

**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Subchapter 7 was repealed and a new Subchapter 7, Standards for New Jersey College Teacher Preparation Programs, was adopted by R.1982 d.269, effective August 16, 1982 (operative July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effective September 21, 1990, and Subchapter 9, Basis for Issuance of Administrative and Supervisory Certification, was repealed and Subchapter 10, Requirements for Administrative Certification, Subchapter 11, Basis for Issuance of Educational Services Certificates, and Subchapter 12,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:

(b) An emergency certificate is issued only on application of a public school district, submitted after August 1, in which the district board of education declares its inability due to unforeseen shortages or other extenuating circumstances to locate a suitable certified teacher.

Amended by 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), 17 N.J.R. 687(a).

Recodified from 4.4 with substantial amendments.

Amended by R.1985 d.49, effective February 19, 1985.

See: 16 N.J.R. 3075(a), 17 N.J.R. 422(a).

(a) Deleted "administration".

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

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

Eliminated bilingual and ESL education as areas for emergency certification.

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

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

Editorial changes only.

#### Case Notes

Teacher could not acquire tenure for service under permanent certificate for kindergarten through eighth grade combined with prior period of service under emergency certificate in another field. *Breitwieser v. State-Operated School Dist. of City of Jersey City, Hudson County*, 286 N.J.Super. 633, 670 A.2d 73 (A.D.1996).

Restrictions on issuance of emergency certificate clarified. *Hanne-man v. Bd. of Ed., Willingboro, Burlington Cty.*, 1979 S.L.D. 712 (Rev'd by St. Bd.—see S.L.D. 1980).

Validity of emergency certification and issue of tenure explained. *K'Burg v. Bd. of Ed., Lower Alloways Creek, Salem Cty.*, 1973 S.L.D. 636.

#### 6:11-4.4 Certificate of eligibility

(a) A certificate of eligibility is a permanent certificate that may be issued to persons who meet academic degree and examination requirements for provisional employment. Holders of certificates of eligibility shall not assume responsibility for a job assignment until they have been issued provisional certificates.

(b) A certificate of eligibility with advanced standing is a permanent certificate issued to candidates for standard certificates who have completed certain requirements of a State-approved district training or residency program through advance completion of an approved college preparation program.

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

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

#### 6:11-4.5 County substitute certificate

(a) Persons who do not hold a standard instructional certificate issued by the State Board of Examiners but who can present a minimum of 60 semester-hour credits completed in an accredited college, may be granted a county substitute certificate for day-to-day substitute teaching in the county which grants the certificate.

(b) Each district board of education shall submit to the county superintendent for review and approval, each applicant's official transcripts, oath of allegiance, and credentials.

(c) The certificate will be issued for a three-year period, but the holder may serve for no more than 20 consecutive days in the same position in one school district during the school year. Such certificates, which are issued by the county superintendent of schools, are to be granted only when the supply of properly certificated teachers is inadequate to staff the school. They carry none of the accrued benefits, such as pension and tenure, to which a regularly employed teacher is entitled, and are intended only for persons temporarily performing the duties of a fully certificated and regularly employed teacher.

(d) For specific vocational-technical skills, a vocational county substitute certificate may be issued to an applicant on the basis of appropriate work experience in lieu of 60 semester-hour college credits. Such work experience shall be substantiated by a notarized statement of previous employment.

(e) Applicants for the county substitute teaching certificate shall submit with transcripts and credentials, the appropriate fee in accordance with N.J.S.A. 18A:6-38.

(f) Persons who hold a standard New Jersey instructional certificate issued by the State Board of Examiners may serve as a substitute in areas outside the scope of this certificate, for no more than 20 consecutive days in the same position in one school district during the school year. A substitute certificate will not be needed for this service.

(g) The holder of a standard teaching certificate who is to be employed by a local district as a substitute teacher must record such certificate with the Office of the County Superintendent of Schools prior to employment in accordance with N.J.A.C. 6:11-3.1.

(h) The holder of a valid New Jersey registered nurse license may be issued a county substitute certificate to serve as a substitute for a school nurse.

(i) The holder of a county substitute certificate is authorized also to serve as an athletic coach in the district in which he or she is employed. The 20-day limitation noted in (c) above shall not apply to such coaching situations. Issuance of a certificate under these conditions shall be subject to the approval of the county superintendent of schools as specified in N.J.A.C. 6:29-3.3.

(j) The State Board of Examiners shall from time to time review procedures and practices associated with the issuance of county substitute certificates.

