginning September 1, 1992 these individuals may choose to meet the newer requirements listed in N.J.A.C. 6:11-8.2 below.

(c) Persons who are enrolled in approved college programs on September 1, 1992 shall have until September 1, 1997 to obtain standard certification by completing the college program in which they are enrolled. However, beginning September 1, 1992 these individuals may choose to meet the newer requirements listed in N.J.A.C. 6:11-8.2 below.

(d) State-approved alternative training programs are not authorized in fields of vocational education. In addition, work experience may be substituted for the baccalaureate degree. Teachers in these fields may be employed on an emergency basis in accordance with N.J.A.C. 6:11-4.3. The emergency certificate is a one-year certificate which is renewable annually for an indefinite period. Candidates in the fields of vocational education may obtain a standard endorsement by meeting the following requirements.

1. Agricultural occupations: (Experience Background). Applicants who present five years of experience in a particular area of agriculture, such as farm machinery repairman, nursery worker, greenhouse florist or poultryman, may receive this endorsement without the requirement of a bachelor's degree. They must present approved training for the agricultural occupation, and have completed an approved teacher education program. Instead of approximately 60 credit-hours in general education, the program must include eighteen semester-hour credits in general background courses, including study in at least three of the following fields: English, social studies, fine arts, science, mathematics and foreign language. The 30-credit major field requirement does not apply to this endorsement.

2. Practical nursing: (Experience Background). Registered nurses who present three years of approved full-time nursing experience may receive this endorsement without the requirement of a bachelor's degree if they have completed an approved teacher education program. Instead of approximately 60 credit hours in general education, the program must include eighteen semester-hour credits in general background courses, including study in at least three of the following fields: English, social studies, fine arts, science, mathematics, and foreign languages. The 30-credit field requirement does not apply to this endorsement.



i. A standard school nurse certificate or a bachelor's or higher degree in nursing education will be accepted as meeting the study requirement for the practical nursing teacher's certificate.

3. Production, personal and service occupations: (Experience Background). Applicants who present three years of experience in occupations such as beauty culture, dry cleaning and pressing, shoe repairing, lathe operation, and commercial foods preparation, may receive this endorsement without the requirement of a bachelor's degree if they present approved training for the skilled occupation and have completed an approved teacher education program. Instead of approximately 60 credit-hours in general education, the program must include 18 semester-hour credits in general background courses, including study in at least three of the following fields: English, social studies, fine arts, science and mathematics. The 30-credit field requirement does not apply to this endorsement.

4. Skilled trades: (Experience Background). Applicants who present six years of approved full-time experience (which may include apprenticeship) in a skilled trade requiring a minimum learning period of two years on-the-job training before reaching the classification of skilled worker or journeyman, of any trade listed by the Federal Committee on Apprentice Training, may receive this endorsement without the requirement of a bachelor's degree. Such candidates must present approved training, and have completed an approved teacher education program. Instead of approximately 60 credit-hours in general education, the program must include 18 semester-hour credits in general background courses, including study in at least three of the following fields: English, social studies, fine arts, science and mathematics. The 30-credit field requirement does not apply to this endorsement.

i. Graduates of approved vocational-technical high schools or institutes may receive one year of credit toward the experience requirement.

5. Technical occupations: (Experience Background). Applicants who present approved training in technical occupations such as electronic technicians, chemical technicians, industrial drafting and design technicians, engineering aides, and metallurgical technicians may receive this endorsement without a bachelor's degree. Such applicants must present approved training and either:

i. A bachelor's degree and two years of experience, or

ii. Four years experience without the bachelor's degree. Instead of approximately 60 credit-hours in general education, the program must include eighteen semester-hour credits in background courses, including study in at least three of the following fields: English, social studies, fine arts, science, and mathematics. The 30-credit field requirement does not apply to this endorsement.

6. Vocational-technical related subjects: A minimum of two years of approved occupational experience is required. The 30-credit field requirement does not apply to this endorsement.

7. Vocational-technical; part-time teacher

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

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

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

(e) State-approved alternative training programs are not authorized in fields of special education. Teachers in these fields may be employed on an emergency basis in accordance with N.J.A.C. 6:11-4.3. The emergency certificate is a one-year certificate which is renewable annually for an indefinite period. Candidates in the fields of special education may obtain an endorsement by completing an approved program at a college or university, or by meeting the following requirements as determined by an evaluation of transcripts or other official documents:

1. Handicapped: This endorsement authorizes teaching the physically limited, socially and emotionally maladjusted, mentally retarded (educable and trainable) children, or children with multiple handicaps. Candidates for this endorsement must complete eighteen semester-hour credits in the education of handicapped, twelve semester-credits in education electives, and student teaching. The eighteen credits in education of the handicapped must include study in each of the following areas: nature and causes of disabilities, practices and materials in teaching the handicapped, and resources and community agencies available in teaching the handicapped.

2. Blind or partially sighted: Candidates for this endorsement must complete eighteen semester-hour credits in education of the handicapped, twelve semester-hour

credits in education electives, and student teaching. The eighteen credits in education of the handicapped must include study in each of the following areas: nature and causes of disabilities, curriculum and/or methods of teaching blind or partially sighted children, including typewriting and Braille, resources and community agencies available for teaching the handicapped.

3. Deaf or hard of hearing: Candidates for this endorsement must complete eighteen semester-hour credits in the education of the handicapped, twelve semester-hour credits in education electives, and student teaching. The eighteen credits in education of the handicapped must include study in each of the following areas: nature and causes of disabilities, curriculum and/or methods of teaching speech, speech reading, and language to the deaf or hard of hearing, resources and community agencies available in teaching the handicapped.

(f) In accordance with N.J.A.C. 6:11-3.16, applicants who have not completed the course study requirements in technical fields or the field of special education may have such requirements waived by presenting evidence of alternative education or experience. In addition, the student teaching requirements in these fields shall be waived for those candidates who:

1. Hold a valid standard New Jersey instructional certificate in another field; or
2. Present a baccalaureate degree, a valid regular certificate from another state, and evidence of at least one year of successful teaching experience in the other state; or
3. Have completed three years of successful classroom teaching experience in an approved or recognized school prior to the acceptance of public school employment in New Jersey; or
4. Have completed two consecutive years of successful teaching experience under an emergency certificate in a New Jersey public school district.

As amended, R.1984 d.469, effective October 15, 1984 (operative September 1, 1985).

See: 16 N.J.R. 1646(a), 16 N.J.R. 2788(a).

Recodified with substantial amendments from 8.4.

Amended by R.1990 d.510, effective October 15, 1990.

See: 22 N.J.R. 1873(a), 22 N.J.R. 3240(a).

Recodified from N.J.A.C. 6:11-8.3, new (a)-(c) added and old (a)-(c) recodified as (d)-(f).

The following annotations apply to the former N.J.A.C. 6:11-8.1, Scope:

Amended by R.1984 d.489, effective October 15, 1984 (operative September 1, 1985).

See: 16 N.J.R. 1646(a), 16 N.J.R. 2788(a).

Section substantially amended.

Repealed by R.1990 d.510, effective October 15, 1990.

See: 22 N.J.R. 1873(a), 22 N.J.R. 3240(a).

#### Case Notes

Teacher's tenure rights were not violated by refusal to assign him to one of two teaching positions for which he was endorsed. *Polo v. Bergen County Board of Education*, 95 N.J.A.R.2d (EDU) 105.

#### 6:11-8.2 Vocational education certification requirements effective September 1, 1992

(a) The following requirements apply to applicants for the following endorsements: Teacher of Agricultural Occupations, Teacher of Practical Nursing, Teacher of Production, Personal or Service Occupations, Teacher of Skilled Trades, and Teacher of Technical Occupations.

1. Each candidate for the provisional certificate shall be required to:

i. Possess at least four years of successful work experience in the relevant trade or occupation as approved by the employing district pursuant to criteria and procedures established by the State Department of Education. Each approval shall be filed with the Office of Certification and Academic Credentials and the county office of education;

ii. Pass a State test of basic communication skills; and

iii. Obtain and accept an offer of employment in a position that requires the relevant vocational endorsement.

iv. The requirement in (a)1i above shall not apply to candidates who hold baccalaureate degrees in the subject to be taught. The requirement in (a)1ii above shall not apply to candidates who hold baccalaureate degrees.

v. The Secretary of the State Board of Examiners may authorize the employment of apparently qualified candidates for a period of 60 days while their credentials are being processed by the Office of Certification and Academic Credentials. This 60-day authorization shall not be renewed unless the Office of Certification and Academic Credentials fails to process the candidate's credentials within the 60-day period.

2. Each candidate for the standard certificate shall be required to:

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

ii. Complete a State-approved district training program pursuant to N.J.A.C. 6:11-5.3 through 5.5.

(b) The requirements listed in (a) above are effective September 1, 1992.

(c) The issuance of emergency certificates to vocational teachers will cease on September 1, 1992. However, emergency certificates issued prior to that date may be reissued annually until September 1, 1997.

(d) Vocational-technical related subjects: a minimum of two years of approved occupational experience is required. Requirements (a)1 and 2 above do not apply to this endorsement.

(e) Vocational-technical part-time teacher:

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

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

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

New Rule, R.1990 d.510, effective October 15, 1990.

See: 22 N.J.R. 1873(a), 22 N.J.R. 3240(a).

The following annotations apply to the former N.J.A.C. 6:11-8.2, Common requirements; all college teacher education programs and State-approved alternative programs:

Amended by R.1976 d.84, effective September 1, 1977.

See: 8 N.J.R. 57(a), 8 N.J.R. 174(a).

Amended by R.1984 d.469, effective October 15, 1984 (operative September 1, 1985).

See: 16 N.J.R. 1646(a), 16 N.J.R. 2788(a).

Old text deleted, new text substituted therefor.

Amended by R.1989 d.615, effective December 18, 1989.

See: 21 N.J.R. 2721(a), 21 N.J.R. 3937(a).

The physiology and hygiene requirements were deleted and certain requirements added for bilingual and ESL endorsements.

Repealed by R.1990 d.510, effective October 15, 1990.

See: 22 N.J.R. 1873(a), 22 N.J.R. 3240(a).

#### Case Notes

Teacher's tenure rights were not violated by refusal to assign him to one of two teaching positions for which he was endorsed. *Polo v. Bergen County Board of Education*, 95 N.J.A.R.2d (EDU) 105.

Teacher lacked endorsements required to teach plumbing or custodial training. *Polo v. Board of Education of Vocational Schools of County of Bergen*. 93 N.J.A.R.2d (EDU) 498.

#### 6:11-8.3 Special education

(a) State-approved alternative training programs are not authorized in fields of special education. Teachers in these fields may be employed on an emergency basis in accordance

with N.J.A.C. 6:11-4.3. The emergency certificate is a one-year certificate which is renewable annually for an indefinite period. Candidates in the fields of special education may obtain an endorsement by completing an approved program at a college or university, or by meeting the following requirements as determined by an evaluation of transcripts or other official documents:

1. Handicapped: This endorsement authorizes teaching the physically limited, socially and emotionally maladjusted, mentally retarded (educable and trainable) children, or children with multiple handicaps. Candidates for this endorsement must complete eighteen semester-hour credits in the education of handicapped, twelve semester-hour credits in education electives, and student teaching. The eighteen credits in education of the handicapped must include study in each of the following areas: nature and causes of disabilities, practices and materials in teaching the handicapped, and resources and community agencies available in teaching the handicapped.

2. Blind or partially sighted: Candidates for this endorsement must complete eighteen semester-hour credits in education of the handicapped, twelve semester-hour credits in education electives, and student teaching. The eighteen credits in education of the handicapped must include study in each of the following areas: nature and causes of disabilities, curriculum and/or methods of teaching blind or partially sighted children, including typewriting and Braille, resources and community agencies available for teaching the handicapped.

3. Deaf or hard of hearing: Candidates for this endorsement must complete eighteen semester-hour credits in the education of the handicapped, twelve semester-hour credits in education electives, and student teaching. The eighteen credits in education of the handicapped must include study in each of the following areas: nature and causes of disabilities, curriculum and/or methods of teaching speech, speech reading, and language to the deaf or hard of hearing, resources and community agencies available in teaching the handicapped.

(b) The student teaching requirements in the fields of special education shall be waived for those candidates who:

1. Hold a valid standard New Jersey instructional certificate in another field; or

2. Present a baccalaureate degree, a valid regular certificate from another state, and evidence of at least one year of successful teaching experience in the other state; or

3. Have completed three years of successful classroom teaching experience in an approved or recognized school prior to the acceptance of public school employment in New Jersey; or

4. Have completed two consecutive years of successful teaching experience under an emergency certificate in a New Jersey public school district.

New Rule, R.1990 d.510, effective October 15, 1990.  
See: 22 N.J.R. 1873(a), 22 N.J.R. 3240(a).

#### Case Notes

Nontenured person was not entitled to position as a learning disabilities teaching consultant over tenured teaching staff member who was certified as a learning disabilities teaching consultant but had not served the requisite probationary period in tenure in that particular position. *Ellicott v. Board of Educ. of Tp. of Frankford, Sussex County, 251 N.J.Super. 342, 598 A.2d 237 (A.D.1991).*

#### 6:11-8.4 Bilingual/bicultural education

(a) Each candidate for the provisional certificate in the field of bilingual/bicultural education shall:

1. Possess or be eligible for a standard or provisional New Jersey instructional certificate appropriate to the subject or grade level to be taught;
2. Pass a State test of English communication skills; and
3. Obtain an offer of employment in a position that requires the endorsement, teacher of bilingual/bicultural education.

(b) Applicants who meet the requirements in (a)1 and 2 above shall be issued Certificates of Eligibility which will permit them to seek and accept employment in positions requiring certification as a teacher of bilingual/bicultural education.

(c) No person shall be employed under provisional certification for more than two years in a position requiring certification as a teacher of bilingual/bicultural education.

(d) Certificates of Eligibility with Advanced Standing shall be issued to all persons who have completed formal study and test requirements for bilingual certification pursuant to (e)2 and 3 below but who have never previously served a provisional year or completed a State-approved district training program for any certificate endorsement pursuant to N.J.A.C. 6:11-5.

(e) Each candidate for the standard certificate in the field of bilingual/bicultural education shall:

1. Possess a standard New Jersey instructional certificate appropriate to the subject or grade level to be taught;
2. Pass a State test of English communication skills; and
3. Complete at least six credit hours of college coursework or 90 clock hours of district-based formal training in the following topics: the historical and cultural backgrounds of limited English proficient students, the specialized instructional content of bilingual education, and techniques of teaching bilingual students. Those candidates who complete this requirement while serving as a provisionally certified bilingual education teacher shall be supervised by a support team pursuant to N.J.A.C. 6:11-5.

(f) Requirements (a) through (f) above are effective September 1, 1991.

R.1975 d.306, effective October 20, 1975.

See: 7 N.J.R. 402(a), 7 N.J.R. 498(d).

Amended by R.1976 d.289, effective September 15, 1976.

See: 8 N.J.R. 372(a), 8 N.J.R. 459(b).

