

CHAPTER 9

PROFESSIONAL LICENSURE AND STANDARDS

Authority

N.J.S.A. 18A:1-1, 18A:4-15, 18A:6-34, 18A:6-38,
18A:26-2.7 and 18A:26-10.

Source and Effective Date

R.2009 d.24, effective December 10, 2008.
See: 40 N.J.R. 4856(a), 41 N.J.R. 128(a).

Chapter Expiration Date

Chapter 9, Professional Licensure and Standards, expires on December 10, 2013.

Chapter Historical Note

Chapter 9, Professional Licensure and Standards, was adopted as R.2004 d.28, effective January 20, 2004. See: 35 N.J.R. 4352(a), 36 N.J.R. 469(a).

Subchapter 7, Paraprofessional Approval, was repealed by R.2005 d.298, effective September 6, 2005. See: 37 N.J.R. 1982(a), 37 N.J.R. 3322(a).

Subchapter 7, Qualifying Academic Credentials, was adopted as new rules by R.2008 d.7, effective January 7, 2008. See: 39 N.J.R. 3441(a), 40 N.J.R. 113(b).

Chapter 9, Professional Licensure and Standards, was readopted as R.2009 d.24, effective December 10, 2008. See: Source and Effective Date. See, also, section annotations.

Subchapter 18, Pilot Programs for Mathematics and Science Certifications, was adopted as special new rules by R.2009 d.238, effective June 30, 2009 (to expire January 4, 2011). See: 41 N.J.R. 2984(a).

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SUBCHAPTER 1. SCOPE AND PURPOSE

6A:9-1.1 Scope

This chapter sets forth the rules governing the preparation, licensure and professional development of those educators required by their positions to be certified. It also contains rules governing the approval of educator preparation programs and the content of such programs. Finally, it contains the rules delineating the organization of, powers of, duties of and proceedings before the State Board of Examiners.

(b) Within 15 days following each evaluation, the evaluator pursuant to (a) above shall provide a copy of the evaluation to the provisional teacher.

(c) Mentor teachers shall not assess or evaluate the performance of provisional teachers. Interactions between provisional teachers and experienced mentor teachers are formative in nature and considered a matter of professional privilege. Mentor teachers shall not be compelled to offer testimony on the performance of provisional teachers.

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

In the introductory paragraph of (a), inserted the last sentence.

Case Notes

Initial Decision (2008 N.J. AGEN LEXIS 171) adopted, which rejected petitioner's contention that a board of education is limited in the number and timing of the evaluations that may be conducted of an alternate route teacher for purposes of evaluating whether to renew the teacher's employment; the regulations do not purport to limit a board of education's right and duty to conduct evaluations of its non-tenured teaching staff members. *El-Hewie v. Bd. of Educ. of Bergen County Vocational School Dist.*, OAL Dkt. No. EDU 7673-06, Commissioner's Decision (April 10, 2008).

Initial Decision (2008 N.J. AGEN LEXIS 171) adopted, which found that the failure to originally designate a formal mentor for an alternate route teacher was not grounds for reinstatement, and the credible evidence demonstrated substantial efforts on the part of the district to provide the teacher with assistance and mentoring; a board of education's failure to strictly comply with the evaluation or training program requirements is not grounds for the reinstatement of a provisional teacher whose employment is not renewed. *El-Hewie v. Bd. of Educ. of Bergen County Vocational School Dist.*, OAL Dkt. No. EDU 7673-06, Commissioner's Decision (April 10, 2008).

6A:9-8.7 Recommendation for certification of provisional teachers

(a) Within 30 days after the conclusion of the State-approved district training program, the building principal shall submit the final evaluation directly to the Secretary that shall contain a recommendation regarding standard certification for each provisional teacher.

(b) The final evaluation for each provisional teacher shall include one of the following recommendations:

1. Approved: Recommends issuance of a standard certificate;
2. Insufficient: Recommends that a standard certificate not be issued but that the candidate be permitted to seek entry on one more occasion into a State-approved district training program. A second rating of "insufficient" shall be deemed a "disapproved" in accord with (b)3 below; or
3. Disapproved: Recommends that a standard certificate not be issued and that the candidate not be allowed to enter into another State-approved district training program.

(c) Candidates who receive a recommendation of "disapproved" or two recommendations of "insufficient" may petition the Board of Examiners for approval of additional op-

portunities to seek provisional employment in districts other than those in which they received unfavorable recommendations pursuant to N.J.A.C. 6A:9-17.18.

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

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

Added the last sentence to (b)2.

6A:9-8.8 Requirements for the standard certificate

(a) Except as indicated in N.J.A.C. 6A:9-11, to be eligible for the standard certificate in any instructional area, the candidate shall:

1. Possess a provisional certificate pursuant to N.J.A.C. 6A:9-8.2; and
2. Successfully complete a State-approved district training program pursuant to N.J.A.C. 6A:9-8.3 and 8.4 while employed provisionally in a position requiring the appropriate instructional certificate.

(b) A candidate who holds a standard New Jersey instructional certificate shall be eligible for additional standard certificates if the candidate meets the requirements of N.J.A.C. 6A:9-8.1(a)1, 3 and 4 and 8.3(b)4. This provision does not apply to holders of the Teacher of Military Science endorsement.

(c) A candidate who has completed the requirements pursuant to N.J.A.C. 6A:9-8.1(b) and at least one year of appropriate teaching experience under a valid out-of-State license or certificate shall be eligible for a standard certificate upon completion of the test requirement. The out-of-State license or certificate shall be the equivalent of a New Jersey provisional or standard certificate.