As amended, R.1978 d.393, effective November 8, 1978.

See: 10 N.J.R. 418(b), 10 N.J.R. 531(b).

As amended, R.1979 d.65, effective February 15, 1979.

See: 11 N.J.R. 8(c), 11 N.J.R. 120(b).

As amended, R.1980 d.105, effective March 10, 1980.  
 See: 12 N.J.R. 5(c), 12 N.J.R. 177(a).  
 As amended, R.1982 d.486, effective January 17, 1983.  
 See: 14 N.J.R. 1010(a), 15 N.J.R. 84(c).  
 Added (h) and (i).  
 As amended, R.1983 d.493, effective November 7, 1983.  
 See: 15 N.J.R. 1152(b), 15 N.J.R. 1860(c).  
 In (i), changed N.J.A.C. cite from 6:11-3.12 to 6:29-6.3.  
 As amended, 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).  
 Recodified with amendments from 4.7.  
 Recodified from N.J.A.C. 6:11-4.4 by R.1990 d.510, effective October 15, 1990.  
 See: 22 N.J.R. 1873(a), 22 N.J.R. 3240(a).  
 Administrative Correction to (i).  
 See: 23 N.J.R. 713(a).

#### Law Review and Journal Commentaries

Education. Steven P. Bann, 132 N.J.L.J. Nos. 15, 64 (1992).

#### 6:11-4.6 Paraprofessional approval

(a) School aides and/or classroom aides, assisting in the supervision of pupil activities under the direction of a principal, teacher or other designated certified professional personnel, shall be approved by the county superintendent of schools.

(b) Current rules require school districts employing aides to develop job descriptions and standards for appointment. These descriptions and standards should be based on study of local needs. The nature of the job descriptions will dictate the qualifications to be met, the proficiency standards needed, and the pay to be received.

(c) The locally developed descriptions and standards adopted by the district board of education shall be submitted by the chief school administrator to the county superintendent for approval, in accordance with the rules outlined below:

1. Any district board of education employing school aides or classroom aides shall submit to the county superintendent of schools a job description for each type of aide to be employed, setting forth the duties to be performed, the types of proficiency needed, the qualifications to be required, and the arrangement for supervision of the aides. The qualifications shall include proof of good moral character.

2. The county superintendent of schools shall review the job descriptions and the qualifications proposed for positions for the various types of supervisory or classroom aides. If he or she finds that the description and qualifications are in accordance with the policies of the State Board of Education, and conform to sound educational practice, he or she shall approve them, and notify the district board of education of his or her approval in writing.

3. At least once each year, and at such other times as the county superintendent may require, the chief school administrator shall submit to the county superintendent the names of the persons employed as aides, and a statement certifying that the persons appointed meet the qualifications approved by the county superintendent of schools and are being supervised in accordance with the approved plan. The chief school administrator and the county superintendent shall keep appropriate records of the individuals so approved.

As amended, 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).

Recodified with amendments from 4.9. Original 4.5 "Intern certificate" abolished.

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. 6:11-4.5; deleted reference to old procedures.

#### Case Notes

Limitations on role of aides. *Scrapski and Soden v. Bd. of Ed., Warren, Somerset Cty.*, 1977 S.L.D. 1047.

### SUBCHAPTER 5. REQUIREMENTS FOR INSTRUCTIONAL CERTIFICATION

#### 6:11-5.1 Requirements for the provisional certificate

(a) To be eligible for the provisional certificate in instructional fields, except as indicated in N.J.A.C. 6:11-8, the candidate shall:

1. Hold a bachelor's degree from an accredited college or university;
2. Complete at least 30 credits in a coherent major appropriate to the instructional field;
3. Pass a State test of subject matter knowledge for fields of teaching specialization or a test of general knowledge for the elementary endorsement; and

4. Obtain and accept an offer of employment in a position that requires instructional certification.

(b) Candidates who complete the requirements in (a)1 through 3 above shall be issued Certificates of Eligibility which will permit them to seek provisional employment in positions requiring instructional certification.