Amended by R.1984 d.469, effective October 15, 1984 (operative September 1, 1985).

See: 16 N.J.R. 1646(a), 16 N.J.R. 2788(a).

Section recodified from 8.8 with substantial amendments.

Repeal and New Rule, R.1989 d.615, effective December 18, 1989.

See: 21 N.J.R. 2721(a), 21 N.J.R. 3937(a).

Amended by R.1990 d.510, effective October 15, 1990.

See: 22 N.J.R. 1873(a), 22 N.J.R. 3240(a).

Added (f), effective date.

#### Case Notes

Department of Education's regulatory amendments shifting testing of bilingual teaching candidate's foreign language proficiency under Bilingual Education Act from state to local school district are valid. *Matter of Adoption of Amendments to N.J.A.C. 6:11-8.4 and N.J.A.C. 6:11-8.5, 249 N.J.Super. 52, 592 A.2d 9 (A.D.1991), certification denied 127 N.J. 551, 606 A.2d 364.*

#### 6:11-8.5 English as a second language

(a) Each candidate for the provisional certificate in the field of teaching English as a second language shall:

1. Hold a bachelor's degree from an accredited college or university;
2. Pass a State test of English communication skills; and
3. Obtain an offer of employment in a position that requires the endorsement, teacher of English as a second language.

(b) Applicants who meet the requirements in (a)1 and 2 above shall be issued Certificates of Eligibility which will permit them to seek and accept employment in positions requiring certification as a teacher of English as a second language.

(c) Certificates of Eligibility with Advanced Standing shall be issued to all persons who meet the test requirement pursuant to (a)2 above and who have completed a college program approved by the New Jersey Department of Education for the preparation of teachers of English as a second language.

(d) Each candidate for the standard certificate in the field of teaching English as a second language shall:

1. Possess a provisional certificate pursuant to (a)1-3 above;
2. Pass a State test of basic communication skills;
3. Complete a State-approved district training program pursuant to N.J.A.C. 6:11-5; and

4. Complete twelve credits or 180 clock hours of formal instruction in the following topics: the historical and cultural backgrounds of limited English proficient students, the specialized instructional content of ESL education, and techniques of teaching English as a second language. This requirement shall not apply to candidates who are holders of Certificates of Eligibility with Advanced Standing pursuant to (c) above.

(e) Requirements (d)1 and 3 above shall not apply to persons who hold New Jersey instructional certificates in other teaching fields. However, such already-certified teachers may meet requirement (d)3 above working under provisional ESL certification under the supervision of a support team pursuant to N.J.A.C. 6:11-5.

(f) Requirements (a) through (f) above are effective September 1, 1991.

R.1975 d.297, effective October 6, 1975.  
See: 7 N.J.R. 401(c), 7 N.J.R. 498(c).  
Amended by R.1976 d.288, effective September 15, 1976.  
See: 8 N.J.R. 373(a), 8 N.J.R. 459(a).  
Amended by R.1984 d.469, effective October 15, 1984 (operative September 1, 1985).  
Section substantially amended. Recodified from 8.9 "Teaching English as a second language."  
Repeal and New Rule, R.1989 d.615, effective December 18, 1989.  
See: 21 N.J.R. 2721(a), 21 N.J.R. 3937(a).  
Amended by R.1990 d.510, effective October 15, 1990.  
See: 22 N.J.R. 1873(a), 22 N.J.R. 3240(a).  
Added (f), effective date.

#### Case Notes

Department of Education's regulatory amendments shifting testing of bilingual teaching candidate's foreign language proficiency under Bilingual Education Act from state to local school district are valid. Matter of Adoption of Amendments to N.J.A.C. 6:11-8.4 and N.J.A.C. 6:11-8.5, 249 N.J.Super. 52, 592 A.2d 9 (A.D.1991), certification denied 127 N.J. 551, 606 A.2d 364.

#### 6:11-8.6 Driver education

(a) Candidates for the standard driver education endorsement shall possess another standard New Jersey instructional certificate, hold a valid New Jersey driver's license, possess three years of automobile driving experience, and complete a training program approved by the State Department of Education pursuant to N.J.A.C. 6:11-7.1.

(b) Pursuant to N.J.S.A. 18A:26-2, holders of a driving instructor license issued by the New Jersey Department of Motor Vehicles may be employed to provide behind-the-wheel driver education in public schools. Such persons shall not provide classroom instruction in driver education.

Repealed by R.1973 d.19, effective January 10, 1973.  
See: 4 N.J.R. 300(c), 5 N.J.R. 36(b).  
Formerly Jr. High School teacher certification.  
New Rule, R.1990 d.510, effective October 15, 1990.  
See: 22 N.J.R. 1873(a), 22 N.J.R. 3240(a).

#### 6:11-8.7 Military science

Applicants for standard military science endorsement shall possess 20 years of military service and a positive recommendation from the branch of the service in which they served. Holders of this endorsement shall obtain additional endorsements to the instructional certificate by meeting all requirements of N.J.A.C. 6:11-5.

Repealed by R.1984 d.469, effective October 15, 1984 (operative September 1, 1985).  
See: 16 N.J.R. 1646(a), 16 N.J.R. 2788(a).  
Originally "Military Science".  
New Rule, R.1990 d.510, effective October 15, 1990.  
See: 22 N.J.R. 1873(a), 22 N.J.R. 3240(a).

#### 6:11-8.8 (Reserved)

R.1975 d.306, effective October 20, 1975.  
See: 7 N.J.R. 402(a), 7 N.J.R. 498(d).  
As amended, R.1976 d.289, effective September 15, 1976.  
See: 8 N.J.R. 372(a), 8 N.J.R. 459(b).  
As amended, R.1984 d.469, effective October 15, 1984 (operative September 1, 1985).  
See: 16 N.J.R. 1646(a), 16 N.J.R. 2788(a).  
Section was "Bilingual/bicultural education", recodified to 8.4.

#### 6:11-8.9 (Reserved)

R.1975 d.297, effective October 6, 1975.  
See: 7 N.J.R. 401(c), 7 N.J.R. 498(c).  
As amended, R.1976 d.288, effective September 15, 1976.  
See: 8 N.J.R. 373(a), 8 N.J.R. 459(a).  
As amended, R.1984 d.489, effective October 15, 1984 (operative September 1, 1985).  
See: 16 N.J.R. 1646(a), 16 N.J.R. 2788(a).  
Section was "Teaching English as a second language", recodified to 8.5.

#### 6:11-8.10 (Reserved)

R.1975 d.276, effective September 18, 1975.  
See: 7 N.J.R. 355(b), 7 N.J.R. 460(b).  
As amended, R.1984 d.489, effective October 15, 1984 (operative September 1, 1985).  
See: 16 N.J.R. 1646(a), 16 N.J.R. 2788(a).  
Section originally "Teaching of psychology; certification endorsement".

### SUBCHAPTER 9. REQUIREMENTS FOR ADMINISTRATIVE CERTIFICATION

#### 6:11-9.1 Use of standards

(a) These standards will be used by the Bureau of Teacher Preparation and Certification in the following ways:

1. As a basis for approving college preparation programs for administrative and supervisory personnel.
2. As the basis for evaluating the eligibility of candidates for administrative or supervisory certification.
3. As the basis for defining the nature and extent of experience background required for administrative and supervisory certificates.

Amended by R.1988 d.491, effective October 17, 1988.

See: 20 N.J.R. 1320(c), 20 N.J.R. 2567(a).

Substantially amended.

Recodified from N.J.A.C. 6:11-10.1 by R.1990 d.510, effective October 15, 1990.

See: 22 N.J.R. 1873(a), 22 N.J.R. 3240(a).

Rule formerly at this cite was repealed as part of this rulemaking.

### 6:11-9.2 College degrees

(a) Except when specifically indicated below, the following requirements apply to all programs leading to a New Jersey administrative or supervisory certificate.

#### 1. Master's degree:

i. Approved programs, except where noted otherwise, will lead to a master's degree.

ii. Where authorized below, non-degree certificate programs may be designed for students who already hold master's degrees. Such certificate programs must be approved by the New Jersey State Department of Education.

#### 2. College accreditation:

i. Except as indicated below, degrees will be recognized for purposes of administrative and supervisory certification in New Jersey from colleges and/or programs accredited or approved by the state in which the college exists.

ii. Transfer of credit from one college to another shall be determined by the policies of the colleges involved.

Amended by R.1988 d.491, effective October 17, 1988.

See: 20 N.J.R. 1320(c), 20 N.J.R. 2567(a).

Substantially amended.

Recodified from N.J.A.C. 6:11-10.2 by R.1990 d.510, effective October 15, 1990.

See: 22 N.J.R. 1873(a), 22 N.J.R. 3240(a).

Rule formerly at this cite was repealed as part of this rulemaking.

#### Case Notes

Standards do not apply retroactively. *Convery v. Perth Amboy Bd. of Ed., Middlesex, 1974 S.L.D. 372.*

### 6:11-9.3 Authorization

(a) School administrator: This endorsement is required for any position that involves services as a district-level administrative officer. Such positions shall include superintendent, assistant superintendent, executive superintendent and director. Holders of this endorsement are authorized to direct the formulation of district goals, plans, policies, and budgets, to recommend their approval by the district board of education, and to direct their district-wide implementation. Holders of this endorsement are authorized to recommend all staff appointments and other personnel actions, such as terminations, suspensions, and compensation, including the appointment of school business administrators, for approval by the district board of education. Holders of this endorsement are authorized to direct district operations and programs, and to supervise and evaluate building administrators and central office staff, including school business administrators. They are also authorized to oversee the administration and supervision of school-level operations, staff and programs.

(b) Principal: This endorsement is required for any position that involves service as an administrative officer of a school or other comparable unit within a school or district. Such positions shall include assistant superintendent for curriculum and instruction, principal, assistant principal, vice-principal and director. Holders of this endorsement are authorized to direct the formulation of goals, plans, policies, budgets and personnel actions of the school or other comparable unit, to recommend them to the chief district administrator, and to direct their implementation in the school or other comparable unit. Holders of this endorsement also are authorized to direct and supervise all school operations and programs, to evaluate school staff, including teaching staff members pursuant to N.J.A.C. 6:3-1.19 and 1.21, and to direct the activities of school-level supervisors.

(c) Supervisor: This endorsement is required for supervisors of instruction who do not hold a school administrator's or principal's endorsement. The supervisor shall be defined as any school officer who is charged with authority and responsibility for the continuing direction and guidance of the work of instructional personnel. This endorsement also authorizes appointment as an assistant superintendent in charge of curriculum and/or instruction.

(d) School business administrator: This endorsement authorizes the holder to perform duties at the district level in the areas of financial budget planning and administration, insurance/risk administration, purchasing and financial accounting and reporting, and may include other responsibilities such as: plant planning, construction and maintenance; personnel administration; administration of transportation and food services; and central data processing.

As amended, R.1976, d.186, eff. June 11, 1976.

See: 8 N.J.R. 216(a), 8 N.J.R. 327(a).

Amended by R.1988 d.491, effective October 17, 1988.

See: 20 N.J.R. 1320(c), 20 N.J.R. 2567(a).

Substituted "endorsement" for "certification".

Amended by R.1990 d.47, effective January 16, 1990.

See: 21 N.J.R. 2915(a), 22 N.J.R. 174(a).

Clarified, for purposes of certification, the basic job functions that holders of the endorsement are eligible to perform; deleted (d) and recodified (e) to (d).

Amended by R.1990 d.510, effective October 15, 1990.

See: 22 N.J.R. 1873(a), 22 N.J.R. 3240(a).

Recodified from N.J.A.C. 6:11-10.4; (a) and (b) repealed and replaced.

#### Law Review and Journal Commentaries

Education. Judith Nallin, 138 N.J.L.J. No. 2, 62 (1994).

#### Case Notes

Vice principal with a school administrator's certificate was authorized to develop and coordinate educational media services program. *Lippincott v. Watchung Hills Board of Education, 95 N.J.A.R.2d (EDU) 304, certification denied 142 N.J. 518, 665 A.2d 1111.*

Monitoring regulations are designed to evaluate performance. *Ronondo v. Carlstadt-East Rutherford Regional High School Dist., Bergen County, 276 N.J.Super. 36, 647 A.2d 174 (A.D.1994).*

Board was not bound to follow recommendation of chief school administrator regarding reemployment of teacher. *Rotondo v. Carlstadt-East Rutherford Regional High School Dist.*, Bergen County, 276 N.J.Super. 36, 647 A.2d 174 (A.D.1994).

Service as guidance counselor under educational services certification did not automatically entitle tenured guidance counselor to tenure in new position which fell under both educational services and administrative certificates; requirement of dual certification and service in position under particular certificate as basis for tenure under that certificate was not unreasonable, arbitrary or capricious. *Dennery v. Board of Educ. of Passaic County Regional High School Dist.* No. 1, Passaic County, 131 N.J. 626, 622 A.2d 858 (1993).

If newly created position is similar to tenure holder's abolished position but also requires additional or different responsibilities, newly created position is not considered substantially similar to former position for purposes of determining whether local board must extend tenure holder's tenure rights to new position. *Dennery v. Board of Educ. of Passaic County Regional High School Dist.* No. 1, Passaic County, 131 N.J. 626, 622 A.2d 858 (1993).

Evidence supported State Board of Education determination that school district had legitimate basis for restructuring guidance department so as to eliminate position of guidance counselor, which required education services certification, and to create new position of class supervisor, which required certification in both educational services and administration. *Dennery v. Board of Educ. of Passaic County Regional High School Dist.* No. 1, Passaic County, 131 N.J. 626, 622 A.2d 858 (1993).

Where newly created position of class supervisor required performance of additional duties apart from those performed by tenured guidance counselor, guidance counselor, who had acquired tenure in her position under educational services certificate, was not entitled to tenure rights to newly created position which required certification under both educational services and administration. *Dennery v. Board of Educ. of Passaic County Regional High School Dist.* No. 1, Passaic County, 131 N.J. 626, 622 A.2d 858 (1993).

Former superintendent's tenure protection extended to any assistant superintendent assignment within scope of his certificate. *Kaprow v. Board of Educ. of Berkeley Tp.*, 255 N.J.Super. 76, 604 A.2d 640 (A.D.1992), certification granted 130 N.J. 16, 611 A.2d 654, affirmed 131 N.J. 572, 622 A.2d 237.

Tenured supervisor was entitled to position of assistant principal over non-tenured supervisors on reduction in force. *Skowronski v. Jackson Board of Education*, 95 N.J.A.R.2d (EDU) 451.

Denial of application for provisional certificate as principal was not improper when based on failure to hold required master's degree. *Williams v. Department of Education*, 95 N.J.A.R.2d (EDU) 58.

Petitioner holding necessary certificate entitled to assistant superintendent position notwithstanding revocation of administrator's certificate. *Fischbach v. Bd. of Ed., North Bergen*, 7 N.J.A.R. 191 (1984), affirmed per curiam Dkt. No. A-5947-83 (App.Div.1984).