(d) For a candidate who has completed the requirements pursuant to N.J.A.C. 6A:9-8.1(b) but has not met the GPA requirements pursuant to N.J.A.C. 6A:9-8.1(a)2, three years of successful teaching experience under a valid out-of-State certificate is necessary. Successful teaching experience will be demonstrated by the offer of contract renewal from the employing district or submission of satisfactory performance evaluations. The out-of-State license or certificate shall be the equivalent of a New Jersey provisional or standard certificate.

(e) A candidate who holds National Board for Professional Teacher Standards (NBPTS) certification and the corresponding out-of-State license or out-of-State certificate shall be eligible for the standard certificate in the NBPTS certificate field without additional requirements.

(f) A candidate who holds the Meritorious New Teacher Candidate (MNTC) designation and the corresponding out-of-State license or certificate shall be eligible for the standard certification in the MNTC designated field without additional requirements. The MNTC designation, offered through the American Association of Colleges for Teacher Education (AACTE), is designed to recognize and reward exceptionally well-prepared new teachers. Similar to National Board Certi-

fication, this designation is one of professional accomplishment for prospective teachers who excelled at every phase of preparation and demonstrated a deep commitment to high expectations for all children.

(g) A candidate who presents official evidence of the following requirements shall be eligible for a standard certificate:

1. Completion of requirements pursuant to N.J.A.C. 6A:9-8.1(a);
2. Completion of at least one year of appropriate, successful teaching experience under a valid out-of-State license or certificate;
3. Completion of an out-of-State non-traditional or alternate route teacher preparation program that is determined by the Department to be comparable to the State's school-based training and evaluation program provided to all New Jersey novice teachers; and
4. A valid standard certificate from the state in which (g)3 above was completed.

(h) A candidate who presents official evidence of the following requirements shall be eligible for a standard certificate with an endorsement equivalent to the endorsement on their out-of-State certificate:

1. Completion of at least three years of teaching in good standing during the last seven years under a regular out-of-State certificate, as documented by a letter validating such experience from a superintendent, principal, supervisor, or human resources director in the district in which the experience occurred.
2. Passed a content knowledge test that was required to obtain the out-of-State certificate, as verified by the Department; and
3. A valid, regular, standard certificate from any state in which (h)1 and 2 above were completed.

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

In (b), inserted "and 8.3(b)4" at the end of first sentence and rewrote the second sentence; in (c), deleted the last two sentences; recodified (d) and (e) as (e) and (f), added (d), and changed internal reference.

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

In (c) and (d), inserted the last sentence; added new (f); and recodified former (f) as (g).

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

In (g)4, substituted "(g)3" for "(f)3".
Amended by R.2009 d.365, effective December 7, 2009.
See: 41 N.J.R. 2529(a), 41 N.J.R. 4433(d).

Added (h).

6A:9-8.9 Mentoring and evaluation by approved agencies

An approved agency and its designated staff shall be authorized to provide the services, evaluations, and recom-

mendations specified within N.J.A.C. 6A:9-8.5 through 8.7 for provisional Teachers of Supplemental Instruction in Reading and Mathematics, Grades K-12 in their employ.

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

SUBCHAPTER 9. INSTRUCTIONAL CERTIFICATES

6A:9-9.1 Authorizations—general

(a) Each teaching endorsement is required for the corresponding teaching assignment.

1. Each endorsement is valid for grades preschool through 12, with the following exceptions:

- i. The elementary school teacher endorsement is valid in grades kindergarten through five;
- ii. The elementary school teacher with subject matter specialization endorsement is valid in grades five through eight;
- iii. The Preschool through Grade three endorsement is valid in preschool through grade three; and
- iv. The teacher of supplementary instruction in reading and mathematics, grades K-8 is valid in grades kindergarten through eight.

2. Teachers with English endorsements, who taught reading prior to February 1976, may continue to teach in the same assignment. Certified teachers employed by school districts using a whole school reform model pursuant to N.J.A.C. 6A:24-4 are authorized to teach reading in accord with the specifications of the model.

3. Teachers with elementary school endorsements that are valid in grades nursery through eight issued no later than March 1, 2008 may teach in grades nursery through eight in any employing school district. These teachers must demonstrate to the school district that they have content knowledge appropriate to the subject(s) taught. All elementary school teachers certified to teach in grades kindergarten through five after January 20, 2004 and hired to teach in grades six through eight must hold either the elementary school with subject matter specialization or the subject matter endorsement.

4. Teachers holding the teacher of the blind or partially sighted, teacher of the deaf or hard of hearing and/or the teacher of handicapped endorsements issued prior to September 1, 2008 may teach students with disabilities in grades preschool through grade 12 if they can demonstrate to the district content knowledge appropriate to the content and the content level to be taught.

5. Teachers holding endorsements that are no longer issued as of January 20, 2004 may continue to teach in the

1. Child and family development and care/human development, and related careers;
2. Food preparation, nutrition and food science, and related careers;
3. Apparel/construction, textiles, interiors/housing and environments, and related careers; and
4. Personal and family financial/resource management, and related careers.

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

6A:9-11.18 Teacher of Supplemental Instruction in Reading and Mathematics, Grades K-8

(a) To be eligible for a certificate of eligibility in Teacher of Supplemental Instruction in Reading and Mathematics, Grades K-8, an applicant must complete all of the requirements for a certificate of eligibility as Teacher of Elementary School K-5, at N.J.A.C. 6A:9-8.1(b).