(c) Certificates of Eligibility with Advanced Standing shall be issued to all persons who meet the test requirement pursuant to (a)3 above and who have completed one of the following programs of teacher preparation:

1. A New Jersey college program, graduate or undergraduate, approved by the State Department of Education for the preparation of teachers pursuant to N.J.A.C. 6:11-7;

2. A college preparation program included in the interstate certification reciprocity system of the National Association of State Directors of Teacher Education and Certification (NASDTEC);

3. An out-of-State teacher education program approved by the National Council for the Accreditation of Teacher Education (NCATE);

4. A teacher education program approved for certification by the state department of education in one of the states party to the Interstate Agreement on Qualifications of Educational Personnel, provided the program was completed on or after January 1, 1964 and the state in which the program is located would issue the candidate a comparable certificate;

5. An out-of-State teacher education program not approved by NASDTEC or NCATE but approved by the state department of education in which the program is located and approved by the Secretary of the New Jersey State Board of Examiners as meeting the standards outlined in N.J.A.C. 6:11-7; or

6. At least 27 months of appropriate teaching experience in a state party to the Agreement within seven years prior to applying for a certificate in another state in the Agreement, and a comparable and valid standard or advanced certificate, still in force, issued by one of the states in the Agreement.

As amended, R.1984 d.469, effective October 15, 1984.  
See: 16 N.J.R. 1646(a), 16 N.J.R. 2788(a).

N.J.A.C. 6:11-5.1(a) became operative October 15, 1984. The rest of the section becomes operative September 1, 1985. Section substantially amended.

Repeal and New Rule, R.1989 d.614, effective December 18, 1989.

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

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

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

Reference to exceptions added in (a).

**Case Notes**

Applicant not entitled to certification of English teacher despite receipt from superintendent's office of materials misstating coursework requirement. *LaRosa v. Ellis*, 93 N.J.A.R.2d (EDU) 459.

**6:11-5.2 Requirements for the standard certificate**

(a) To be eligible for the standard certificate in instructional fields, except as indicated in N.J.A.C. 6:11-8, the candidate shall:

1. Possess a provisional certificate pursuant to N.J.A.C. 6:11-5.1; and

2. Complete a State-approved district or nonpublic school training program pursuant to N.J.A.C. 6:11-5.3 through 5.5 while employed provisionally in a position requiring the relevant endorsement to the instructional certificate.

(b) Candidates who hold standard New Jersey instructional certificates shall be issued additional standard endorsements in areas where they meet provisional certification requirements without having to meet the requirements in (a)1 and 2 above.

As amended, 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).

Section substantially amended.

Repeal and New Rule, R.1989 d.614, effective December 18, 1989.

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

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

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

Reference to exceptions added.

**6:11-5.3 Requirements for State-approved district training programs**

(a) Each district school or consortium seeking to hire a provisional teacher must submit a plan to the Department of Education and receive approval in accordance with the same procedures used for initial approval of collegiate preparation programs.

(b) Each plan shall describe the key elements of the proposed training program in accordance with guidelines established and published by the State Department of Education.

(c) Districts or consortia of institutions shall show evidence in their plans of having sought joint sponsorship of their State-approved training programs with colleges or universities.

(d) No public school district shall be authorized to employ a provisional teacher unless it has submitted a plan and received the approval of the commissioner at the recommendation of the State Board of Examiners.

(e) The State Department of Education shall issue a standard training program plan which districts may agree to implement in lieu of developing an original plan pursuant to (a) above.

(f) Each State-approved district training program shall provide essential knowledge and skills to provisional teachers through the following phases of training:

1. A full-time seminar/practicum of no less than 20 days duration which takes place prior to the time at which the provisional teacher takes full responsibility for a classroom. This seminar/practicum shall provide formal instruction in the essential areas for professional study listed in (g) below. It should introduce basic teaching skills through supervised teaching experiences with students. The seminar and practicum components of the experience shall be integrated and shall include an orientation to the policies, organization and curriculum of the employing district. This requirement shall not apply to provisional teachers who are holders of Certificates of Eligibility with Advanced Standing pursuant to N.J.A.C. 6:11-5.1(c).

2. A period of intensive on-the-job supervision beginning the first day on which the provisional teacher assumes full responsibility for a classroom and continuing for a period of at least 10 weeks. During this time, the provisional teacher shall be visited and critiqued no less than one time every two weeks by members of a Professional Support Team (see (h) below) and shall be observed and formally evaluated at the end of 10 weeks by the appropriately certified members of the team. At the end of the 10-week period, the provisional teacher shall receive a formal written progress report from the chairperson of the Support Team.

3. An additional period of continued supervision and evaluation of no less than 20 weeks duration. During this period, the provisional teacher shall be visited and critiqued at least four times and shall be observed formally and evaluated at least twice. No more than two months shall pass without a formal observation. Opportunities shall be provided for the provisional teacher to observe the teaching of experienced colleagues.