Tenure rights of elementary school principal not violated by transfer to position as secondary school principal; board's right of lateral transfer properly exercised as principal had tenure and sustained no salary reduction. *Stranzl v. Bd. of Ed., Paterson, Passaic Cty.*, 2 N.J.A.R. 16 (1980).

Local board policy setting first year administrator's salary at 20 percent over his teaching salary on promotion date valid; varying interpretation of policy as to date of salary determination proper. *Schell v. Bd. of Ed., Hazlet Twp., Monmouth Cty.*, 2 N.J.A.R. 116 (1980), affirmed per curiam Docket No. A-3837-79 (App.Div.1981).

Scope of principal certification. *DiNunzio v. Bd. of Ed., Pemberton, Burlington Cty.*, 1977 S.L.D. 843, 1979 S.L.D. 819.

Nature of supervisor's role and necessity of local board's knowledge of that role. *Wilson v. Bd. of Ed., New Brunswick, Middlesex Cty.*, 1977 S.L.D. 555.

Provision applied in tenure matter. *Boeshore v. Bd. of Ed., Tp. of N. Bergen, Hudson Cty.*, 1974 S.L.D. 804.

#### 6:11-9.4 School administrator

(a) Each candidate for the provisional certificate as a school administrator shall be required to:

1. Hold a master's degree or its equivalent from an accredited institution in one of the recognized fields of leadership or management, such as educational administration, public administration, business administration, leadership or management science. Study shall be completed, either within the master's program or in addition to it, in each of the following topics:

- i. Leadership and human resource management;
- ii. Communications;
- iii. Quantitative decision-making;
- iv. Finance; and
- v. Law;

2. Pass a State written examination of knowledge that is acquired through study of the topics listed in (a)1i through v above, and that is most directly related to the functions of superintendents as defined in N.J.A.C. 6:11-9.3(a). An out-of-State candidate with a passing score according to his or her state guidelines on the School Leadership Licensure Assessment/School Superintendent Assessment (SLLA/SSA) may substitute that score for the test requirement;

3. Undergo an assessment of performance, conducted by State-approved assessors, through structured exercises that simulate the duties of superintendents, and authorize the release of the written results of this assessment to potential employers; and

4. Obtain an offer of employment in a position requiring the School Administrator endorsement in a district that has reviewed the candidate's assessment report.

(b) Each candidate for the standard certificate as school administrator shall be required to:

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

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

- i. Be conducted in accordance with a standard agreement issued by the State Department of Education and entered into by the Department, the employing school district, the candidate and the residency mentor;

- ii. Be administered by a State-appointed mentor who is an experienced administrator who has completed a State-approved orientation and training program, and who shall supervise and verify completion of all required experiences and training by the candidate;

iii. Include a pre-residency training component that shall be completed before the candidate assumes full responsibility for the duties of his or her position. The pre-residency phase shall provide no fewer than 300 clock hours of structured exposures to important aspects of school administration. The State Department of Education shall, at the recommendation of the mentor and the employing district board of education, prescribe the content of each pre-residency. Such prescription shall be based upon the candidate's background experiences and shall be specified in the standard written agreement pursuant to (b)2i above. For candidates who lack practical teaching competency, the 300 hours of structured exposures to important aspects of school administration shall consist of teaching and teaching-related experiences. The pre-residency shall take place in a functioning district environment;

iv. Provide approximately 135 clock hours of training and instruction in the areas of district planning and policy formulation; board of education operations and relations; district financial, legal and business operations; management of district operations; school facilities; labor relations and collective bargaining; collegial management, participatory decision-making and professional governance; government and community relations; school law; supervision of districtwide programs of curriculum, instruction and student services; and the roles, supervision and evaluation of central office staff and school principals. Of the required 135 clock hours of formal instruction, 45 hours shall be completed during the pre-residency phase; and

v. Provide the mentor, candidate and school district with opportunities to propose modifications to the standard residency agreement for approval by the State Department of Education.

(c) Each candidate for the school administrator standard certificate 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 conducted in accord with State criteria and reported on State-developed forms. The mentor shall discuss each evaluation with the candidate, and the mentor and candidate shall sign each report as evidence of such discussion. Upon completion of each evaluation, the report shall be sent to the Secretary of the State Board of Examiners; the final evaluation shall be accompanied by the recommendation for certification pursuant to (d) below.

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

(e) The mentor shall meet with the resident superintendent at least once a week during the pre-residency phase and at least once a month during the residency. The mentor shall be available on a regular basis to provide assistance or advice upon request of the resident superintendent. The State Department of Education may require resident superintendents to pay fees to cover the cost of the training and mentoring services that will qualify them for certification and employment. The State Department of Education shall report annually to the State Board of Education all training fees charged to residents.

(f) Standard certification of school 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 Division of Teacher Preparation and Certification a comprehensive evaluation report on the candidate's performance using State-approval criteria and forms.

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

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

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

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

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

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

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

6. If the candidate disagrees with the mentor's recommendation, the candidate may, within 15 days of receipt of the evaluation report and certification recommendation, submit to the mentor written materials documenting the reasons why the candidate believes standard certification should be awarded or a recommendation of insufficient granted. The mentor shall forward all such documentation to the Division of Teacher Preparation and Certification along with the written evaluation report and recommendation for certification. The candidate may contest the unfavorable recommendation pursuant to N.J.A.C. 6:11-3.30.

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

(h) The requirements listed in (a) and (b) above are effective September 1, 1992. The requirements shall not apply to persons who earn the school administrator endorsement before that date.

(i) Each candidate who holds an out-of-State school administrator certificate but does not hold the required master's or higher degree in management or leadership in (a)1 above, shall be granted reciprocity upon presenting the following:

1. An out-of-State school administrator certificate;
2. Official documentation of five years of successful full-time experience under the out-of-State certificate. This experience shall be in a position(s) comparable to the position authorized under the school administrator endorsement;
3. A master's degree in any area;
4. An offer of employment in a school district in a position that requires the school administrator certificate; and
5. A residency completed under provisional certification. The six-month residency shall be modified to focus primarily on New Jersey finance, law, and the Core Curriculum Content Standards.

(j) Each candidate who holds a master's degree or higher in a field other than leadership and management may satisfy the degree requirement upon:

1. Presenting a valid, standard New Jersey principal certificate;
2. Presenting 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; and
3. Meeting the requirements in (a)2 and 3 above.

New Rule, R.1990 d.510, effective October 15, 1990.

See: 22 N.J.R. 1873(a), 22 N.J.R. 3240(a).

Amended by R.2000 d.52, effective February 7, 2000.

See: 31 N.J.R. 3559(a), 32 N.J.R. 448(a).

Rewrote (i).

Amended by R.2002 d.166, effective June 3, 2002.

See: 34 N.J.R. 663(a), 34 N.J.R. 1898(a).

In (a)2, added a second sentence; in (i), deleted former 4 and recodified former 5 and 6 as new 4 and 5 with substantial changes in 5; added (j).

#### Case Notes

Amendment providing that tenure in any administrative or supervisory position shall accrue only by employment in that administrative or

supervisory position and shall not extend to any other administrative or supervisory function applied retroactively. *Nelson v. Board of Educ. of Tp. of Old Bridge*, 148 N.J. 358, 689 A.2d 1342 (1997).

Licensee's executive superintendent endorsement permits employment as school superintendent of public school districts despite new requirements enacted after license acquired. *Salley v. Board of Education*, 97 N.J.A.R.2d (EDU) 257.

#### 6:11-9.5 Principal

(a) Each candidate for the provisional certificate as a principal shall:

1. Hold a master's degree or its equivalent from an accredited institution in one of the recognized fields of leadership or management, such as educational administration, public administration, business administration, leadership or management science. Study shall be completed, either within the master's program or in addition to it, in each of the following topics which represent those areas of management that are directly related to education and the principalship. Degree programs may provide study in other areas at the discretion of the sponsoring institution and its faculties;

- i. Leadership and human resource management;
- ii. Communications;
- iii. Quantitative decision-making; and
- iv. Finance and law.

2. Pass a State-administered examination of knowledge in the areas of leadership and human resource management, communication, quantitative decision-making, finance and law. Within these five topical areas, the examination shall assess leadership and management proficiencies that are validated as being most directly relevant to education and the essential duties of school principals. An out-of-State candidate with a passing score according to his or her state guidelines on the School Leadership Licensure Assessment (SLLA) may substitute that score for the test requirement;

3. Undergo an assessment of performance, conducted by State-approved assessors through structured exercises which simulate the duties of school principals, and authorize the release of written results to employing districts and schools. In particular, there shall be a formal assessment of each candidate's ability to lead and supervise instruction and curriculum. The State Department of Education shall, with appropriate professional input, develop and validate the criteria, instruments and procedures for conducting such assessments; and

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

(b) Each candidate for the standard certificate as a principal shall:

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

2. Complete a State-approved residency program pursuant to (c) below while employed provisionally in a position requiring the principal endorsement.

(c) The principal residency is a training program conducted under the direction of a State-approved mentor and the sponsorship of the public school district or nonpublic school that employs the certificate candidate.

1. In order to enter a residency program, the certification candidate shall:

- i. Possess a provisional certificate pursuant to (a) above; and
- ii. Obtain an offer of employment in a position requiring the principal endorsement in a district or school which has reviewed the candidate's assessment report and has agreed formally to sponsor the residency.

2. The requirements for State-approval of residency programs are as follows:

i. The State Department of Education shall issue a standard agreement detailing the experiences and requirements of the residency. This agreement shall be entered into by the Department, the sponsoring district, the residency mentor, and the candidate before the residency may be initiated.

ii. Sponsoring districts and mentors may propose modifications to the standard residency agreement in order to accommodate the backgrounds and special training needs of individual candidates.

iii. No residency program may be undertaken without a valid agreement.

3. Each State-approved residency shall provide training in two phases:

i. Pre-residency experiences of no fewer than 30 days nor more than 60 days duration. This phase shall emphasize professional experiences and training in the areas of instruction/supervision and curriculum/evaluation. The pre-residency phase must be completed before the candidate assumes full responsibility on a provisional basis for a principalship, vice-principalship or other position requiring the principal endorsement. The Department shall, at the recommendation of the mentor and the district superintendent, prescribe the content of each new principal's pre-residency. Such prescription shall be based upon a review of each candidate's assessment reports, background experiences and other information gathered by the mentor and superintendent. The content of each pre-residency shall be specified in the standardized written agreement to be signed by the mentor, the district superintendent, the principal candidate, and approved by the Department.

(1) For candidates who possess practical teaching competencies but lack practical management competencies, the pre-residency shall consist of management and management-related experiences in the amount of 300 clock hours.

(2) For candidates who possess practical management competencies but lack practical teaching competencies, the pre-residency shall consist of teaching and teaching-related experiences in the amount of 300 clock hours. As a means of obtaining these experiences, the candidate shall be assigned to classroom to teach under a supervising teacher. This assignment shall be similar in format to student teaching and its purpose shall be to provide the candidate with those practical teaching competencies which are essential to lead and manage a school.

(3) For candidates who lack practical competency in both teaching and management, the pre-residency shall be extended until the candidate completes all required experiences in both teaching and management.

(4) For candidates who possess practical competency in both teaching and management, the mentor and district superintendent may request and the Department may prescribe a waiver of the pre-residency.

(5) For candidates who possess partial competence in practical aspects of teaching and/or management, the mentor and district superintendent may request and the Department may prescribe other variations to the pre-residencies described in (b)3i(1) through (4) above.

(6) No candidate shall be certified provisionally or permitted to assume a position that requires the principal endorsement until he or she has successfully completed the pre-residency.

ii. Residency experiences which shall be completed while the candidate is serving as a principal or vice principal. The residency phase shall provide professional experiences and training in the areas of instruction/supervision, curriculum/evaluation, pupil personnel, personnel management, community relations, student relations, facilities management, finance, school law, and technical administrative skills. The Department, with appropriate professional input, shall design standard training exercises which all candidates shall complete in each of these topical areas. The mentor and the district superintendent shall, at the start of the residency, submit to the Department a written supplementary recommendation concerning any standard exercises that should be waived and any additional teaching or other special experiences, if any, that the individual candidate should complete before achieving standard certification. Such recommendations shall be submitted on State-developed forms and shall take into account strengths and weaknesses identified in the candidate's assessment reports and backgrounds. The Department shall direct the candidate to complete any such special experiences as appropriate.

iii. Unless candidates' assessment reports indicate an extraordinary circumstance with respect to teaching competencies, those with less than a year of teaching in their backgrounds shall be involved in teaching and teaching-related experiences on a regular basis for no less than one year and up to the two years maximum duration of the residency. The maximum two-year residency teaching requirement applies to those candidates who have no teaching experience in their backgrounds. Teaching on a regular basis in the residency means teaching one class period per day on a continuous basis. Teaching-related experiences means those activities that normally are associated with teaching a class on a continuous basis, such as planning lessons, grading papers, filling out report cards and meeting with parents. Each residency program shall assure that the resident acquires sufficient familiarity with the teaching process to lead and manage in the school setting. Each residency agreement entered pursuant to (b)2 above shall include in its prescription appropriate amounts and types of classroom teaching and teaching-related experiences in both the pre-residency and residency phases. The nature and amount of such experiences shall be determined in consideration of the resident's prior experiences and shall be accorded an appropriate place among other important training needs and priorities identified for the individual resident. The residency shall provide at least one experience in an elementary school and at least one experience in a secondary school. The residency phase shall be completed in no less than one year nor more than two years.

iv. Each candidate shall complete 45 clock hours of formal study in the supervision of instruction and curriculum during the pre-residency. This formal study shall be divided equally between orienting the candidate to the employing district and its curriculum and providing the candidate with that knowledge of the instructional process that will enable him or her to carry out the requirements of the residency. Each candidate shall complete 90 additional hours of formal study during the residency in the following topics: supervision of instruction and curriculum, pupil personnel services, school personnel management, community relations, student relations, school facilities management, school finance, school law and technical administrative skills.

4. Each residency shall be under the direction of a mentor who is a certified, experienced principal appointed by the Department and who has completed a State-approved orientation and training program.

5. The mentor shall supervise and verify the completion of all required experiences and training by the resident.

i. The primary responsibility of the mentor is to assure that the resident receives appropriate training,

supervision and support in the areas of supervision of instruction and personnel management.

ii. The mentor shall evaluate each resident's ability to exhibit leadership and management capabilities in accord with State-established criteria, on State-developed instruments.

iii. Each mentor shall, with State approval, form an advisory panel of practicing educators and shall convene this panel on at least three occasions for purposes of reviewing the resident's progress and soliciting advice concerning the certification of the resident.

iv. Each resident shall be evaluated formally by the mentor on at least three occasions: after approximately three months, six months and nine months from the start of the residency. The first two of these evaluations shall be conducted mainly for diagnostic purposes while the final evaluation shall be the basis for recommending the residents' certification. Such evaluation shall be conducted in accord with State criteria and reported on State-developed forms. The mentor shall discuss each evaluation report with the resident, and the mentor and resident shall sign each report as evidence of such discussion. Upon completion of each evaluation, the report shall be sent to the Secretary of the State Board of Examiners; the final evaluation shall be accompanied by the recommendation for certification pursuant to (b)6 below.

v. Each mentor shall be responsible for supervising no more than three residents concurrently.