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

1. Meet the requirements in (a) above;
2. Complete one of the teacher preparation program alternatives culminating in student teaching appropriate to Elementary Teacher K-5 as designated in N.J.A.C. 6A:9-8.1; and
3. Meet the GPA and test score requirements designated in N.J.A.C. 6A:9-8.1.

(c) For issuance of a provisional certificate, a candidate must:

1. Hold a certificate of eligibility or certificate of eligibility with advanced standing in Teacher of Supplemental Instruction in Reading and Mathematics, Grades K-8;
2. Obtain and accept an offer of employment in a position that requires this certification; and
3. Be registered in a State-approved district training program upon employment and in accordance with N.J.A.C. 6A:9-8.3.

(d) Any public school district or non-public school or approved agency using public funds to directly employ and supervise a teacher with this endorsement must develop a mentoring plan and assign a qualified mentor to any provisionally-certified teacher in accordance with N.J.A.C. 6A:9-8.4 for public school districts and with N.J.A.C. 6A:9-8.5 for nonpublic schools and approved agencies.

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

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

2. Must conduct all teaching in a formal classroom environment with a minimum of eight students that approximates the experiences that novice teachers are expected to have, including, but not limited to, lesson planning, effective classroom management, instructional strategies, and incorporation of the New Jersey Core Curriculum Content Standards.

(f) While teaching under a provisional endorsement, the teacher shall participate in a State-approved district training program appropriate to holders of the K-5 endorsement. The State-approved district training program shall comply with the requirements in either N.J.A.C. 6A:9-8.3 or 8.5, as appropriate.

(g) No person shall be employed under provisional certification for more than a total of four years in a position requiring certification as a Teacher of Supplemental Instruction in Reading and Mathematics, Grades K-8.

(h) The standard certificate for Teacher of Supplemental Instruction in Reading and Mathematics, Grades K-8 shall be awarded upon successful completion of the candidate's Provisional Teacher Program, including Regional Training Center study if required, as designated in N.J.A.C. 6A:9-8.8.

(i) Holders of the standard certificate for Teacher of Supplemental Instruction in Reading and Mathematics, Grades K-8 shall not be eligible for other standard instructional certificate endorsements under N.J.A.C. 6A:9-8.8(b) until they first complete all requirements for one other standard instructional certificate endorsement, including Provisional Teacher Program, and if necessary any Regional Training Center requirements. Upon receipt of this second standard instructional endorsement, holders of the standard certificate for Teacher of Supplemental Instruction in Reading and Mathematics, Grades K-8 shall then be eligible for additional standard instructional endorsements under N.J.A.C. 6A:9-8.8(b).

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

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

6A:9-11.19 Individuals enrolled in degree programs prior to January 7, 2008

A candidate who matriculates and enrolls in a State-approved teacher preparation program in accordance with the applicable subsection of N.J.A.C. 6A:9-11.13 through 11.17, on or after January 7, 2009, shall be required to complete all requirements of the applicable subsection above effective as of January 7, 2008. A candidate who is matriculated and enrolled in an out-of-State approved teacher preparation program in accordance with the applicable section of N.J.A.C. 6A:9-11.13 through 11.17, prior to January 7, 2009, and applies to the Office for certification no later than January 7, 2010, shall complete all requirements under former N.J.A.C. 6A:9-8.1, as effective January 6, 2008. A candidate

who does not apply to the Office for certification by January 7, 2010 shall fulfill the applicable requirements under N.J.A.C. 6A:9-11.13 through 11.17 in this section.

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

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

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

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

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

SUBCHAPTER 12. REQUIREMENTS FOR ADMINISTRATIVE CERTIFICATION

6A:9-12.1 Use of requirements

(a) These requirements will be used by the Department in the following ways:

1. As a basis for approving college preparation programs for administrative and supervisory personnel;
2. As the basis for approving non-traditional programs offered by service providers for administrative and supervisory personnel;
3. As the basis for evaluating the eligibility of candidates for administrative or supervisory certification; and
4. As the basis for defining the nature and extent of experience used in development of residencies required of administrative candidates for certification.

(b) Colleges and universities shall provide the office with a list of those students that have matriculated in New Jersey administrative preparation programs approved by the Department prior to January 20, 2004. This includes those students that matriculated in the approved programs in fall 2004 and spring 2005. The list of students shall be submitted to the office no later than March 31, 2005. Those candidates must complete all requirements specified under former N.J.A.C. 6:11-9 by September 1, 2007. Candidates that do not complete all of the requirements specified under former N.J.A.C. 6:11-9 by September 1, 2007 shall fulfill the requirements in this subchapter.

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

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

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

6A:9-12.2 College degrees

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

6A:9-12.3 Authorization

(a) The school administrator endorsement is required for any position that involves services as a district-level adminis-

trative officer. Such positions shall include superintendent, assistant superintendent, and director. Holders of this endorsement are authorized to provide educational leadership by directing the formulation of district-wide goals, plans, policies and budgets, by recommending their approval by the district board of education and by directing 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) The principal endorsement is required for any position that involves service as an administrative officer of a school or other comparable unit within a school or district. Such positions shall include assistant superintendent for curriculum and instruction, principal, assistant principal, vice-principal and director. The holder of a standard principal endorsement is also authorized to serve in the position of supervisor. Holders of this endorsement are authorized to provide educational leadership by directing the formulation of goals, plans, policies, budgets and personnel actions of the school or other comparable unit, and recommending them to the chief district administrator, and by directing 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 and to direct the activities of school-level supervisors.