(g) Approximately 200 hours of formal instruction in the following topics shall be provided in all three phases of the program combined. This requirement shall not apply to provisional teachers who are holders of Certificates of Eligibility with Advanced Standing pursuant to N.J.A.C. 6:11-5.1(c).

1. Curriculum: Studies designed to foster an understanding of the curriculum taught and the assessment of teaching, including topics such as the following: the organization and presentation of subject matter, the development and use of tests and other forms of assessment, the evaluation and selection of instructional materials and the appropriate use of textbooks and teachers' guides, the use and interpretation of standardized tests and teacher-developed instruments, the reading process and other language art skill development appropriate to the field of specialization and grade level, and a knowledge of techniques and materials for fostering the development of reading and language arts skills.

2. Student development and learning at all levels: Studies designed to foster an understanding of students, their characteristics as individuals, and the ways in which they learn, including topics such as: student interests, motivation, preventing classroom disruption, creating a healthy learning climate, individual and group learning, language development, individual differences, and the role of technology in early learning.

3. The classroom and the school: Studies designed to foster an understanding of the school as a social unit and classroom management, including such topics as: the bureaucratic/social structure of public education, the making of teaching decisions, allocation of instructional time, setting of priorities, pacing of instruction, setting of goals, questioning techniques, student practice and independent work.

(h) Training and supervision of provisional teachers in State approved alternative programs shall be provided by a Professional Support Team comprised of a school principal, an experienced mentor teacher, a college faculty member, and a curriculum supervisor. Districts or schools which do not employ curriculum supervisors or have been unable to establish a relationship with a college should provide for comparable expertise on the team. The school principal shall serve as chairperson of the team.

(i) The State Department of Education shall coordinate the training efforts of districts and shall establish regional programs for provisional teachers. The Department shall provide orientation programs for Support Team Members.

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.1989 d.614, effective December 18, 1989.

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

N.J.A.C. 6:11-5.3, Requirements for provisional certification for State-approved alternative programs, was repealed; 5.4 was recodified as new 5.3 and new (e) was added and 5.5 was recodified with amendments as 6:11-5.3(f)-(i).

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

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

Corrected internal cite, corrected internal codification and deleted requirement for five week formal evaluation.

#### **6:11-5.4 Requirements for the evaluation of provisional teachers**

(a) Provisional teachers shall be observed and evaluated by appropriately certified Support Team Members as described in N.J.A.C. 6:11-5.3.

(b) Evaluation of provisional teachers shall be shared by at least two, but no more than three members of the Support Team.

(c) The State Department of Education shall devise standardized criteria and forms for a final comprehensive evaluation of each provisional teacher, conducted at the end of the provisional period by appropriately certified Support Team Members.

12. Home economics: This endorsement authorizes the holder to teach home economics in all public schools. Home economics normally includes: Homemaking and consumer education, foods and nutrition, family living and parenthood education, child development and guidance, housing and home furnishings, home management, clothing and textiles, and family health and safety;

13. Industrial arts: This endorsement authorizes the holder to teach industrial arts in all public schools. Industrial arts normally includes: graphic arts, drafting, woodworking, metal working, arts and power mechanics;

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

15. Military science: This endorsement authorizes the holder to teach military service in all public schools;

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

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

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

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

20. Science:

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

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

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

21. Social studies: This endorsement authorizes the holder to teach social studies in all public schools;

22. Special education:

i. Blind or partially sighted: This endorsement authorizes the holder to teach blind or partially sighted children in all public schools;

ii. Deaf or hard of hearing: This endorsement authorizes the holder to teach deaf or hard of hearing children in all public schools;

iii. Teacher of the handicapped: This endorsement authorizes the holder to teach pupils classified as handicapped in all public schools;

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

24. Teacher of agricultural occupations: This endorsement authorizes the holder to teach agricultural occupations in all public schools.

25. Teacher of practical nursing: This endorsement authorizes the holder to teach practical nursing in all public schools;

26. Teacher of production, personal or service occupations: This endorsement authorizes the holder to teach vocational courses in the areas of his or her State-approved occupational experience in all public schools.

27. Teacher of skilled trades: This endorsement authorizes the holder to teach skilled trade courses in the area of his or her State-approved occupational experience in all public schools.

28. Teacher of technical occupations: This endorsement authorizes the holder to teach technical occupation courses in the area of his or her State-approved occupational experience in all public schools.

29. Teacher of vocational-technical related subjects: This endorsement authorizes the holder to teach those subjects utilized in skill and technical trades such as math, science, related theory.