6. Standard certification of residents shall be approved or disapproved pursuant to the following procedures:

i. Before the end of the residency year, the mentor shall submit to the Division of Teacher Preparation and Certification a comprehensive evaluation report on the resident's performance using State-approved forms and criteria.

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

(1) Approved: Recommends issuance of a standard certificate;

(2) Insufficient: Recommends that a standard certificate not be issued but that the candidate be allowed to continue the residency or seek admission to another residency for a maximum of one additional year; or

(3) Disapproved: Recommends that a standard certificate not be issued and that the candidate be prohibited from continuing or re-entering a residency.

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

iv. The mentor shall provide the resident principal with a copy of the resident principal's written evaluation report and certification recommendation before submitting it to the Bureau of Teacher Preparation and Certification.

v. If the resident principal disagrees with the mentor's recommendation, the resident principal may within 15 days of receipt of the evaluation report and certification recommendation submit to the mentor written materials documenting the reasons why the resident principal believes standard certification should be awarded or a recommendation of insufficient granted. The mentor shall forward all such documentation to the Division of Teacher Preparation and Certification along with the written evaluation report and recommendation for certification.

(d) The requirements listed in (a) and (b) above shall not apply to persons who obtain New Jersey principal endorsements prior to October 1, 1988; and

(e) Persons who can document that they enrolled, before October 1, 1988, in a New Jersey college program approved by the Department for the preparation of principals, may elect to complete the program in which they are enrolled in lieu of requirement N.J.A.C. (a)1. above. However, such persons must meet all other requirements of N.J.A.C. 6:11-9.5.

(f) Each candidate who holds an out-of-State principal certificate but does not hold the required master's or higher degree in management or leadership in (a)1 above shall be granted reciprocity upon presenting the following:

1. An out-of-State principal certificate;
2. Official documentation of five years of successful full-time experience under the out-of-State certificate. This experience shall be in a position(s) comparable to the position authorized under the principal endorsement;
3. A master's degree in any area;
4. An offer of employment in a position that requires the principal certificate in a school district; and
5. A residency completed under provisional certification. The six-month residency shall be modified to focus primarily on New Jersey finance, law, and the Core Curriculum Content Standards.

(g) Each candidate who holds a valid New Jersey supervisor's certificate and a master's degree or higher in a field other than leadership and management will be eligible for a principal certificate of eligibility upon presenting the following:

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

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

i. Preparation in national or State performance-based standards for school leaders and the Core Curriculum Content Standards;

ii. Two hundred twenty-five clock hours of formal instruction in leadership and human resource management; communications; quantitative decision-making; finance and law; and

iii. A district internship providing professional experiences in school administration.

3. Passing a State written examination of knowledge in the areas of leadership and human resource management, communication, quantitative decision-making, finance and law.

Amended by R.1988 d.491, effective October 17, 1988.  
See: 20 N.J.R. 1320(c), 20 N.J.R. 2567(a).

Deleted old text and substituted new.

Amended by R.1990 d.510, effective October 15, 1990.  
See: 22 N.J.R. 1873(a), 22 N.J.R. 3240(a).

Recodified from N.J.A.C. 6:11-10.8, added new (a) regarding provisional certificate and internally recodified (a)-(d) as (b)-(e); old (e) repealed.

Amended by R.2000 d.52, effective February 7, 2000.  
See: 31 N.J.R. 3559(a), 32 N.J.R. 448(a).

Added (f).

Amended by R.2002 d.166, effective June 3, 2002.  
See: 34 N.J.R. 663(a), 34 N.J.R. 1898(a).

In (a)2, added a third sentence; in (f), deleted former 4 and recodified former 5 and 6 as new 4 and 5 with substantial changes in 5; added (g).

#### Case Notes

Amendment providing that tenure in any administrative or supervisory position shall accrue only by employment in that administrative or supervisory position and shall not extend to any other administrative or supervisory function applied retroactively. *Nelson v. Board of Educ. of Tp. of Old Bridge*, 148 N.J. 358, 689 A.2d 1342 (1997).

Black seal license requirement for principals was not inconsistent with certification requirements for administrators. *Druker v. Willingboro Board of Education*, 95 N.J.A.R.2d (EDU) 283.

Denial of application for provisional certificate as principal was not improper when based on failure to hold required master's degree. *Williams v. Department of Education*, 95 N.J.A.R.2d (EDU) 58.

#### 6:11-9.6 Supervisor

(a) Successful completion of one of the following are required for supervisors:

1. A college curriculum approved by the New Jersey Department of Education as the basis for issuing this endorsement; or

2. A program of college studies including 12 semester hours of graduate study in supervision and curriculum development. Included in this study must be at least one course in the general principles of staff supervision, and one course in the general principles of curriculum development and evaluation. The additional work may be oriented directly toward supervision and curriculum development in particular grade levels, or in specific subject fields.

3. When candidates have completed their preparation for this endorsement in an out-of-State college or university, a master's degree in educational administration or supervision from a program accredited by the National Council for Accreditation of Teacher Education (NCATE) will be accepted as meeting the college study requirements indicated above.

4. A standard New Jersey teacher's certificate or its equivalent, and three years of successful teaching experience. Experience in New Jersey public schools must have been completed under an appropriate New Jersey teacher's certificate or its equivalent.

Amended by R.1988 d.491, effective October 17, 1988.  
See: 20 N.J.R. 1320(c), 20 N.J.R. 2567(a).

Added (a)4.  
Recodified from N.J.A.C. 6:11-10.9 by R.1990 d.510, effective October 15, 1990.  
See: 22 N.J.R. 1873(a), 22 N.J.R. 3240(a).

#### Case Notes

Amendment providing that tenure in any administrative or supervisory position shall accrue only by employment in that administrative or supervisory position and shall not extend to any other administrative or supervisory function applied retroactively. *Nelson v. Board of Educ. of Tp. of Old Bridge*, 148 N.J. 358, 689 A.2d 1342 (1997).

#### 6:11-9.7 School business administrator

(a) Each candidate for the provisional certificate of school business administrator shall be required to:

1. Hold a bachelor's degree from an accredited college or university, including at least 15 credits of study in the following areas of business administration:

i. The economic and legal environment as it pertains to profit and nonprofit organizations along with ethical considerations and social and political influences on organizations;

ii. Concepts and applications of accounting, quantitative methods, and management information systems including computer applications;

iii. Organizational theory, behavior and interpersonal communications;

iv. Administrative processes under conditions of uncertainty including the integration of analyses and policy determinations at the overall management level; and

v. Concepts, processes and institutions in the production and marketing of goods and services and the financing of the business enterprise or other forms of organization.

vi. A bachelor's or master's degree in a recognized field of administration shall be accepted as meeting the requirements in (a)1i through v above.

2. Pass a written examination of knowledge that is acquired through study of the topics in (a)1i through v above and that is most directly related to the functions of school business administrators as defined in N.J.A.C. 6:11-10.4(d);

3. Obtain and accept an offer of employment in a position that requires the School Business Administrator endorsement; and

4. Applicants who meet the requirements in (a)1 and 2 above shall be issued Certificates of Eligibility which will permit them to seek and accept provisional employment in positions that require the School Business Administrator endorsement.

(b) Each candidate for the standard certificate of School Business Administrator shall be required to:

1. Possess a provisional certificate pursuant to (a)1.-4. above; and

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

i. Be conducted in accordance with a standard agreement issued by the State Department of Education and entered into by the Department, the employing school district, the candidate and the residency mentor;

ii. Be administered by a State-appointed mentor who is an experienced administrator who has completed a State-approved orientation and training program, and who shall supervise and verify completion of all required experiences and training by the candidate;

iii. Include a pre-residency component that shall emphasize professional experiences and training that must be completed before the candidate assumes full responsibility on a provisional basis for a position requiring the school business administrator endorsement. The Department shall, based on the recommendation of the mentor, prescribe the content and duration of each candidate's pre-residency. Such prescription shall be based upon a review of each candidate's academic records, assessment reports, background experiences and other information gathered by the mentor and the candidate. The content of each pre-residency shall be

specified in the standard written agreement to be signed by the mentor, the district superintendent, the candidate and approved by the Department (see (b)2i above);

iv. Provide approximately 135 clock hours of training and instruction in the areas of school plant planning, construction and administration; school financial and legal practices including double entry-GAAP accounting; pupil transportation; labor relations and personnel; insurance/risk administration; and food service administration; and

v. Provide the mentor, candidate and school district with opportunities to propose modifications to the standard residency agreement for approval by the State Department of Education.

(c) Each candidate for the standard certificate shall be evaluated formally by the mentor on at least three occasions for purposes of certification.

1. The first two evaluations shall be conducted mainly for diagnostic purposes.

2. The final evaluation shall be the basis for issuance of the candidate's standard certificate.

3. The three evaluations required in this subsection shall be conducted using criteria and forms developed by the State Department of Education that will assess the candidate's ability to apply baccalaureate training (see (a)1i-iv above) and training acquired in the proposed residency (see (b)2i-v above) in performing essential duties listed in N.J.A.C. 6:11-9.3(d).

4. The mentor shall discuss each evaluation with the candidate, and the mentor and candidate shall sign each report as evidence of such discussion.

5. Upon completion of each evaluation, the report shall be sent to the Secretary of the State Board of Examiners; the final evaluation shall be accompanied by the recommendation for certification pursuant to (d) below.

(d) Standard certification of 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 Division of Teacher Preparation and Certification a comprehensive evaluation report on the candidate's performance using State-approval criteria and forms;

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

i. Approved: Recommends issuance of a standard certificate;

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

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

3. Candidates who receive a recommendation of "approved" shall be issued a standard certificate. Candidates who receive a recommendation of "insufficient" or "disapproved" shall not be issued a standard certificate.

4. The mentor shall provide the candidate with a copy of the candidate's written evaluation report and recommendation before submitting it to the Division of Teacher Preparation and Certification.

5. If the candidate disagrees with the mentor's recommendation, the candidate may, within 15 days of receipt of the evaluation report and certification recommendation, submit to the mentor written materials documenting the reasons why the candidate believes standard certifica-

tion should be awarded or a recommendation of insufficient granted. The mentor shall forward all such documentation to the Division of Teacher Preparation and Certification along with the written evaluation report and recommendation for certification. The candidate may contest the unfavorable recommendation pursuant to N.J.A.C. 6:11-3.30.

(e) The requirements listed in (a) through (d) above are effective September 1, 1991. The requirements shall not apply to persons who earn any of the following endorsements to the Standard Certificate before that date: 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.

(f) Board secretaries who lack certification but were assigned prior to September 1, 1991 to perform business administration functions as described in N.J.A.C. 6:11-9.3(d) shall be permitted to retain their positions in the districts in which they were employed prior to September 1, 1991 indefinitely. However, after September 1, 1991, they shall be required to meet certification pursuant to (a) through (d) above in order to seek employment in new positions in other districts.

(g) The requirement of a bachelor's degree (see (a)1 above) shall not apply to already-employed but uncertified business administrators who, as of September 1, 1991, possess five or more years of school business administration experience.

(h) Persons who are enrolled in formal State-approved New Jersey college preparation programs prior to September 1, 1991 shall be permitted five years to attain certification under requirements in effect prior to that date.

Amended by R.1988 d.491, effective October 17, 1988.

See: 20 N.J.R. 1320(a), 20 N.J.R. 2567(a).

Repeal and New Rule: R.1990, d.47, effective January 16, 1990.

See: 21 N.J.R. 2915(a), 22 N.J.R. 174(a).

Amended by R.1990 d.510, effective October 15, 1990.

See: 22 N.J.R. 1873(a), 22 N.J.R. 3240(a).

Recodified from N.J.A.C. 6:11-10.10; internal cites corrected.

#### Case Notes

Experience of applicant for school business administrator's certificate was not sufficient substitute for semester hour credits. *Marshello v. New Jersey State Board of Examiners*, 92 N.J.A.R.2d (EDU) 378.

Application of Criteria. *Stoolmacher v. St. Bd. of Examiners*, 1975 S.L.D. 951.

## SUBCHAPTER 10. BASES FOR ISSUANCE OF EDUCATIONAL SERVICES CERTIFICATES

### 6:11-10.1 General provisions

(a) New Jersey educational services certificates are issued to applicants who have completed approved educational

services programs in New Jersey colleges and universities or equivalent programs in out-of-State institutions approved by the State Department of Education of the state in which the college is located.

(b) Equivalencies are determined on the basis of Standards for State Approval of Teacher Education, Subchapter 7, approved by the New Jersey State Board of Education, and the New Jersey Educational Services Supplement to (Standards for State Approval of Teacher Education) (Subchapter 12) of this Chapter.

Recodified from N.J.A.C. 6:11-11.1 by R.1990 d.510, effective October 15, 1990.  
See: 22 N.J.R. 1873(a), 22 N.J.R. 3240(a).

### 6:11-10.2 Qualifications

(a) Applicants may qualify for a regular New Jersey educational services certificate by successful completion of one of the following:

1. Completion of a program approved by the New Jersey State Department of Education as the basis for issuing the certificate. Such programs are approved as meeting the State Board of Education Standards for State Approval of Teacher Education. Information concerning colleges offering approved programs may be obtained from the Bureau of Teacher Education and Academic Credentials or an appropriate county superintendent's office in New Jersey.

2. Completion of an out-of-State program in the appropriate educational services field, approved by the National Council for Accreditation of Teacher Education (NCATE). (See New Jersey Educational Services Supplement to Standards for State Approval of Teacher Education.)

3. Completion of an appropriate program approved by the state Department of Education in the state in which the college is located, (but not appearing on the NCATE list), provided the program meets the minimum standards outlined in the New Jersey Educational Services Supplement to the Standards for State Approval of Teacher Education.

4. Completion of three years of successful experience in the appropriate field in another state, provided the applicant presents a standard certificate in the appropriate field from another state, currently in full force and effect, the appropriate degree required for the certificate by New Jersey regulations and preparation equivalent in total semester hours but not necessarily in specific content to the minimum Standards outlined in the New Jersey Educational Services Supplement to the Standards for State Approval of Teacher Education.

Recodified from N.J.A.C. 6:11-11.2 by R.1990 d.510, effective October 15, 1990.  
See: 22 N.J.R. 1873(a), 22 N.J.R. 3240(a).

## SUBCHAPTER 11. REQUIREMENTS FOR EDUCATIONAL SERVICES CERTIFICATION

### 6:11-11.1 Scope

(a) This subchapter is used by the Division of Teacher Preparation and Certification in the following ways:

1. In conjunction with the Standards for New Jersey College Teacher Education Programs, N.J.A.C. 6:11-7, to evaluate and approve educational services programs in New Jersey colleges.

2. As the basis for evaluating the eligibility of candidates who have completed educational services programs in out-of-state colleges, or wish to qualify for New Jersey certification, based on the appropriate educational services certified and experience in another state.

3. As the basis for defining the nature and extent of studies that will constitute certificate programs designed by colleges for candidates who already possess the academic degree required for the certificate.