(c) The supervisor endorsement is required for both supervisors of instruction and athletic directors who do not hold a standard principal's endorsement. The supervisor shall 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) The school business administrator endorsement is required for the chief financial officer of a district. Such positions shall include assistant superintendent for business, school business administrator, and assistant school business administrator. Holders of this endorsement are authorized to perform duties at the district level in the areas of financial budget planning and administration, financial accounting and reporting, insurance/risk administration and purchasing. Holders of this endorsement may also engage in facilities planning, construction and maintenance, personnel administration, administration of transportation and food services, and central data processing management.

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

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

Case Notes

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

Petitioner, who served as a Content Supervisor in the area of Science but held only a Certificate of Eligibility (CE) for Principal/Supervisor, did not obtain tenure and therefore was not improperly terminated; not only is proper certification necessary for tenure pursuant to N.J.S.A. 18A:28-4, but also petitioner was never legally qualified to hold the position of supervisor. *Nelson v. Bd. of Educ. of Plainfield*, OAL Dkt. No. EDU 11414-07, 2008 N.J. AGEN LEXIS 1013, Commissioner’s Decision (April 18, 2008).

In matters of law governing educational certification, it is the regulations promulgated by the State Board of Education pursuant to the Administrative Procedure Act, not the paper certificate issued by the Department of Education, that control. *Nelson v. Bd. of Educ. of Plainfield*, OAL Dkt. No. EDU 11414-07, 2008 N.J. AGEN LEXIS 1013, Commissioner’s Decision (April 18, 2008).

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

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

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

Although the courts have permitted an individual to claim eligibility to a new position based on tenure in another position when the two positions are “substantially identical,” a mere overlap of responsibilities does not mean two positions are equivalent for tenure purposes. If a newly-created position is similar to a tenure holder’s abolished position but also requires additional duties, the newly-created position is not considered to be substantially similar to the former position. *McGriff v. Bd. of Educ. of Montclair*, OAL Dkt. No. EDU 10927-04, 2006 N.J. AGEN LEXIS 647, Commissioner’s Decision (July 13, 2006).

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

6A:9-12.4 School administrator

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

1. Complete one of the following:

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

ii. Hold a master’s degree from a regionally accredited college or university and complete a post-master’s program resulting in a certificate of advanced study in educational administration and supervision;

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

iv. Hold a master’s degree from a regionally accredited college or university and complete a New Jersey State-approved certification program in educational leadership offered by providers approved by the Department pursuant to N.J.A.C. 6A:9-12.5(j)2, (k)2 and (l)1; or

v. Hold a master’s degree from an NCATE or TEAC approved program in educational leadership from an out-of-State college or university;

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

i. Leading a common vision of learning in the school community;

ii. Leading a climate and culture conducive to student learning and staff professional growth;

iii. Leading a safe and effective environment for learning;

iv. Leading the mobilization of resources, response to diverse needs, and collaboration with families and communities;

v. Leading with integrity and fairness; and

vi. Leading with a perspective of the larger political, social, economic and legal context;

3. Complete a 150-hour internship in educational leadership independent of other course requirements;

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

5. Complete five years of successful educational experience in a public or non-public school, a public or non-public school district, or a regionally accredited higher educational setting in New Jersey or out-of-State.

(b) A candidate who matriculates and enrolls in a state-approved educational leadership preparation program on or after September 1, 2008 shall be required to complete all requirements of (a) above effective as of January 7, 2008. A candidate who is matriculated and enrolled in a state-approved educational leadership preparation program prior to September 1, 2008, and applies to the Office no later than December 31, 2011, shall complete all requirements under former N.J.A.C. 6A:9-12.4, as effective January 6, 2008. A candidate who does not apply to the Office by December 31, 2011 shall fulfill the requirements in this section.

(c) Applicants in possession of a written evaluation completed by the Office prior to January 8, 2008 will have until December 31, 2011 to complete the requirements set forth in the written evaluation. A candidate who does not apply to the Office by December 31, 2011 shall fulfill the requirements in this section.

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

1. Hold a school administrator CE; and

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

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

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

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

i. Take place in a functioning public school district environment or may take place in an approved alternate site that serves public school students;

ii. Require the candidate to develop a thorough understanding of New Jersey Standards: the Core Curric-

ulum Content Standards; the Professional Standards for Teachers as defined in N.J.A.C. 6A:9-3.3; and the Professional Standards for School Leaders as defined in N.J.A.C. 6A:9-3.4. Candidates shall demonstrate that understanding through activities illustrating the promotion of excellence in teaching and learning and providing educational leadership to the district;

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

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

v. Provide professional experiences, training and instruction as defined in the Professional Standards for School Leaders and in the areas of district planning and policy formulation; board of education operations and relations; supervision of district wide programs of curriculum, instruction and student services; collegial management, participatory decision-making and professional governance; the roles, supervision and evaluation of central office staff and school principals; district financial, legal and business operations; management of district operations; school facilities; labor relations and collective bargaining; government and community relations; and school law.

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

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

(h) The mentor shall meet with the resident superintendent 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 Department 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.

