

## 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.1997 d.114, effective February 6, 1997.  
See: 28 N.J.R. 5128(a), 29 N.J.R. 765(a).

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

Chapter 11, Professional Licensure and Standards, expires on February 6, 1999.

#### Chapter Historical Note

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

Subchapter 3, Basic Certification Policies, was amended by R.1973 d.55, effective February 23, 1973. See: 5 N.J.R. 7(b), 5 N.J.R. 79(c); R.1977 d.70, effective March 3, 1977. See: 9 N.J.R. 66(a), 9 N.J.R. 167(c); R.1982 d.486, effective January 17, 1983. See: 14 N.J.R. 1010(a), 15 N.J.R. 84(c); R.1983 d.493, effective November 7, 1983. See: 15 N.J.R. 1152(b), 15 N.J.R. 1860(c); and R.1984 d.469, effective October 15, 1984 (operative September 1, 1985). See: 16 N.J.R. 1646(a), 16 N.J.R. 2788(a). Pursuant to Executive Order No. 66(1978), Subchapter 3 was readopted as R.1985 d.665, effective December 12, 1985 (amendment and repeal of 6:11-3.13, Certification for experimental curriculum effective January 6, 1986). See: 17 N.J.R. 2181(a), 18 N.J.R. 85(a).

Subchapter 4, Types of Certificates, was filed and became effective prior to September 1, 1969. Subchapter 4 was amended by R.1972 d.189, effective September 22, 1972. See: 4 N.J.R. 154(b), 4 N.J.R. 262(e); R.1977 d.6, effective January 7, 1977. See: 8 N.J.R. 505(a), 9 N.J.R. 68(a); R.1977 d.26, effective February 2, 1977. See: 9 N.J.R. 11(b), 9 N.J.R. 114(a); R.1978 d.393, effective November 8, 1978. See: 10 N.J.R. 418(b), 10 N.J.R. 531(b); R.1979 d.65, effective February 15, 1979. See: 11 N.J.R. 8(c), 11 N.J.R. 120(b); R.1980 d.105, effective March 10, 1980. See: 12 N.J.R. 5(c), 12 N.J.R. 177(a); and R.1982 d.486, effective January 17, 1983. See: 14 N.J.R. 1010(a), 15 N.J.R. 84(c). Subchapter 4, was readopted as R.1983 d.492, effective October 20, 1983. See: 15 N.J.R. 1154(a), 15 N.J.R. 1860(b). Subchapter 4 was further amended by R.1983 d.493, effective November 7, 1983. See: 15 N.J.R. 1152(b), 15 N.J.R. 1860(c); and R.1984 d.469, effective October 15, 1984 (operative September 1, 1985). See: 16 N.J.R. 1646(a), 16 N.J.R. 2788(a).

Subchapter 5, Requirements for Instructional Certification, was filed and became effective prior to September 1, 1969. Subchapter 5 was amended by R.1972 d.189, effective September 22, 1972. See: 4 N.J.R. 154(b), 4 N.J.R. 262(e); and R.1984 d.469, effective October 15, 1984 (operative September 1, 1985, with the exception of N.J.A.C. 6:11-5.1(a) which became operative October 15, 1984). See: 16 N.J.R. 1646(a), 16 N.J.R. 2788(a).

Subchapter 6, Endorsements on the Instructional Certificate, was filed and became effective prior to September 1, 1969. Subchapter 6 was amended by R.1972 d.189, effective September 22, 1972. See: 4 N.J.R. 154(b), 4 N.J.R. 262(e); and R.1984 d.469, effective October 15, 1984 (operative September 1, 1985). See: 16 N.J.R. 1646(a), 16 N.J.R. 2788(a).

Subchapter 7 was filed and became effective prior to September 1, 1969. Subchapter 7 was amended by R.1972 d.189, effective September 22, 1972. See: 4 N.J.R. 154(b), 4 N.J.R. 262(e). Subchapter 7 was repealed, and a new Subchapter 7, Standards for New Jersey College

Teacher Preparation Programs, was adopted as R.1982 d.269, effective August 16, 1982 (operative July 1, 1982, except for 6:11-7.1(b), which was operative September 1, 1985). See: 14 N.J.R. 456(b), 14 N.J.R. 914(a). Subchapter 7 was amended by R.1984 d.469, effective October 15, 1984 (operative September 1, 1985). See: 16 N.J.R. 1646(a), 16 N.J.R. 2788(a).