4. As the basis for defining the nature and extent of the experience background required for educational services certificates.

As amended, R.1984 d.432, eff. October 1, 1984.

See: 16 N.J.R. 1841(a), N.J.R. 2523(a).

Heading changed; (a) substantially amended.

Amended by R.1990 d.510, effective October 15, 1990.

See: 22 N.J.R. 1873(a), 22 N.J.R. 3240(a).

Recodified from N.J.A.C. 6:11-12.1; changes in titles.

### Case Notes

Statutory physical and mental examination requirements for teachers did not violate due process. Appeal of examination order; sufficiency of notice. *Hoffman v. Jannarone*, 401 F.Supp. 1095 (D.N.J.1975), affirmed in part, reversed in part remanded 532 F.2d 746 (3rd Cir. 1976).

In-depth discussion of tenure, endorsements, categories, rank, transfer, certificates and seniority. *Howley v. Ewing Twp. Bd. of Ed.*, 6 N.J.A.R. 509 (1982).

Application of chapter. *Appel v. Bd. of Ed., Camden, C. Smerin*, Supt., Camden City., 1975 S.L.D. 562.

**6:11-11.2 Recommendations of national academic and professional organizations**

Recommendations and guidelines of the appropriate national academic and professional groups should be given due consideration in developing college programs.

Recodified from N.J.A.C. 6:11-12.2 by R.1990 d.510, effective October 15, 1990.  
See: 22 N.J.R. 1873(a), 22 N.J.R. 3240(a).

**6:11-11.3 Vocational-technical coordinator; cooperative industrial educational programs**

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

(b) The requirements are as follows:

1. A standard teaching certificate in any field;
2. Successful completion of one of the following:
  - i. Three years of teaching under an endorsement in vocational education or industrial arts plus one year of approved occupational experience in gainful employment involving the use of hand and power tools and equipment in operations identified as hazardous in State and Federal child labor legislation. The experience must be approved by the Division of Vocational Education of the State Department of Education; or
  - ii. The combination of an approved bachelor's degree, two years of teaching experience and two years of approved occupational experience in gainful employment as indicated in i. above.
3. A program of college studies including one of the following:
  - i. A college curriculum approved by the New Jersey State Department of Education as the basis for issuing this endorsement; or
  - ii. A program of college studies including at least one course in each of the following areas:
    - (1) Principles and philosophy of vocational-technical education;
    - (2) Problems in organizing and teaching cooperative education industrial education program;
    - (3) Curriculum construction in vocational-technical education;
    - (4) Vocational guidance.

As amended, R.1973 d.269, eff. September 20, 1973.  
See: 5 N.J.R. 217(b), 5 N.J.R. 333(c).  
As amended, R.1984 d.432, eff. October 1, 1984.  
See: 16 N.J.R. 1841(a), 16 N.J.R. 2523(a).  
"endorsement" substituted for "certificate".

Recodified from N.J.A.C. 6:11-12.3 by R.1990 d.510, effective October 15, 1990.  
See: 22 N.J.R. 1873(a), 22 N.J.R. 3240(a).

**Case Notes**

Teacher-coordinator certification; transfer of teacher. *Jacobs v. Paterson Board of Education*, 92 N.J.A.R.2d (EDU) 113.

**6:11-11.4 Vocational-technical coordinator; apprentice programs**

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

(b) The requirements are as follows:

1. High school graduation or the equivalent;
2. Three years of successful teaching experience skilled, technical, related subjects or industrial arts or three years of supervisory experience in trade and industrial education;
3. Successful completion of one of the following:
  - i. A college curriculum approved by the New Jersey State Department of Education as the basis for issuing this certificate; or
  - ii. A program of college studies including a minimum of 12 semester-hour credits in courses in the following areas:
    - (1) Administration and supervision of vocational-technical education;
    - (2) Curriculum construction in vocational-technical education;
    - (3) Industrial and labor relations;
    - (4) Problems in organizing and teaching part-time cooperative programs.

As amended, R.1984 d.432, eff. October 1, 1984.  
See: 16 N.J.R. 1841(a), 16 N.J.R. 2523(a).  
"endorsement" substituted for "certificate".  
Recodified from N.J.A.C. 6:11-12.4 by R.1990 d.510, effective October 15, 1990.  
See: 22 N.J.R. 1873(a), 22 N.J.R. 3240(a).

**6:11-11.5 Substance awareness coordinator**

(a) This endorsement is required for anyone, regardless of his or her current endorsements, who is responsible for performing the duties stated in N.J.S.A. 18A:40A-18C.

(b) The requirements for the substance awareness coordinator endorsement are as follows:

1. A bachelor's degree from an accredited institution in health, human services, psychology, social work or in a field leading to teacher certification.

2. A program of studies beyond the bachelor's degree which meets the approval of the New Jersey State Department of Education and which includes the seven topics of study listed below:

- i. Fundamentals of drug and alcohol abuse and dependency;
- ii. Child and adolescent development;
- iii. Curriculum planning, implementation, and staff development in chemical health education;
- iv. Coordination and delivery of intervention and referral services in a school setting;
- v. Evaluation and counseling of drug and alcohol affected students and their families;
- vi. Coordination of prevention program services in school and family settings; and
- vii. School culture and the dynamics of policy and program development.

3. Satisfactory completion of a State-approved school district residency requirement lasting at least six months, but no more than one year. Candidates who meet the bachelor's degree requirement may be employed provisionally pursuant to N.J.A.C. 6:11-4.2 while they complete the residency requirement. The residency requirement shall not apply to persons who have served successfully as substance awareness coordinators under emergency certification for one or more years.

- i. The substance awareness coordinator residency is a training program conducted under the direction of a State-approved administrator or supervisor of the public school district or non-public school that employs the certification candidate.
- ii. The requirements for the State-approved residency program are as follows:

(1) The State Department of Education shall issue a standard agreement detailing the experiences and requirements of the residency. This agreement shall be entered into by the State Department of Education, the sponsoring district or non-public school, the residency administrator or supervisor and the candidate before the residency may be initiated.

(2) The residency agreement shall consist of but not be limited to a minimum of 300 clock hours of supervised practicum and professional experiences in chemical health curriculum planning, implementation and staff development, development and coordination of substance abuse intervention and referral services, development and coordination of prevention program services, and the development of school drug and alcohol policies and procedures.

(3) The State-approved administrator or supervisor may propose modifications to the standard residency agreement in order to accommodate the backgrounds and special training needs of individual candidates. The agreement shall specify a period of residency between six months and one year.

(4) No residency program may be undertaken without a valid agreement.

iii. The State-approved administrator or supervisor shall evaluate and verify the completion of all required experiences according to the terms and conditions of the residency agreement.

(1) The primary responsibility of the administrator or supervisor is to assure that the resident receives appropriate training, support, practicum experiences and professional opportunities in the critical job responsibilities specified in the agreement.

(2) Before the end of the residency period, the administrator or supervisor shall complete a comprehensive evaluation report on the resident's performance using State-approved forms and criteria. The administrator or supervisor shall discuss the evaluation report with the resident, and the administrator or supervisor shall sign the report as evidence of such discussion. Upon completion of the evaluation, the report shall be submitted to the Secretary of the State Board of Examiners. This report on each resident shall include one of the following recommendations:

(A) "Approved" which recommends issuance of a standard certificate pursuant to the completion of all other requirements of this section;

(B) "Insufficient" which recommends that a standard certificate not be issued but that the candidate be allowed to continue the residency or seek admission to another residency for a maximum of one additional year; or

(C) "Disapproved" which recommends that a standard certificate not be issued and that the candidate be prohibited from continuing or re-entering a residency.

(3) If the candidate disagrees with the residency administrator or supervisor's recommendation, the candidate may within 15 days of receipt of the evaluation report and certification recommendation submit to the Division of Teacher Preparation and Certification written materials documenting the reasons why the candidate believes standard certification should be awarded.

4. Demonstration of knowledge of the preparation areas contained in (b)2 above through the achievement of a passing score on an examination as approved by the State Department of Education.

(c) In accordance with N.J.A.C. 6:11-4.3, emergency certification may be issued to individuals who meet the following requirements:

1. A baccalaureate from an accredited college or university; and
2. Documented training in the substance abuse field.

(d) For the renewal of the emergency certificate, individuals must demonstrate documented progress toward meeting the requirements for endorsement.

(e) The emergency certificate authorized under this section will cease on October 1, 1992, the effective date of the substance awareness coordinator endorsement.

As amended, R.1979 d.355, eff. September 7, 1979.  
 See: 11 N.J.R. 366(c), 11 N.J.R. 501(b).  
 New Rule, R.1988 d.562, effective December 5, 1988.  
 See: 20 N.J.R. 1980(c), 20 N.J.R. 3015(b).  
 Amended by R.1990 d.510, effective October 15, 1990.  
 See: 22 N.J.R. 1873(a), 22 N.J.R. 3240(a).  
 Recodified from N.J.A.C. 6:11-12.5; added exception to residency requirements.

**6:11-11.6 Professional librarian**

(a) This certificate is required for employment as a professional librarian in libraries supported in whole or in part by public funds, serving communities of 10,000 population and above.

(b) The requirements include a master's degree in library or information science in an approved library program.

As amended, R.1979 d.198, eff. July 2, 1975.  
 See: 7 N.J.R. 250(b), 7 N.J.R. 359(a).  
 As amended, R.1984 d.432, eff. October 1, 1984.  
 See: 16 N.J.R. 1841(a), 16 N.J.R. 2523(a).  
 "endorsement" substituted for "certificate"; NOTE deleted from section.  
 Recodified from N.J.A.C. 6:11-12.7 by R.1990 d.510, effective October 15, 1990.  
 See: 22 N.J.R. 1873(a), 22 N.J.R. 3240(a).

**Case Notes**

Application of standard. *Babicz v. St. Bd. of Examiners*, 1978 S.L.D. 937, 1979 S.L.D. 816.

**6:11-11.7 School nurse; elementary, secondary and vocational schools; teaching in areas related to health**

(a) This endorsement authorizes service as a school nurse in elementary, secondary and vocational schools, and teaching in areas related to health.

(b) The requirements are:

1. Current license as a registered professional nurse in New Jersey;
2. A bachelor's degree based upon a four-year curriculum in an accredited college;

3. Successful completion of one of the following:

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

ii. A program of college studies, including:

(1) A minimum of 45 semester-hour credits in general background courses including at least four of the following fields: English, social studies, science, fine arts, foreign language, mathematics, philosophy and psychology.

(2) A minimum of 30 semester-hour credits chosen from the following areas, including a total of at least 20 semester-hour credits in areas (A) through (G):

(A) School nursing, including school health services and organization and administration of the school health program (minimum of six semester-hour credits);

(B) Child and/or adolescent growth and development;

(C) Mental health;

(D) Foundations of education. This group includes such areas as history of education, principles of education, philosophy of education, comparative education, and contemporary issues in education;

(E) The public school program, including areas in curriculum, methods and practices;

(F) Public health including such areas as public health nursing, community health problems and communicable disease control;

(G) Human and intercultural relations. Studies designed to develop understanding of social interaction and culture change, including courses such as the following: urban sociology, history of minority groups, intergroup relations, and suburban and inner-city problems;

(H) Guidance and counseling;

(I) Psychology of the exceptional child;

4. Student teaching;

5. Provisional endorsement: A provisional endorsement to serve as a school nurse may be issued to an applicant who meets the requirements in (b)1 and 2 above and who is within 12 semester hours of meeting requirements in (b)3 and 4.

As amended, R.1984 d.432, eff. October 1, 1984.  
 See: 16 N.J.R. 1841(a), 16 N.J.R. 2523(a).  
 Section substantially amended.  
 Recodified from N.J.A.C. 6:11-12.9 by R.1990 d.510, effective October 15, 1990.  
 See: 22 N.J.R. 1873(a), 22 N.J.R. 3240(a).

## Case Notes

School nurse was not disqualified from reviewing school budget as member of city's board of estimate. *Schulman v. O'Reilly-Lando*, 226 N.J.Super. 626, 545 A.2d 241 (A.D.1988).

**6:11-11.8 School social worker**

(a) This endorsement is required for service as a school social worker in any school district in the State.

(b) The requirements are:

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

2. Three years of successful teaching experience or three years of approved social work experience or a combination of both, or a master's degree from an accredited school of social work;

3. Twenty-four semester-hour credits distributed within the following areas, including some study in each area:

i. Psychology, including educational psychology, general psychology, psychology of adolescence, child growth and development, and psychology of the atypical child;

ii. Education, including philosophy of education, history of education, principles and methods of teaching, and curriculum study;

iii. Sociology and social problems, including courses dealing with delinquency, poverty, interracial and intercultural problems.

iv. Social case work, introductory and advanced, including principles and practices in social case work, interviewing, and methods and skills in diagnosis;

v. Mental hygiene and social psychiatry, including dynamics of human behavior and psychopathology;

vi. Medical information, including the function of the social worker in health problems;

vii. Community organization and public welfare services, including the care and protection of dependent, neglected, handicapped, and delinquent children and adults.

4. A master's degree in social work from an accredited institution will be accepted as meeting the study requirements indicated in (b)3 above.

As amended, R.1984 d.432, eff. October 1, 1984.

See: 16 N.J.R. 1841(a), 16 N.J.R. 2523(a).

"endorsement" substituted for "certificate"; (b)4: cross reference added.

Recodified from N.J.A.C. 6:11-12.10 by R.1990 d.510, effective October 15, 1990.

See: 22 N.J.R. 1873(a), 22 N.J.R. 3240(a).

**6:11-11.9 Speech-language specialist**

(a) Either the speech correctionist or the speech-language specialist endorsement is required to provide service as a speech-language specialist in all public schools. The speech-language specialist must possess the professional preparation and experience to:

1. Make assessments, analyses and classifications of students' communication competencies and characteristics;

2. Plan, prepare and deliver treatment programs for children with speech and language deficiencies;

3. Serve as a resource person in the area of speech and language development and disorders to classroom teachers, parents, administrators and the child study team; and

4. Participate in the planning of educational programs for children with communication handicaps.

(b) Requirements for the speech-language specialist endorsement become operative September 1, 1988 and do not affect those individuals who already possess the speech-correctionist endorsement or whose official applications for that endorsement were received and validated by the Office of Certification prior to that date.

(c) The requirements for the speech-language specialist endorsement are as follows:

1. A Master's degree in Speech-language Pathology from an accredited institution. Graduate preparation must include coursework in a coherent sequence covering the following areas:

i. Basic processes of normal human communication;

ii. Nature of disorders of human communication;

iii. Principles underlying assessment, treatment and prevention of speech, language and hearing disorders;

iv. Applications of speech-language pathology to the school setting; and

v. Extensive supervised field experience;

2. Graduate or undergraduate coursework in the areas listed below which is taken within or in addition to the Master's program. Job candidates who possess a Master's degree in Speech Language Pathology and meet all other requirements for certification except the following three study areas may be employed provisionally for a period of two years until these requirements are met.

i. Speech and language development in the pre-school child, including such topics as Speech and Language Acquisition, Early Childhood Development and Infant Communication;

ii. Special education and learning disabilities, including such topics as Language and Learning Disabilities, A Survey of Special Education and Education of the Exceptional Child;

iii. Applications of speech-language pathology to the school setting, including such topics as Speech Program Development, Clinical Problems in the Public Schools and Administration of Speech and Hearing Programs in the Public Schools;

3. A minimum of 300 clock hours of supervised practicum experience with individuals who present a variety of communication disorders. This experience must be obtained within a speech-language pathology program of an accredited institution or in one of its cooperating programs. At least 100 of the 300 hours must be earned in work with children; and

4. Demonstrated comprehensive knowledge in the field of speech-language pathology through the achievement of a passing score on an examination as approved by the State Department of Education.