(i) Standard certification for school administrator endorsement candidates shall be approved or disapproved pursuant to the following procedures:

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

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

i. Approved: Recommends issuance of a standard certificate;

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

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

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

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

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

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

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

(k) Each candidate who holds a valid out-of-State school administrator certificate but does not meet the requirements in (a)1, 2, 3, 4 or 5 above, will be eligible for the school administrator endorsement upon presenting the following:

1. A valid standard 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 public school superintendent or assistant superintendent position with responsibility for

functions delineated under the New Jersey school administrator endorsement pursuant to N.J.A.C. 6A:9-12.3(a);

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 mentor-directed residency completed under provisional certification. The six-month modified residency shall focus on New Jersey finance and law, and will require the candidate to develop a thorough understanding of New Jersey Standards: the Core Curriculum Content Standards; Professional Standards for Teachers as defined in N.J.A.C. 6A:9-3.3; and, the New Jersey Standards for School Leaders as defined in N.J.A.C. 6A:9-3.4. Candidates shall demonstrate that understanding through activities illustrating the promotion of excellence in teaching and learning and providing educational leadership to the district.

(l) An experienced New Jersey principal who holds a master's degree or higher in a field other than those outlined in (a)1 above, may satisfy the degree requirement by meeting the requirements in (a)4 above and upon presentation of the following:

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

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

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

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

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

Added (k).

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

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

Substituted "N.J.A.C. 6A:9-12.5(j)2" for "N.J.A.C. 6A:9-12.5(i)2" in (a)1iv.

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

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

Rewrote the section.

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

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

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

6A:9-12.5 Principal

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

1. Complete one of the following:

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

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

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

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

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

i. Leading a common vision of learning in the school community;

ii. Leading a climate and culture conducive to student learning and staff professional growth;

iii. Leading a safe and effective environment for learning;

iv. Leading the mobilization of resources, response to diverse needs, and collaboration with families and communities;

v. Leading with integrity and fairness; and

vi. Leading with a perspective of the larger political, social, economic and legal context;

3. Complete a 300-hour internship in educational leadership independent of other course requirements;

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

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

(b) A candidate who matriculates and enrolls in a state-approved educational leadership preparation program on or after September 1, 2008 shall be required to complete all requirements of (a) above effective as of January 7, 2008. A candidate who matriculated and enrolled in classes in a State-approved educational leadership preparation program prior to September 1, 2008, and applies to the Office no later than

December 31, 2011, shall complete all requirements under former N.J.A.C. 6A:9-12.5, as effective January 6, 2008. A candidate who does not apply to the Office by December 31, 2011 shall fulfill the requirements in this section.

(c) Applicants in possession of a written evaluation completed by the Office prior to January 8, 2008 will have until December 31, 2011 to complete the requirements set forth in the written evaluation. A candidate who does not apply to the Office by December 31, 2011 shall fulfill the requirements in this section.

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

1. Hold a principal CE; and

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

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

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

2. Complete a two-year State-approved residency program while employed under provisional principal certification in a school or district. The residency program shall:

i. Require the candidate to develop a thorough understanding of New Jersey standards: the Core Curriculum Content Standards; the Professional Standards for Teachers as defined in N.J.A.C. 6A:9-3.3; and, the Professional Standards for School Leaders as defined in N.J.A.C. 6A:9-3.4. Candidates shall demonstrate that understanding through activities illustrating the promotion of excellence in teaching and learning and providing educational leadership to the school community;

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

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

ence and recommended standards-based performance goals during residency, and shall be specified in the standard written agreement; and

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(k) Each candidate who holds an out-of-State principal certificate but does not meet the requirements in (a)1, 2, 3, 4 or 5 above will be eligible for the principal certificate upon presenting:

1. A valid standard 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 school principal or assistant principal position with responsibility for functions delineated under the New Jersey principal endorsement pursuant to N.J.A.C. 6A:9-12.3(b);

3. A master's degree in any area;

4. An offer of employment in a position that requires the principal certificate; and

5. A mentor-directed residency completed under provisional certification. The six-month modified residency shall focus on New Jersey finance and law, and will require the candidate to develop a thorough understanding of New Jersey Standards: the Core Curriculum Content Standards; Professional Standards for Teachers as defined in N.J.A.C. 6A:9-3.3; and, the New Jersey Standards for School Leaders as defined in N.J.A.C. 6A:9-3.4. Candidates shall demonstrate that understanding through activities illustrating the promotion of excellence in teaching and learning and educational leadership to the school community.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

6A:9-12.6 Supervisor

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

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

2. Successfully complete one of the following:

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

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

- (1) Three credits in general principles of staff supervision in grades preschool through 12;
 - (2) Three credits in general principles of curriculum development for grades preschool through 12;
 - (3) Three elective credits in curriculum development; and
 - (4) Three elective credits in staff supervision and/or curriculum development; or
- iii. A State-approved training program implemented by a State-approved provider as the basis for issuing this certificate; and
3. Hold a standard New Jersey instructional or educational services certificate or its out-of-State equivalent, and complete three years of successful, full-time teaching and/

or educational services experience. Teaching and/or educational services experience completed in a New Jersey public school must have been under an appropriate New Jersey certificate.

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

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

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

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

In (a), rewrote 2ii.

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

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

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

Case Notes

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

6A:9-12.7 School business administrator

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

1. Hold a Master's degree or higher degree from a regionally accredited college or university or be in possession of a certified public accountant license; and
2. Complete at least 18 credits of graduate or undergraduate study in the following areas:
 - i. Economics;
 - ii. Law;
 - iii. Accounting;
 - iv. Organizational theory;
 - v. Management or administration; and
 - vi. Finance.

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

1. Hold a school business administrator CE; and
2. Obtain and accept an offer of employment in a position that requires the school business administrator endorsement in a public school district that has agreed formally to sponsor the residency.