30. Vocational-technical part-time teacher: This endorsement authorizes the holder to teach on a part-time basis in any approved vocational-technical evening, apprentice, extension, industrial-in-plant training or short-term preemployment program.

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.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).

#### 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 elimination 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 cumulative grade point average 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 a cumulative grade point average of 2.5 (4 equals A);
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".

### 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.

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);

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) Persons who are enrolled in formal State-approved New Jersey college preparation programs prior to September 1, 1992 shall be permitted until September 1, 1997 to attain standard certification by completing the college program in which they are enrolled.

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

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;

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.

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.

#### 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;

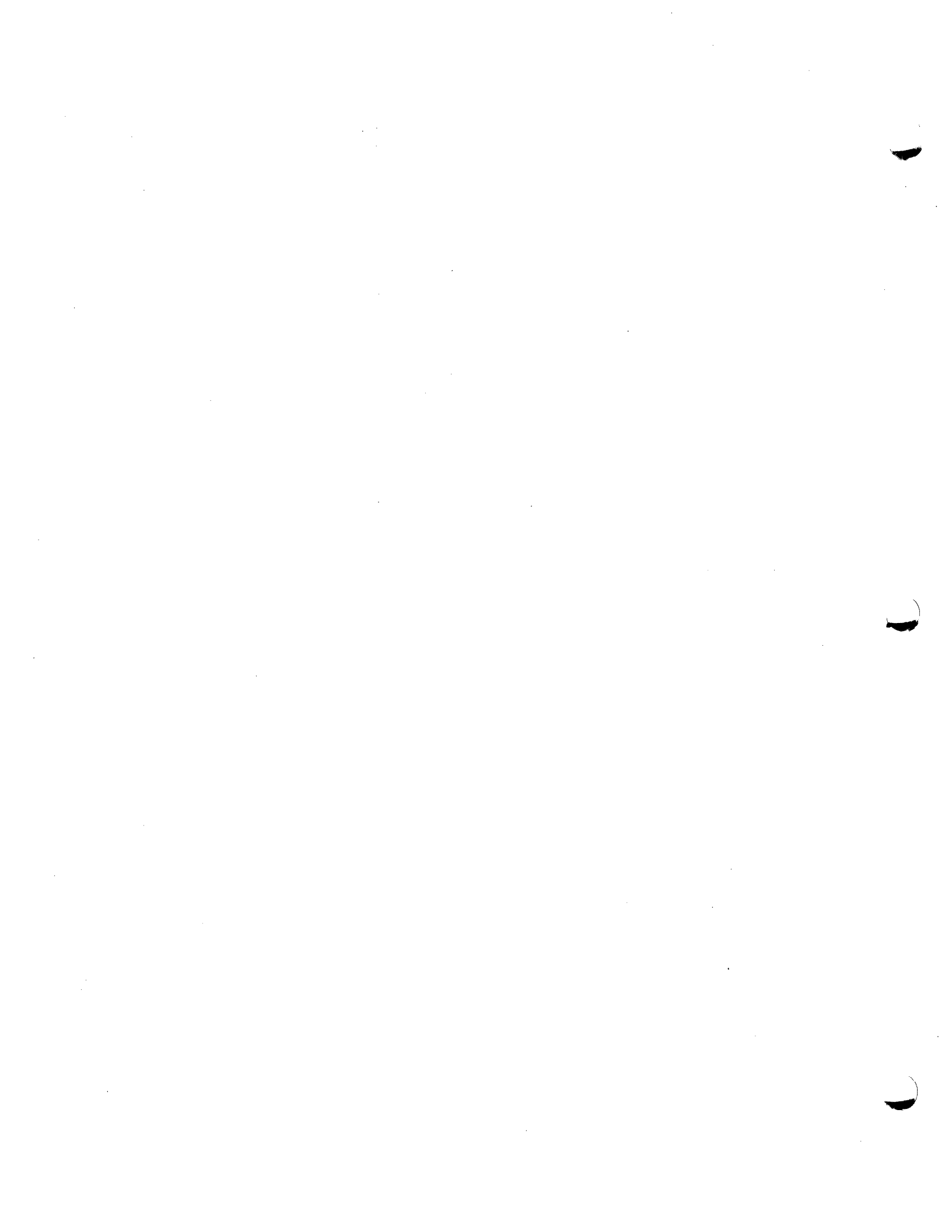
iii. Include a pre-residency component that shall emphasize professional experiences and training that must be completed before the candidate assumes full responsibility on a provisional basis for a position requiring the school business administrator endorsement. The Department shall, based on the recommendation 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.



**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).

## 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.