(d) Individuals who hold a valid New Jersey speech correctionist endorsement and a Master's degree in Speech-Language Pathology shall be issued the speech-language specialist endorsement upon submission of a completed application and payment of fees pursuant to N.J.A.C. 6:11-3.

As amended, R.1984 d.432, eff. October 1, 1984.

See: 16 N.J.R. 1841(a), 16 N.J.R. 2523(a).

Section substantially amended.

New Rule, R.1987 d.35, effective January 5, 1987.

See: 18 N.J.R. 1994(a), 19 N.J.R. 75(a).

Old rule "Speech correction" repealed.

Amended by R.1990 d.510, effective October 15, 1990.

See: 22 N.J.R. 1873(a), 22 N.J.R. 3240(a).

Recodified from N.J.A.C. 6:11-12.11; reference to "speech correctionist" added.

Amended by R.1991 d.282, effective June 3, 1991.

See: 23 N.J.R. 336(a), 23 N.J.R. 1816(a).

Allows for those holding a NJ speech correctionist endorsement and a Master's degree in Speech-Language Pathology to obtain the speech-language specialist endorsement.

#### 6:11-11.10 Director of student personnel services

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

(b) The requirements are:

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

2. A standard New Jersey student personnel services certificate or its equivalent, and three years of successful experience in school student personnel work;

3. Successful completion of one of the following:

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

ii. A program of college studies including 40 semester-hour credits, including a minimum of 18 semester-hour credits chosen from guidance, 10 chosen from psychology, and the remaining 12 chosen from the last three areas, with at least one course in each.

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

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

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

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

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

As amended, R.1984 d.432, eff. October 1, 1984.

See: 16 N.J.R. 1841(a), 16 N.J.R. 2523(a).

"endorsement" substituted for "certificate."

Recodified from N.J.A.C. 6:11-12.12 by R.1990 d.510, effective October 15, 1990.

See: 22 N.J.R. 1873(a), 22 N.J.R. 3240(a).

#### 6:11-11.11 Student personnel services

(a) This endorsement is required for any person assigned to perform student personnel services such as study and assessment of individual pupils with respect to their status, abilities, interest, and needs; counseling with teachers, students, and parents regarding personal, social, educational, and vocational plans and programs; and developing cooperative relationships with community agencies in assisting children and families.

(b) The requirements are:

1. A bachelor's or higher degree;
2. A standard New Jersey teacher's certificate, or college transcripts indicating completion of the professional coursework required for such a certificate;
3. One year of successful teaching experience;
4. In addition to the preparation required for (b)2 above, successful completion of one of the following:

i. A graduate curriculum approved by the New Jersey State Department of Education as a basis for issuing this endorsement; or

ii. A program of college studies including 30 semester-hour credits of post-baccalaureate work in the five areas listed below. This work must be in addition to that required in (b)2 above, and may be in separate or integrated courses. Minimum quantitative requirements are indicated for each of the first four areas.

(1) Guidance and counseling—minimum six semester hours. Areas of study (A), (B) and (C) must be covered.

(A) Theory and procedures in individual and group guidance;

(B) Counseling and interviewing techniques;

(C) Vocational guidance, occupational and educational information, and placement.

(2) Testing and evaluation—minimum three semester hours.

(3) Psychology—minimum six semester hours. Child and adolescent development, psychology of exceptional children, psychology of learning, children and youth study.

(4) Sociological foundations—minimum six semester hours. Area of study (A) below must be covered.

(A) Community agencies, organization and resources;

(B) Educational sociology;

(C) Social problems, juvenile delinquency, law, the family;

(D) Urban sociology.

(5) Electives in such areas as curriculum development, program planning, guidance, psychology, measurement, vocational education, learning disabilities, human relations, group process theory and procedures, labor and industrial relations, and research techniques and interpretation.

As amended, R.1984 d.432, eff. October 1, 1984.

See: 16 N.J.R. 1841(a), 16 N.J.R. 2523(a).

"endorsement" substituted for "certificate"; stars deleted and references to stars deleted.

Recodified from N.J.A.C. 6:11-12.13 by R.1990 d.510, effective October 15, 1990.

See: 22 N.J.R. 1873(a), 22 N.J.R. 3240(a).

#### Case Notes

Teacher was not eligible for permanent student personnel services certification where teacher had completed requisite year of full-time teaching without proper teaching certificate. *Phillips v. State Board of Examiners*, 96 N.J.A.R.2d (EDU) 1006.

Applicant not entitled to student personnel service endorsement; no teaching certificate or experience. *Miller v. New Jersey State Board of Examiners*, 92 N.J.A.R.2d (EDU) 599.

Position of guidance counselor is a service category position in which tenure can be acquired. *Childs v. Union Twp. Bd. of Ed.*, 3 N.J.A.R. 163 (1980), affirmed per curiam Docket No. A-3603-80 (App.Div. 1982).

#### 6:11-11.12 School psychologist

(a) This endorsement is required for service as a psychologist in elementary or secondary schools.

(b) The requirements are:

1. A bachelor's degree from an accredited college with a minimum of 30 semester-hour credits distributed in at least three of the following fields; English, social studies, science, fine arts, mathematics, and foreign languages;

2. An advanced program of at least 60 semester-hour credits in graduate courses in an accredited and approved college or university program or its equivalent as approved by the Secretary of the State Board of Examiners, with the following distributions:

i. Educational foundations—12 semester-hour credits selected from the following courses or their equivalents:

(1) Modern school practices;

(2) Principles of curriculum construction;

(3) Philosophy of education;

(4) History of education;

(5) Educational sociology;

(6) School administration and/or supervision;

(7) School-community relationships;

(8) Principles of education: methods of teaching.

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

(1) Introduction to education of the handicapped;

(2) Psychology of the handicapped;

(3) Methods and materials in teaching the mentally retarded.

iii. Testing and clinical techniques—18 semester-hour credits selected from the following courses or their

equivalents. Areas of study (1), (2), (4), (5) and (6) must be covered.

- (1) Statistics;
- (2) Tests and measurements;
- (3) Aptitude testing;
- (4) Intelligence testing;
- (5) Projective techniques;
- (6) Interviewing and counseling;
- (7) Diagnostic case studies.

iv. Personality and behavioral development—12 semester-hour credits selected from the following courses or their equivalents:

- (1) Developmental psychology;
- (2) Psychology of adolescence;
- (3) Atypical development;
- (4) Reactive disorders;
- (5) Motivational basis for learning;
- (6) The cultural anthropology of community differences;
- (7) Physiological basis for learning.

v. Electives—12 semester-hour credits selected from courses closely related to the above groups of courses.

3. An externship of 450 clock hours. The externship should be in a school clinic, a child guidance clinic or other clinic approved by the Commissioner of Education and supervised by a qualified school psychologist or by personnel approved by the Commissioner of Education. This externship experience shall include at least 100 clock hours in testing mentally retarded children (see N.J.A.C. 6:11-11.12(d)). Persons with experience endorsed by the Commissioner of Education as equivalent to the above externship may be exempt from the externship.

(c) Employment of externs in school psychology are governed by the following rules:

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

2. Externs in school psychology fall into two groups;

- i. Those who are performing the externship as part of their approved university program of preparation of

school psychology. In such cases the externship is arranged by the university and supervised by them in conjunction with the local supervising school psychologist.

- ii. Those who have already completed their university studies, and have fulfilled the course requirements for the endorsement, but whose university program did not contain supervised externship sufficient to meet requirements in amount and/or range of responsibilities.

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

3. School districts desiring authorization for the employment of an extern should submit a request to the county superintendent of schools, containing the following information:

- i. The university sponsoring the extern, if any, and the name of the university adviser in charge of the student's program.

- ii. The name of the fully certified school psychologist in the school system under whose supervision the externship will be carried out. This person should hold a standard New Jersey school psychologist's certificate.

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

- iv. The dates designating the period of the externship.

4. Requests for authorization approved by the county superintendent of schools will be forwarded to the Bureau of Teacher Preparation and Certification, State Department of Education.

(d) The rules governing the externship for school psychologists are:

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

2. Externship should be arranged as a program of supervised experiences in addition to the laboratory work done as a regular part of course work. Credit will not be given for clinical work done as part of the requirements in such courses as "intelligence testing" or "projective techniques."

3. At least 50 percent of the externship must be in the psychological services division of a public school system, or in such a division of a college or university demonstra-

tion center, serving a cross section of school age children. Local supervision for this period of externship training shall be provided by a person holding a permanent New Jersey certificate as a school psychologist, or its equivalent.

i. The setting providing the externship shall be equipped with various group and individual achievement, personality, and intelligence tests, and shall have available to it an audiometer and a modern visual screening device.

ii. The extern shall be provided with adequate office space for conferences, counseling, and diagnostic studies.

iii. Comprehensive records shall be kept on pupil growth and development, and such records shall be available to the extern for study and guidance.

iv. The extern shall receive supervised experience in the following areas:

- (1) In-service programs for faculty members;
- (2) Conferences with special personnel;
- (3) Utilization of available community resources;
- (4) Conducting a diagnostic study;
- (5) Report writing;
- (6) Relationships with the community;
- (7) Counseling pupils, parents, and faculty.

4. As much as 50 percent of the externship may be obtained in an approved hospital, institution, clinic, or agency established for the study and/or treatment of special problems of children and adults. This training experience shall be supervised by a qualified psychologist. The director of the institution or agency shall certify that this experience includes the following:

- i. Conducting a diagnostic study;
- ii. Reporting writing and communication of diagnostic findings;
- iii. Participation in staff planning and evaluating conferences.

5. For the standard certificate the requirement is 450 clock hours of approved externship. For the provisional certificate the requirement is 350 clock hours.

#### Case Notes

School psychologist endorsement; absence of required course work. Roth v. State Board of Examiners, 92 N.J.A.R.2d (EDU) 274.

#### 6:11-11.13 Learning disabilities teacher-consultant

(a) This endorsement is required for service as a learning disabilities teacher-consultant in the elementary and secondary schools.

(b) The requirements are:

1. A standard New Jersey teacher's certificate;
2. Three years of successful teaching experience;
3. A master's degree from an accredited college;
4. Completion of a graduate program for the preparation of learning disabilities teacher-consultants approved by the New Jersey State Department of Education as meeting the requirements for this endorsement;

5. Bases for issuance are:

i. When candidates have completed their preparation for this endorsement in an out-of-State college or university, a master's degree in learning disabilities from a program accredited by the National Council for Accreditation of Teacher Education (N.C.A.T.E.) will be accepted as meeting the requirement.

ii. When candidates have developed a background of graduate study in psychology, education, and related areas that they consider to be equivalent to the completion of an approved graduate program in learning disabilities, they may submit their credential for review. A learning disabilities certification review committee will recommend to the Secretary of the State Board of Examiners the additional study, if any, that the applicant should be requested to complete.

(c) The standards for the approval of graduate teacher education programs in learning disabilities are:

1. Candidates must have a master's degree including 24 semester hours of credit outlined in (c)2 below.

2. The approved certificate program must include provision for the areas of study listed below. Qualified teachers who have already earned a master's degree, or completed graduate studies in education, reading, speech correction, psychology, education in specific areas of the handicapped, or similar fields, should be given credit by the college for as much of their completed programs as is appropriate.

i. Work in the following areas of study must be required as part of the program, not necessarily as separate courses: education of the handicapped; learning theory; physiological bases of learning; orientation in psychological testing; remediation of basic skills; diagnosis and correction of learning disabilities. Course descriptions should make it clear that the program for all students will include study in each of these areas.

As amended, R.1984 d.432, eff. October 1, 1984.

See: 16 N.J.R. 1841(a), 16 N.J.R. 2523(a).

Substituted "endorsement" for "certificate"; "Preparation" for "Education" and "Certification" for "Academic Credentials."

Recodified from N.J.A.C. 6:11-12.14 by R.1990 d.510, effective October 15, 1990.

See: 22 N.J.R. 1873(a), 22 N.J.R. 3240(a).

Internal cite corrected.

ii. The program should also include opportunities to study, perhaps on an elective basis in areas closely related to learning disabilities, such as group dynamics; methods and materials for teaching the emotionally and socially maladjusted; curriculum development in the teaching of the handicapped; teaching of reading; interviewing and counseling; educational psychology; and community resources.

iii. The program must include a college supervised practicum in diagnosis and remediation of learning 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 should provide for a minimum of 90 clock hours of college supervised experience.

iv. Prior to completion of the certificate program, the student must hold a regular New Jersey teacher's certificate and submit evidence of three years of successful teaching experience.

As amended, R.1984 d.432, eff. October 1, 1984.

See: 16 N.J.R. 1841(a), 16 N.J.R. 2523(a).

(b)5iii deleted.

Recodified from N.J.A.C. 6:11-12.15 by R.1990 d.510, effective October 15, 1990.

See: 22 N.J.R. 1873(a), 22 N.J.R. 3240(a).

#### 6:11-11.14 School occupational therapist

(a) This endorsement is required for service as an occupational therapist in elementary and secondary schools.

(b) The requirements are:

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

As amended, R.1984 d.432, eff. October 1, 1984.

See: 16 N.J.R. 1841(a), 16 N.J.R. 2523(a).

"endorsement" substituted for "certificate."

Recodified from N.J.A.C. 6:11-12.16 by R.1990 d.510, effective October 15, 1990.

See: 22 N.J.R. 1873(a), 22 N.J.R. 3240(a).

#### 6:11-11.15 School physical therapist

(a) This endorsement is required for service as a physical therapist in elementary and secondary schools.

(b) The requirements are:

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

As amended, R.1984 d.432, eff. October 1, 1984.

See: 16 N.J.R. 1841(a), 16 N.J.R. 2523(a).

"endorsement" substituted for "certificate."

Recodified from N.J.A.C. 6:11-12.17 by R.1990 d.510, effective October 15, 1990.

See: 22 N.J.R. 1873(a), 22 N.J.R. 3240(a).

#### 6:11-11.16 Reading specialist

(a) This endorsement is required for service as a reading specialist in public school district.

(b) A reading specialist is one who conducts in-service training of teachers and administrators, coordinates instruction for individuals or groups of pupils having difficulty learning to read, diagnoses the nature and cause of individual's difficulty in learning to read, plans developmental programs in reading for all pupils, recommends methods and material to be used in the district reading program, and contributes to the evaluation of the reading achievement of pupils.