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

1. Possess a provisional certificate pursuant to (a) and (b) above; and
2. Complete a one to two-year State-approved district residency program while employed under provisional certification. The residency shall:
 - i. Take place in a functioning public school district environment, and will require the candidate to develop a thorough understanding of New Jersey Standards: the Core Curriculum Content Standards; the Professional Standards for Teachers as defined in N.J.A.C. 6A:9-3.3; and the Professional Standards for School Leaders as

defined in N.J.A.C. 6A:9-3.4. Candidates shall demonstrate that understanding by providing support for the educational goals of the district;

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

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

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

(d) Each candidate for the standard administrative certificate with an endorsement for school business administrator shall be evaluated formally by the mentor on at least three occasions for purposes of certification. The first two evaluations shall be conducted mainly for diagnostic purposes. The final evaluation shall be the basis for issuance of the candidate's standard certificate. All evaluations shall be based on the candidate's performance in areas of authorization defined in N.J.A.C. 6A:9-12.3(d) and reported on State-developed forms. The mentor shall discuss each evaluation with the candidate, and the mentor and candidate shall sign each report as evidence of such discussion. Upon completion of each evaluation, the report shall be sent to the Department; the final evaluation shall be accompanied by the recommendation for certification pursuant to (g) below.

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

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

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

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

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

i. Approved: Recommends issuance of a standard certificate;

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

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

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

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

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

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

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

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

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

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

SUBCHAPTER 13. REQUIREMENTS FOR EDUCATIONAL SERVICES CERTIFICATION

6A:9-13.1 Qualifications/general provisions

(a) To be eligible for educational services certification, the candidate shall hold the appropriate degree and complete Department-required test(s) and one of the following:

1. A Department-approved educational services program at a New Jersey college or university;
2. An appropriate NCATE-approved educational services program at an out-of-State college or university;
3. Three years of successful full-time experience, or the equivalent in the appropriate field in another state under that state's standard certificate authorizing such service. The candidate shall hold a currently valid standard certificate from that state in the appropriate field. The experience shall occur in the seven years immediately prior to the application for the New Jersey educational services certificate; or
4. All requirements for individual educational services endorsements pursuant to N.J.A.C. 6A:9-13.3 through 13.22 as determined through a formal credentials evaluation completed by the Office.

(b) A provisional educational services certificate shall be issued to a candidate who does not meet the requirements for an educational services certificate, but who has at least one year, but less than three years, of full-time successful experience, or the equivalent, in another state under that state's standard certificate authorizing such service. The experience shall occur within the seven years immediately prior to the application for the New Jersey educational services certificate.

1. The provisional certificate may be renewed one time.
2. The candidate shall be issued a standard educational services certificate upon providing documentation of completion of all requirements for the standard certificate.

(c) Holders of educational services certificates are authorized to serve in grades preschool through 12.

(d) Holders of educational services certificates that are no longer issued after January 20, 2004 may continue to serve in

the service areas in which the teaching staff member was authorized to serve under the former rules.

(e) Colleges and universities shall align their programs with the requirements in N.J.A.C. 6A:9-13.2 through 13.22 no later than September 1, 2005.

(f) Colleges and universities shall inform the Department of those students that have matriculated in programs approved prior to January 20, 2004. This includes those students that matriculated in the approved programs in fall 2004 and spring 2005. Those candidates must complete all requirements pursuant to N.J.A.C. 6:11-11 by September 1, 2007. Candidates that do not complete all of the requirements pursuant to N.J.A.C. 6:11-11 shall fulfill the requirements at N.J.A.C. 6A:9-13.

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

Rewrote (a)3; added new (b); and recodified former (b) through (e) as (c) through (f).

6A:9-13.2 Substance awareness coordinator

(a) The substance awareness coordinator endorsement authorizes the holder to perform the functions of a substance awareness coordinator (SAC) in grades preschool through 12. The position of SAC shall be separate and distinct from any other employment position in the school. The functions of the SAC may include:

1. Assisting with the in-service training of school staff concerning substance abuse and related issues and with the district program to combat substance abuse;
2. Serving as an information resource for substance abuse prevention, curriculum development and instruction;
3. Assisting the district in revising and implementing substance abuse and related policies and procedures;
4. Developing and administering substance abuse and related intervention services in the district;
5. Providing counseling and referral services to students regarding substance abuse and related problems; and
6. Cooperating with community service providers or other officials in the rendering of substance abuse and related treatment services.

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

1. A bachelor's or higher degree from a regionally accredited college or university, a valid New Jersey or out-of-State standard certificate as school psychologist, school social worker, school counselor, director of school counseling services or school nurse and evidence of graduate study in area (c)2i through iv below. These candidates are exempt from (c)2ix below;

2. A bachelor's or higher degree from a regionally accredited college or university and a valid Licensed Clinical Alcohol and Drug Counselor credential issued by the New Jersey Alcohol and Drug Counselor Committee of the Marriage and Family Board and evidence of graduate study in areas (c)2iii and vi through viii below. These candidates are exempt from (c)2ix below; or

3. A bachelor's or higher degree from a regionally accredited college or university and a valid Certified Prevention Specialist credential issued by the Addiction Professionals Certification Board of New Jersey and evidence of graduate study in areas (c)2iv, v, vii and viii below. These candidates are exempt from (c)2ix below.

(c) To be eligible for the SAC CEAS, the candidate shall:

1. Hold a standard instructional certificate, or a school psychologist, school social worker, school counselor, director of school counseling services or school nurse endorsement, or a valid Licensed Clinical Alcohol and Drug Counselor credential issued by the New Jersey Alcohol and Drug Counselor Committee of the Marriage and Family Board, or a valid Certified Prevention Specialist credential issued by the Addiction Professionals Certification Board of New Jersey or hold a master's or higher degree from a regionally accredited college or university; and

2. Complete a Department-approved graduate curriculum with a range of 21 to 27 semester-hour credits to include study in the following required areas:

- i. Fundamentals of drug and alcohol abuse and dependency and related problems;
- ii. Child and adolescent development, including research-based risk, protective and resiliency factors for students at risk for school failure;
- iii. Curriculum planning, implementation and staff development in chemical health education;
- iv. Coordination and delivery of intervention and referral services in a school setting, including multi-disciplinary intervention teams;
- v. Assessment and counseling of drug and alcohol affected students and their families;
- vi. Coordination of research-based prevention program services in school and community settings;
- vii. School culture and the dynamics of policy and program development;
- viii. School law as it relates to substance abuse and related problems; and
- ix. A college-supervised SAC practicum.

(d) To be eligible for a provisional educational services certificate with a SAC endorsement, the candidate shall:

1. Possess a SAC CE or CEAS; and
2. Obtain an offer of employment in a position that requires the SAC certificate.

(e) To be eligible for a standard educational services certificate with a SAC endorsement, the candidate shall:

1. Possess a provisional educational services certificate with a SAC endorsement pursuant to (d) above;
2. Complete a Department-approved graduate curriculum pursuant to (c) above; and
3. Complete a six-month State-approved school residency while employed full-time under a provisional educational services certificate with a SAC endorsement. If employed half-time, the residency period shall be 12 months. The residency program shall be conducted under the direction of a State-approved residency supervisor who shall hold standard New Jersey supervisor, principal or school administrator certification. The residency program shall:

- i. Operate in accordance with a residency agreement issued by the Department and entered into by the Department, the employing school, the candidate and the State-approved residency supervisor; and
- ii. Consist of a supervised residency that includes 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.

(f) The State-approved residency supervisor shall have primary responsibility to assure that the candidate receives appropriate training, support, practicum experiences and professional opportunities in the critical job responsibilities specified in the agreement and consistent with (a) above. The residency supervisor shall also evaluate and verify the completion of all required experiences according to the terms and conditions of the residency agreement.

(g) Upon completion of the residency period, the supervisor shall complete a comprehensive evaluation report on the candidate's performance based on the candidate's ability to complete the job duties pursuant to N.J.S.A. 18A:40A-18(c) and to implement the theoretical concepts pursuant to (c)2 above. The supervisor shall discuss the evaluation report with the candidate, and the supervisor and candidate shall sign the report as evidence of such discussion. Upon completion of the evaluation, the evaluation shall be submitted to the Office. The evaluation on each candidate shall include one of the following recommendations:

1. Approved: Recommends issuance of a standard educational services certificate with a SAC endorsement;

1. A standard instructional certificate with a vocational-technical endorsement in any field; and

2. Successful completion of two years of teaching under a certificate in vocational-technical education, and completion of the following:

i. Training in Child Labor, Wage and Hour, and Wage Payment laws and regulations, as required by the Department of Labor and Workforce Development and the U.S. Department of Labor in accord with N.J.S.A. 34:2-21 and 57, N.J.S.A. 34:11-4 and 56, N.J.A.C. 12:56 and 12:58 and 29 CFR 570 and 1900;

ii. A minimum of 20 hours of training or a Department-approved equivalent program in safety and health and required Department procedures and planning for SLEs pursuant to N.J.A.C. 6A:19; and

iii. Two graduate-level college courses or a Department-approved equivalent program in instructional strategies for work-based education and career information/occupational guidance.

(c) Individuals holding a vocational-technical coordinator: cooperative industrial education endorsement or the teacher-coordinator of cooperative vocational-technical education in the occupational areas of agriculture education, distributive education, health occupations, home economics education or business education endorsements may serve in a position requiring the CEC endorsement in any career cluster.

(d) An emergency CEC certificate may be issued to a candidate who meets the requirements in (d)1 and 2 below. The candidate shall complete the requirements for the standard certificate in no more than 24 months from the issuance date of the emergency certificate.

1. A standard vocational instructional certificate; and

2. Two years of successful vocational-technical education teaching experience.

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

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

In (b), rewrote 2i and 2ii.

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

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

In (d), substituted "24 months" for "12 months".

6A:9-13.21 County apprenticeship coordinator

(a) The county apprenticeship coordinator endorsement is required for the position of county apprentice coordinator in any county vocational school district conducting an apprenticeship program. The endorsement authorizes the holder to approve and coordinate apprenticeship training programs in accordance with N.J.A.C. 6A:8 and 6A:19.

(b) To be eligible for the county apprenticeship coordinator endorsement, the candidate shall present:

1. A standard instructional certificate with a vocational-technical education endorsement;

2. Two years of successful teaching in a vocational-technical education program or one year of successful teaching experience in a vocational-technical education program and completion of a formal apprenticeship;

3. Completion of the following:

i. Training in Child Labor, Wage and Hour, and Wage Payment laws and regulations, as required by the Department of Labor and Workforce Development and the U.S. Department of Labor in accord with N.J.S.A. 34:2-21 and 57, N.J.S.A. 34:11-4 and 56, N.J.A.C. 12:56 and 12:58 and 29 CFR 570 and 1900; and

ii. A minimum of 20 hours of training or a Department-approved equivalent program in safety and health and required Department procedures and planning for SLEs pursuant to N.J.A.C. 6A:19; and

4. Two graduate level courses in the following required areas: one in the administration and supervision of career and technical education programs and one in industrial and labor relations, or a Department-approved alternative to either or both of these two courses.