(c) The requirements are:

1. A standard New Jersey certificate in any instructional area;
2. Two years of successful teaching experience;
3. Successful completion of a graduate degree program in reading approved by the New Jersey State Department of Education; or
4. A program of graduate studies of 30 semester hours or equivalent consisting of the following:
  - i. Reading foundations;
  - ii. Diagnosis;
  - iii. Correction of reading problems;
  - iv. Supervised practicum in reading; plus
  - v. Study in at least three areas from the following:
    - (1) Children's or adolescent literature;
    - (2) Measurement;
    - (3) Organization of reading programs;
    - (4) Psychology;
    - (5) Supervision;
    - (6) Linguistics.

R.1973 d.20, eff. January 10, 1973.

See: 4 N.J.R. 301(a), 5 N.J.R. 36(c).

As amended, R.1984 d.432, eff. October 1, 1984.

See: 16 N.J.R. 1841(a), 16 N.J.R. 2523(a).

Substituted "endorsement" for "certificate". Deleted "effective for new applicants after July 1, 1975,".

Recodified from N.J.A.C. 6:11-12.20 by R.1990 d.510, effective October 15, 1990.

See: 22 N.J.R. 1873(a), 22 N.J.R. 3240(a).

#### 6:11-11.17 Educational media specialist

(a) This endorsement is required for any person who is assigned to develop and coordinate educational media services in the public schools. Educational media are defined

as all print and nonprint resources and the equipment needed for their use.

(b) The requirements are:

1. A master's degree from an accredited institution;
2. A standard New Jersey teacher's certificate or associate educational media specialist endorsement;
3. One year of successful teaching or one year of experience as an associate educational media specialist;
4. Successful completion of one of the following:
  - i. A graduate curriculum approved by the New Jersey State Department of Education as the basis for issuing this endorsement; or
  - ii. A minimum of 30 semester-hour credits of post-baccalaureate studies. Courses completed in the candidate's graduate degree program may be applied toward fulfilling these requirements. The following areas of study must be included in either separate or integrated courses:
    - (1) Organization and coordination of school media services and materials;
    - (2) Application of learning theory in reading, listening and viewing educational media materials;
    - (3) Design and development of educational media programs;
    - (4) Design and development of educational media materials;
    - (5) Integration of educational media through the school curriculum;
    - (6) Evaluation, selection and utilization of educational media;
    - (7) Development of individual and group processes in the media program;
    - (8) Field experience in a school media program.

(c) The following standards pertain to programs preparing persons to develop and coordinate educational media services in the public schools. These individuals are concerned with the improvement of the learning process and instruction through the evaluation, selection, organization, distribution, production, and utilization of appropriate print and nonprint resources and the equipment needed for their use. The educational media specialist provides direction to educational activities in areas related to and within the educational media services programs:

1. The program shall provide growth opportunities to assure that candidates acquire a broad cultural and intellectual background.
2. The program shall provide for learning experiences in:

- i. Analysis of the nature and content of instructional materials;
- ii. Methods of selecting and evaluating materials through the study of individual media as well as through cross media study by curriculum unit or grade level;
- iii. Methods of utilization of materials to support curriculum and meet students' needs;
- iv. Methods of production of appropriate educational media including actual laboratory experiences;
- v. Processes for the organization and maintenance of materials and equipment;
- vi. Identification of learning strategies of pupils;
- vii. Evaluation of the learner's instructional media requirements;
- viii. Design and development of educational media programs;
- ix. Design and development of educational media resources;
- x. Development of individual and group processes in the media program.

3. The program shall assure increased comprehension of the principles of curriculum, and the application of instructional media techniques to the curriculum.

4. The program shall require field experiences in a school media center. Prior field experience in educational media may be accepted in lieu of this requirement.

5. The program shall provide experiences and understanding of expanding services, such as extending the use of the media center, television, microforms, and other forms of technology as may become appropriate for school media use.

R.1975 d.123, eff. May 16, 1975.

See: 7 N.J.R. 138(a), 7 N.J.R. 251(b).

As amended, R.1984 d.432, eff. October 1, 1984.

See: 16 N.J.R. 1841(a), 16 N.J.R. 2523(a).

"endorsement" substituted for "certificate."

Recodified from N.J.A.C. 6:11-12.21 by R.1990 d.510, effective October 15, 1990.

See: 22 N.J.R. 1873(a), 22 N.J.R. 3240(a).

#### Case Notes

Vice principal with a school administrator's certificate was authorized to develop and coordinate educational media services program. *Lipincott v. Watchung Hills Board of Education*, 95 N.J.A.R.2d (EDU) 304, certification denied 142 N.J. 518, 665 A.2d 1111.

It was not abuse of discretion to deny educational media specialist certification to applicant; experience could not be substituted for course and program requirements. *Zaza v. State Board of Examiners*, 93 N.J.A.R.2d (EDU) 351.

Educational Media Specialist Certificate; course and student teaching requirements. *Cairolis v. New Jersey State Board of Examiners*, Department of Education, 92 N.J.A.R.2d (EDU) 206.

**6:11-11.18 Associate educational media specialist**

(a) This endorsement is required for any person assigned to perform educational media services in the public schools under the supervision of a qualified supervisor. Educational media are defined as all print and nonprint resources and the equipment needed for their use.

(b) The requirements are:

1. A bachelor's degree from an accredited college;
2. A standard New Jersey teacher's certificate;
3. Successful completion of one of the following:

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

ii. A minimum of 18 semester-hour credits of undergraduate or graduate study in educational media. Coursework completed in the candidate's undergraduate program may be applied toward fulfilling these requirements. The following areas of study must be included in either separate or integrated courses:

- (1) Organization and retrieval of information and media resources;
- (2) Production of educational media;
- (3) Evaluation, selection, and utilization of educational media;
- (4) Integration of educational media through the school curriculum;
- (5) Field experience in a school media program.

(c) The following standards pertain to undergraduate programs preparing associate educational media specialists to serve in the public schools. The associate educational media specialist is concerned with the improvement of the learning process and instruction through the evaluation, selection, organization, distribution, production, and utilization of appropriate print and nonprint resources and the equipment needed for their use. The associate educational media specialist provides technical consultative services to teaching staff to assure more effective use of available resources:

1. The undergraduate program must meet all the requirements for a standard New Jersey teacher's certificate.
2. The program shall provide for learning experiences in:
  - i. Analysis of the nature and content of instructional materials;
  - ii. Methods of selecting and evaluating materials through study of individual media as well as through cross media study by curriculum unit or grade level;

iii. Methods of utilization of materials to support curriculum and meet student needs;

iv. Methods of production of appropriate educational media including actual laboratory experience;

v. Processes for the organization and maintenance of materials and equipment.

3. The program shall require field experience in a school media center.

R.1975 d.123, eff. May 16, 1975.

See: 7 N.J.R. 138(a), 7 N.J.R. 251(b).

As amended, R.1984 d.432, eff. October 1, 1984.

See: 16 N.J.R. 1841(a), 16 N.J.R. 2523(a).

Substitute "endorsement" for "certificate"; deleted "Standard I through IV" throughout section.

Recodified from N.J.A.C. 6:11-12.22 by R.1990 d.510, effective October 15, 1990.

See: 22 N.J.R. 1873(a), 22 N.J.R. 3240(a).

**6:11-11.19 Policies governing issuance of endorsements in educational media**

(a) Educational media specialist policies are:

1. Persons holding a standard or permanent New Jersey school librarian endorsement shall be deemed eligible to receive the educational media specialist endorsement.

2. Persons holding a standard New Jersey teaching certificate who have completed a graduate degree program in an accredited institution with specialization in library science, audio-visual, educational media, or equivalent media areas, shall, on application, receive the educational media specialist endorsement.

3. Persons enrolled in accredited graduate teacher education programs with specialization in library science, audio-visual, educational media, or equivalent media areas, shall, upon completion of the program, be eligible for the educational media specialist endorsement.

(b) Associate educational media specialist policy is:

1. Persons holding a standard or permanent New Jersey teacher-librarian endorsement shall be deemed eligible to receive the associate media specialist endorsement.

(c) Procedures for administering (a)1 and (b)1 above are:

1. Use the procedure explaining below except that for the educational media specialist endorsement, the school librarian authorization will be extended to include the rights and privileges of an educational media specialist endorsement (N.J.A.C. 6:11-11.17).

2. The holder of a standard or permanent New Jersey teacher librarian endorsement may receive an extension of the authorization of this certificate to include the functions of the associate educational media specialist

endorsement. This can be accomplished by the issuance of an extending authorization form to read as follows:

i. The authorization of the teacher librarian endorsement of (name) is hereby extending to include all of the rights and privileges of the associate educational media specialist certificate (N.J.A.C. 6:11-11.18).

R.1975 d.123, eff. May 16, 1975.

See: 7 N.J.R. 138(a), 7 N.J.R. 251(b).

As amended, R.1979 d.355, eff. September 7, 1979.

See: 11 N.J.R. 366(c), 11 N.J.R. 501(b).

As amended, R.1984 d.432, eff. October 1, 1984.

See: 16 N.J.R. 1841(a), 16 N.J.R. 2523(s).

Substitute "endorsements" for "certificates."

Recodified from N.J.A.C. 6:11-12.23 by R.1990 d.510, effective October 15, 1990.

See: 22 N.J.R. 1873(a), 22 N.J.R. 3240(a).

### 6:11-11.20 Teacher-coordinator of cooperative vocational-technical education program

(a) An endorsement shall be required for the position of teacher-coordinator of cooperative vocational-technical education in the occupational area(s) of agriculture education, distributive education, health occupations, home economics education, business education, and work experience career exploration program (W.E.C.E.P.). The specific area(s) in which the holder may serve as teacher-coordinator will be designated on the endorsement. Such endorsement shall also entitle the holder to teach related vocational-technical subjects in the appropriate occupational area(s) designated on the endorsement, and to act as liaison between the school and the co-operating employer's training station in the respective subject area(s).

(b) The prerequisites for a teacher coordinator's endorsement are:

1. A regular New Jersey instructional certificate in the appropriate occupational area to be coordinated.

2. Successful completion of one of the following:

i. Two years of teaching in the occupational area to be coordinated, plus two years of approved occupational experience; or

ii. A combination of:

(1) An approved bachelor's degree;

(2) A college curriculum that includes a practicum in the occupational area to be coordinated; and

(3) A program of directed occupational field experience offered as part of a college curriculum directly related to the area to be coordinated.

3. A program of college studies including at least one course in each of the following areas:

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

ii. A program of college studies including at least one course in each of the following areas:

(1) Principles and philosophy of vocational-technical education;

(2) Problems in organizing and teaching cooperative education programs;

(3) Curriculum construction in vocational-technical education; and

(4) Vocational guidance.

(c) The requirements for a W.E.C.E.P. teacher-coordinator endorsement are as follows:

1. A regular New Jersey instructional endorsement;

2. Two years of full-time teaching experience under a valid instructional certificate; and

3. A program of college studies including at least one course in each of the areas as specified in (b)3ii above.

R.1976 d.294, eff. September 20, 1976.

See: 8 N.J.R. 319(b), 8 N.J.R. 459(c).

As amended, R.1984 d.432, eff. October 1, 1984.

See: 16 N.J.R. 1841(a), 16 N.J.R. 2523(a).

Substitute "endorsement" for "certificate." Deleted subsection (c).

Amended by R.1987 d.34, effective January 5, 1987.

See: 18 N.J.R. 1995(a), 19 N.J.R. 75(b).

(c) added.

Recodified from N.J.A.C. 6:11-12.24 by R.1990 d.510, effective October 15, 1990.

See: 22 N.J.R. 1873(a), 22 N.J.R. 3240(a).

### 6:11-11.21 Athletic trainer

(a) The athletic trainer endorsement is required for service as an athletic trainer in elementary and secondary schools pursuant to N.J.S.A. 18A:28-4(b).

(b) The requirements for athletic trainer endorsement are:

1. A bachelor's degree based upon a four-year curriculum in an accredited college or university; and

2. Satisfactory completion of the requirements established by the State Board of Medical Examiners for registration as an athletic trainer at N.J.A.C. 13:35-10.

New Rule, R.2000 d.52, effective February 7, 2000.

See: 31 N.J.R. 3559(a), 32 N.J.R. 448(a).

## SUBCHAPTER 12. ACTING ADMINISTRATORS

### Authority

N.J.S.A. 18A:1-1, 18A:4-15, 18A:6-7, 18A:6-34,  
18A:6-38 and 18A:26-10.

**Source and Effective Date**

R.1997 d.536, effective December 15, 1997.  
See: 29 N.J.R. 3919(a), 29 N.J.R. 5286(a).

**6:11-12.1 Commissioner's approval of acting administrators**

(a) If, because of illness or death or some other good and sufficient reason, the district board of education must fill the post of superintendent of schools, assistant superintendent of schools, school business administrator, high school principal, or elementary school principal with a person who is

designated as the acting administrator in a respective situation and who is not properly licensed to hold the position, it shall be the duty of the board of education to make written application to the Commissioner of Education, through the County Superintendent, for permission to employ such person in an acting capacity, stating the reasons why such action is necessary. If the stated reasons justify the need to appoint someone as an administrator in an acting capacity who is not properly certified to hold the position, the Commissioner may approve the request on a case-by-case basis.

(b) If such approval is given by the Commissioner of Education, it shall be of three months' duration, and may be renewed by him or her upon application for a period of three months at a time. Consideration of said request shall be made on a case-by-case basis. If the acting status of said individual is to extend beyond a year, no such permission **can be given** except upon recommendation of the Commissioner of Education to the State Board of Education that the application of the district board of education be granted.

### SUBCHAPTER 13. REQUIRED PROFESSIONAL DEVELOPMENT FOR TEACHERS

#### Authority

N.J.S.A. 18A:1-1, 18A:4-15, 18A:6-7, 18A:6-34, 18A:6-38 and 18A:26-10.

#### Source and Effective Date

R.1998 d.293, effective June 1, 1998.  
See: 30 N.J.R. 894(a), 30 N.J.R. 2079(a).

#### 6:11-13.1 General provisions

(a) The purpose of this subchapter is to govern the implementation of required professional development for active teachers. The rules define the categories of school personnel affected; the amount of required professional development and the period provided for fulfilling the requirement; the schedule by which the requirement is to be implemented; the procedures for review and approval of continuing professional development and/or inservice; professional responsibility for fulfilling the requirement; and the manner in which the requirement shall be monitored.

(b) These rules affect all active teaching staff members employed as of September 2000 whose positions require possession of the instructional or educational services licenses in accordance with N.J.A.C. 6:11-6, 10 and 11. The requirement for continuing professional development and/or inservice for active teachers shall take effect beginning in September 2000.

(c) These rules apply to all district boards of education, charter schools, and non-public schools whose staff hold positions which require the possession of the instructional or educational services licenses. Hereinafter in this subchapter when the term district board of education is used it means and includes district boards of education, charter school boards of trustees and applicable non-public school governing bodies. In addition, the term district administrator means and includes district board of education administrator, charter school administrator and applicable non-public school administrator.