(c) An emergency county apprenticeship coordinator certificate may be issued to a candidate who meets the requirements in (c)1 and 2 below. The candidate will have 24 months to complete the requirements for the standard certificate.

1. A standard instructional certificate with a vocational-technical education endorsement; and

2. Two years of teaching experience in a vocational-technical education program, or one year of successful teaching experience and completion of a formal apprenticeship.

Recodified from N.J.A.C. 6A:9-13.22 by R.2005 d.110, effective April 4, 2005.

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

Former N.J.A.C. 6A:9-13.21, Structured learning experience/career orientation coordinator, repealed.

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

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

Rewrote (b)3i and ii; and in (c), substituted "24 months" for "12 months".

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

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

In (b)4, deleted "or a Department-approved program" following the first occurrence of "courses", substituted "career and technical" for "vocational-technical" and inserted ", or a Department-approved alternative to either or both of these two courses".

Case Notes

Initial Decision (2007 N.J. AGEN LEXIS 231) adopted, which concluded that because petitioner's service as Apprenticeship Coordinator for several years came about as a result of waivers of the state certificate requirements, petitioner's service was not under an "appropriate certificate" for purposes of the state tenure statute. *LaGrutta v. Bd. of Educ. of Morris County Vocational School Dist.*, OAL Dkt. No. EDU 3291-06, 2007 N.J. AGEN LEXIS 303, Commissioner's Decision (June 7, 2007), *aff'd*, 2007 N.J. AGEN LEXIS 975, SB No. 18-07 (N.J. State Bd. of Educ. November 7, 2007).

6A:9-13.22 (Reserved)

Recodified to N.J.A.C. 6A:9-13.21 by R.2005 d.110, effective April 4, 2005.
See: 36 N.J.R. 5044(a), 37 N.J.R. 1060(a).

SUBCHAPTER 14. ACTING ADMINISTRATORS

6A:9-14.1 General provisions

(a) If, because of illness or death or some other good and sufficient reason, the district board of education must fill the position of superintendent of schools, assistant superintendent of schools, school business administrator, principal, or vice principal with a person who is designated as the acting administrator in a respective situation and who does not hold the standard New Jersey certificate required for the position, it shall be the duty of the board of education to make written application to the Commissioner, 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, 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 to the State Board that the application of the district board of education be granted.

(c) If the Commissioner or State Board grants approval, the Board of Examiners shall be notified and shall issue a letter of temporary certification.

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

In (a), substituted "principal, or vice principal" for "high school principal, or elementary school principal".

SUBCHAPTER 15. REQUIRED PROFESSIONAL DEVELOPMENT FOR TEACHERS

6A:9-15.1 General provisions

(a) The purpose of this subchapter is to govern required professional development for active teachers. For the purpose of this subchapter, the term "teacher" refers to those in positions which require possession of a provisional or standard instructional or education services certificate. The rules define the categories of school personnel affected; the amount of required professional development; the period provided for fulfilling the requirement; the schedule by which the require-

ment is to be implemented; and the manner in which the requirement shall be monitored.

(b) These rules affect all active teachers whose positions require possession of the instructional or education services certificates in accordance with N.J.A.C. 6A:9-8, 10 and 12.

(c) These rules apply to all district boards of education, charter schools, and nonpublic schools that choose to participate in the professional development for teachers required in this subchapter and whose staff members hold positions which require the possession of the instructional or educational services certificates. Hereinafter in this subchapter when the term district board of education is used, it includes district boards of education, charter school boards of trustees and applicable nonpublic school governing bodies choosing to participate. In addition, the term district administrator includes district board of education administrator, charter school administrator and applicable nonpublic school administrator choosing to participate.

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

In (a), inserted the second sentence and deleted "the procedures for review and registration of professional development providers;" following "implemented;"; and in (b), substituted "teachers" for "teaching staff members employed as of September 2000 and thereafter".

6A:9-15.2 Amount, duration and content of required continuing professional development

(a) Each district board of education shall require all active teachers in the school district to complete 100 clock hours of approved professional development every five years. Each teacher must make annual yearly progress during the five-year cycle, though there is no specific annual hourly requirement for teachers entering a five-year cycle in years one through four. For teachers entering a five-year cycle in year five, 20 hours of professional development must be completed in that one year. All new teachers employed under provisional or standard certificates must fulfill this requirement and must therefore have a Professional Development Plan (PDP) within 60 instructional days of the beginning of their teaching assignment.

1. All active teaching staff members will begin a new five-year cycle beginning September 1, 2010 and ending on August 31, 2015. All teaching staff members will be on the same five-year cycle.

2. Beginning September 1, 2010, all active teaching staff members will begin the same five-year professional development cycle. For those teaching staff members hired after the 2005-2006 school year, the 100-hour requirement will be pro-rated, with no specific annual hourly requirement for teachers entering a five-year cycle in years one through four. For teachers entering a five-year cycle in year five, 20 hours of professional development must be completed in that one year, to reflect the balance of time remaining in their professional development cycle until 2010.

(b) The content of each teacher's professional development shall be specified in a PDP or in the evaluation process of applicable non-public schools and be developed in ac-

cordance with N.J.A.C. 6A:32-4.4 and 4.5 to meet the needs of the individual teacher in the context of his or her job.