Amended by R.1998 d.500, effective October 5, 1998.  
See: 30 N.J.R. 2330(a), 30 N.J.R. 3642(a).  
In (b), changed N.J.A.C. references.

Amended by R.1999 d.299, effective September 7, 1999.  
See: 31 N.J.R. 1415(a), 31 N.J.R. 2643(a).

In (b), substituted references to September 2000 for references to January 2000 throughout.

#### 6:11-13.2 Amount, duration and content of required continuing professional development

(a) Each active teacher shall be required to complete 100 clock hours of State-approved continuing professional development and/or inservice every five years. The initial five-year period shall extend from September 2000 to September 2005.

(b) The content of each teacher's continuing education shall be specified in a Professional Improvement Plan or in the evaluation process of applicable non-public schools that:

1. Meets common State standards for continuing education established by the Commissioner of Education; and
2. Is developed in accordance with N.J.A.C. 6:3-4.1 through 4.3 to meet the needs of the individual teacher in the context of his or her job.

(c) Common standards for the content of State-required continuing education shall emphasize, but not be limited to, knowledge and skills essential to achieve the Core Curriculum Content Standards, as they have been adopted by the State Board of Education.

(d) The 100-hour requirement may be satisfied through a combination of various State-approved experiences, as recommended by the Professional Teaching Standards Board (N.J.A.C. 6:11-13.4) and approved by the Commissioner of Education. Those experiences may include: formal courses and conferences sponsored by colleges, district boards of education, professional associations, training organizations or other entities approved by the Commissioner. Part or all of the 100-hour requirement may be satisfied through an inservice program which has been approved by the County Professional Development Board under standards established by the Commissioner based on the recommendations of the Professional Teaching Standards Board. Completion of each actual hour of inservice training shall satisfy one hour of State-required continuing education.

Amended by R.1999 d.299, effective September 7, 1999.  
See: 31 N.J.R. 1415(a), 31 N.J.R. 2643(a).

In (a), substituted a reference to September 2000 to September 2005 for reference to January 2000 to January 2005.

#### 6:11-13.3 Procedures for review and approval of continuing education

(a) There shall be established within the Department of Education a Professional Standards Board comprised of 19 members including: 10 teachers; two college representatives, at least one of which represents a teacher education program; three district administrators; two members of local boards of education; and two members of the general public. The members shall be appointed by the Commis-

sioner with the approval of the State Board. The initial terms of charter members shall be staggered to assure continuity with half of the members serving two years and the other half serving three years. Subsequent terms shall be two years. Members can be reappointed up to three times. The Commissioner shall solicit nominations from the major professional associations for the respective members. The Commissioner or his or her designee shall serve ex-officio on the board.

(b) With regard to State required continuing education, the Professional Standards Board shall:

1. Develop and recommend to the Commissioner implementation procedures, standards and/or criteria and a schedule of implementation for the regulations.

2. Advise the Commissioner of Education, based on research and surveys of practicing professionals, concerning common standards to assure that required continuing education experiences are challenging and meaningful to teachers and relevant to the task of enabling students to achieve high academic standards;

3. Disseminate requests for professional development proposals to potential providers;

4. Review and recommend to the Commissioner approval/nonapproval of all providers and/or program offerings proposed by affiliated groups, professional teaching associations, colleges and universities, professional development schools, and other nondistrict providers based on established criteria developed by the Professional Teaching Standards Board and approved by the Commissioner of Education;

5. Disseminate a list of all approved providers to district boards of education;

6. Establish standards and criteria for review and approval of inservice and other continuing education programs of district boards of education and other professional development opportunities for teachers including instructorships in professional development schools and colleges, curriculum development activities, and sabbaticals; and

7. Maintain a Statewide list of approved trainers for inservice efforts.

(c) There shall be established a County Professional Development Board in each county of the State. The board shall be comprised of 15 members from the respective county appointed by the Commissioner at the recommendation of the county superintendent of schools. Such members shall include seven active teachers, two college representatives, two district administrators, two school board members, two members of the general public and the county superintendent as a nonvoting member. The initial terms of charter members shall be staggered to assure continuity with half of the members serving two years and the other half serving three years. Subsequent terms shall be two years. Members can be reappointed up to three times.

1. In developing recommendations for the Commissioner's consideration the county superintendent shall solicit nominations from the county education association affiliate, local colleges, and associations that represent district administrators and school boards for their respective members; and

2. The County Professional Development Board shall have the delegated authority of the Commissioner to review and approve the inservice professional development programs of district boards of education under standards established by the Commissioner on the recommendation of the State Professional Teaching Standards Board.

(d) District boards of education shall be required to establish a Professional Development Committee comprised of four teachers, elected by the district board of education instructional and educational services staff through their majority representative, and two administrative staff appointed by the chief school administrator. Pursuant to (b)1 above, such teacher elections and administrative appointments shall comply with such procedures, standards and/or criteria developed by the Professional Teaching Standards Board and approved by the Commissioner. The initial terms of charter members shall be staggered to assure continuity with half of the members serving two years and the other half serving three years. Subsequent terms shall be two years. Members can be reappointed up to three times. Charter schools and applicable non-public schools shall have proportional representation.

1. The Committee shall be empowered to work in conjunction with the chief school administrator, with input from parents, community members and local business leaders, to assess inservice needs and professional development opportunities and to plan and implement professional development programs in accordance with the standards recommended by the State Professional Teaching Standards Board and approved by the Commissioner. Plans developed by the local Professional Development Committee shall be presented to the County Professional Development Board and then to the district board of education for approval based on the committee's recommendations.

Amended by R.1998 d.500, effective October 5, 1998.  
See: 30 N.J.R. 2330(a), 30 N.J.R. 3642(a).

In (b)1, inserted "implementation procedures, standards and/or criteria and" following "Commissioner"; in (c), deleted "for a term of two years" at the end of the second sentence and added the fourth and fifth sentences; and in (d), substituted the second through fifth sentences for a former second sentence.

#### 6:11-13.4 Compliance, enforcement and assistance

(a) The 100 hours of approved professional development and/or inservice shall be legally binding and it shall be each active individual teacher's responsibility in conjunction with district board of education policies to take whatever steps are necessary in order to meet the requirement.

(b) In addition to enforcing the 100-hour requirement, the State and employing district board of education shall actively assist and support a teacher's efforts to meet the requirement. Specifically, it is the responsibility of the local supervisor and district administrator through the Professional Improvement Plan process or applicable non-public school evaluation process to monitor the teacher's efforts continuously through progressive supervision where the teacher's progress is inadequate.

#### 6:11-13.5 Monitoring responsibility

(a) To ensure that enforcement of the 100-hour requirement reflects a policy of continuous monitoring, constructive support and timely intervention, the requirements for continuing education of active teachers shall also provide that:

1. In any instance where an individual teacher fails to make annual progress toward meeting the 100-hour requirement, or where a professional fails to satisfy the requirement fully within the five-year period, the district administration shall take appropriate remedial action applying sound and accepted principles of progressive supervision as well as by using existing laws and rules to the fullest extent.

2. The district administration shall be required to provide recognition of each teacher's fulfillment of the continuing education requirement. Following the first five-year cycle beginning in September 2000, the district administration shall be required to report annually to the Department of Education all instances of noncompliance and a description of actions to address them.

3. The Department of Education, under advisement of the Professional Teaching Standards Board, shall monitor, assess and analyze the various continuing education/professional development and/or inservice activities for their effectiveness in meeting the needs of the State, local boards of education and individual teachers. Based on the review of the Professional Teaching Standards Board, the Department of Education shall prepare an annual report for the State Board of Education. "Annual report" means a report providing information concerning the implementation of all the preceding sections of this subchapter including those concerning the amount, duration and content of required continuing professional development; review and approval of continuing education; compliance, enforcement and assistance; monitoring responsibility; and the future role of the Professional Teaching Standards Board.

4. District self-evaluation programs shall be initiated under the direction of each County Professional Development Board so that there is a constant dialogue between and among all those with a stake in the professional development of and/or inservice for teachers. This process shall be overseen and coordinated by the county superintendent of schools.

5. In June 2001, the Commissioner of Education shall submit a progress report to the State Board of Education to address implementation issues including funding and compliance, as well as any other issues that might arise.

Amended by R.1998 d.500, effective October 5, 1998.

See: 30 N.J.R. 2330(a), 30 N.J.R. 3642(a).

In (a), added a third sentence in 3, and added 5.

Amended by R.1999 d.299, effective September 7, 1999.

See: 31 N.J.R. 1415(a), 31 N.J.R. 2643(a).

In (a)2, substituted a reference to September 2000 for a reference to January 2000.

#### 6:11-13.6 Future role(s) of Professional Teaching Standards Board to create standards of professional conduct and performance

(a) In addition to performing its regulatory role in recommending specific standards for the 100-hour continuing education program requirement, the Professional Teaching Standards Board shall define within five years of its first meeting an affirmative, additional independent role for the board in establishing and advocating broader standards of professional performance and conduct.

(b) Such standards shall embody those ideals which the teaching profession publicly advocates and to which it subscribes, above and beyond those minimum requirements that government establishes to protect the public.

(c) In general, the Board shall define its role to include, but not necessarily be limited to, the following:

1. Establishing and advocating nonmandated standards of effective and ethical practice;

2. Gathering and disseminating information on exemplary practice;

3. Recognizing individual teachers who exemplify the board's standards, as well as exemplary schools and districts;

4. Providing nonbinding notices of noncompliance to individual districts and professionals who do not meet standards; and

5. Where necessary, referring to the State any such instances of noncompliance where there may be cause for State action.

### SUBCHAPTER 14. REQUIREMENTS FOR MENTORING NOVICE TEACHERS

#### Authority

N.J.S.A. 18A:6-38.

#### Source and Effective Date

R.2000 d.139, effective May 7, 2001.

See: 33 N.J.R. 394(a), 33 N.J.R. 1467(a).

**6:11-14.1 General provisions; definitions**

(a) The purpose of this subchapter is to govern the implementation of a required two-year mentoring program for novice teachers.

(b) These rules apply to district boards of education whose staff hold positions that require the possession of instructional certificates. These rules, with the exception of N.J.A.C. 6:11-14.8, also apply to approved nonpublic schools that participate in the Provisional Teacher Program.

(c) Definitions of words and terms used in this subchapter are set forth at N.J.A.C. 6:11-5.6.

**6:11-14.2 Novice teacher responsibilities**

These rules affect all novice teachers employed as of September 1, 2001 whose positions require possession of instructional certificates in accordance with N.J.S.A. 18A:26-2 and N.J.A.C. 6:11-3.1(a). The requirements of these rules shall take effect beginning September 1, 2001.

**6:11-14.3 District board of education mentoring responsibilities**

(a) A district board of education shall ensure that rigorous, two-year mentoring is provided to novice teachers by developing a local mentor plan in which experienced teachers give confidential support and guidance to novice teachers.

(b) A district board of education shall ensure that the local mentor plan includes face to face contact between the mentor teacher and the novice teacher.

(c) A district board of education shall ensure the development of a local mentor plan by the local Professional Development Committee.

(d) The district board of education shall annually report the implementation of the local mentor plan in its Quality Assurance Annual Report (QAAR) pursuant to N.J.A.C. 6:8-2.1.

**6:11-14.4 Development of a local mentor plan**

(a) The local Professional Development Committee as defined in N.J.A.C. 6:11-13.3(d) in each district board of education shall develop a local mentor plan to include the following:

1. Goals which include the following:
  - i. To enhance teacher knowledge of and strategies related to the Core Curriculum Content Standards in order to facilitate student achievement;
  - ii. To identify exemplary teaching skills and educational practices necessary to acquire and maintain excellence in teaching; and

- iii. To assist novice teachers in the performance of their duties and adjustment to the challenges of teaching;
2. An application process for selecting mentor teachers;
3. Criteria for mentor teacher selection;
4. Provisions for comprehensive mentor training;
5. Identification of mentor teacher responsibilities;
6. Logistics for mentor plan implementation;
7. Consideration of collaborative arrangements with colleges and universities; and
8. Use of State funds.

(b) Terms and conditions of employment shall be subject to negotiations between representatives of the district board of education and the collective bargaining agent.

(c) The local Professional Development Committee shall submit the local mentor plan to the district board of education for approval prior to submission by the district board of education to the county superintendent.

**6:11-14.5 District board of education plan implementation responsibilities**

(a) A district board of education, in implementing the local plan, shall ensure that:

1. The eligibility of teachers applying to serve as mentor teachers is based on criteria which include the following:
  - i. The teacher is tenured in the district and actively teaching or, in the event that such a teacher is unavailable, a certified teacher with at least three years of experience who is actively teaching may be selected;
  - ii. The teacher is committed to the goals of the local mentor plan including respect for the confidential nature of the mentor teacher/novice teacher relationship;
  - iii. The teacher has demonstrated exemplary command of content area knowledge and of pedagogy;
  - iv. The teacher is experienced and certified in the subject area in which the novice teacher is teaching, where possible; and where not possible, in a closely aligned subject area;
  - v. The teacher is knowledgeable about the social/workplace norms of the district board of education and the community the district board of education serves;
  - vi. The teacher is knowledgeable about the resources and opportunities in the district board of education and able to act as a referral source to the novice teacher;

vii. The teacher provides three letters of recommendation from those who are familiar with the mentor teacher applicant's work; and

viii. The teacher agrees to complete a comprehensive mentor training program; and

2. Mentor teachers receive appropriate training prior to beginning mentoring assignments and on-going training in current mentoring practice is continued.

#### **6:11-14.6 Evaluation of the local mentor plan**

(a) Effective April 1, 2002, and continuing annually, the district board of education shall submit a report on the effectiveness of the local mentor plan to the Department of Education.

1. The district board of education shall collect data from novice teachers, mentor teachers and others using a form developed by the Department.

i. The data shall include:

(1) Program impact on job satisfaction;

(2) Adequacy of time and training; and

(3) Recommended program changes and additions.

#### **6:11-14.7 Program accountability**

(a) A district board of education shall ensure that the local mentor plan is consistent with N.J.A.C. 6:11-14.3 through 14.5.

(b) The Department of Education shall monitor district implementation of the local mentor plan to ensure its compliance with N.J.A.C. 6:11-14.3 through 14.6.

#### **6:11-14.8 Use of State funds**

(a) District boards of education in public school districts only shall be responsible for budgeting appropriately any State funds appropriated for the novice teacher mentoring program.

(b) The Department of Education shall appropriate State funds based on the number of novice teachers employed each year in a given public district board of education.

(c) District boards of education in public school districts only shall ensure that State funds appropriated for this program shall supplement, and not supplant, any Federal, State or local funds already devoted to planning and implementing a novice teacher mentor program.

(d) District boards of education, in public schools only, shall ensure that State funds shall be used for one or more of the following:

1. Stipends for mentor teachers;

2. The costs associated with release time;

3. Substitutes for mentor teachers and novice teachers; and

4. Professional development/training activities related to the program.

(e) District boards of education in public schools only shall review the levels of compensation, released time and other terms and conditions of employment of novice teachers and mentor teachers. These shall be subject to negotiations between the local board of education and collective bargaining agent.