Subchapter 8, Exceptions for Requirements for Instructional Certificate, was filed and became effective prior to September 1, 1969. Subchapter 8 was amended by R.1972 d.189, effective September 22, 1972. See: 4 N.J.R. 154(b), 4 N.J.R. 262(e); and R.1984 d.469, effective October 15, 1984 (operative September 1, 1985). See: 16 N.J.R. 1646(a), 16 N.J.R. 2788(a).

Subchapter 12, Requirements for Educational Services Certification, was filed and became effective prior to September 1, 1969. Subchapter 12 was amended by R.1972 d.189, effective September 22, 1972. See: 4 N.J.R. 262(e); R.1973 d.20, effective January 10, 1973. See: 4 N.J.R. 301(a), 5 N.J.R. 36(c); R.1973 d.269, effective September 20, 1973. See: 5 N.J.R. 217(b), 5 N.J.R. 333(c); R.1975 d.123, effective May 16, 1975. See: 7 N.J.R. 138(a), 7 N.J.R. 251(b); R.1975 d.198, effective July 2, 1975. See: 7 N.J.R. 250(b), 7 N.J.R. 359(a); R.1976 d.294, effective September 20, 1976. See: 8 N.J.R. 319(b), 8 N.J.R. 459(c); and R.1979 d.355, effective September 7, 1979. See: 11 N.J.R. 366(c), 11 N.J.R. 501(b). Subchapter 11 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), Chapter 11 was readopted as R.1990 d.510, effective September 21, 1990. See: 22 N.J.R. 1873(a), 22 N.J.R. 3240(a). As part of R.1990 d.510, Subchapter 9, Basis for Issuance of Administrative and Supervisory Certification, was repealed; Subchapter 10, Requirements for Administrative Certification, was recodified to Subchapter 9; Subchapter 11, Basis for Issuance of Educational Services Certificates, was recodified to Subchapter 10; and Subchapter 12, Requirements for Educational Services Certification, was recodified to Subchapter 11.

Pursuant to Executive Order No. 22(1994), the expiration date of Chapter 11 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: Source and Effective Date. See, also, section annotations.

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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:

**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.

(b) If such approval is given by the Commissioner of Education, it shall be of three months' duration, and may be renewed by him or her upon application for a period of three months at a time. Consideration of said request shall be made on a case-by-case basis. If the acting status of said

individual is to extend beyond a year, no such permission can be given except upon recommendation of the Commissioner of Education to the State Board of Education that the application of the district board of education be granted.

(b) When a provisional staff member contests an adverse recommendation concerning his or her standard certification, the secretary shall formally notify the provisional staff member of the opportunity to request a hearing before an administrative law judge.

(c) Upon receipt of notification pursuant to (b) above, the provisional staff member shall be allowed 20 days to request a hearing. The hearing shall be conducted pursuant to the Administrative Procedure Act, N.J.S.A. 52:14B-1 et seq., and the Uniform Administrative Procedure Rules, N.J.A.C. 1:1.

(d) The State Board of Examiners shall take final action on the opinions rendered by administrative law judges concerning the certification of provisional staff members.

New Rule, R.1988 d.491, effective October 17, 1988.

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

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

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

Recodified from N.J.A.C. 6:11-3.25; internal cites corrected.

Recodified from N.J.A.C. 6:11-3.30 by R.2001 d.138, effective May 7, 2001.

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

## SUBCHAPTER 4. TYPES OF CERTIFICATES

### 6:11-4.1 Standard certificate

The standard certificate is a permanent certificate issued to candidates who have met all requirements for State certification.

As amended, R.1977 d.6, effective January 7, 1977.

See: 8 N.J.R. 457(a), 8 N.J.R. 505(a), 9 N.J.R. 68(a).

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

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

Stylistic rewording.

### 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).

Applicant seeking endorsements as teacher of general business and supervisor certificate was not entitled to standard instructional certificate; experience not substituted for required prerequisites. *McLaughlin v. State Board of Examiners*, 93 N.J.A.R.2d (EDU) 338.

### 6:11-4.2 Provisional certificate

The provisional certificate is a temporary one-year certificate issued to candidates who have met requirements for initial employment as part of a State-approved district training program or residency leading to standard certification.

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).

(b) added; recodified from 4.3. Original 4.2 "Temporary Certificate" deleted.

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

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

Added (d) and (e).

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

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

Requirements in (b) for provisional certificates deleted and replaced in other sections.

### 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).

Where properly certified teachers are available a board need not apply on behalf of teachers for provisional certificates. *Kuett v. Bd. of Ed., Westfield, Union Cty.*, 1976 S.L.D. 601.

### 6:11-4.3 Emergency certificate

(a) An emergency certificate is a substandard one-year certificate issued only in the field of educational services, teacher of the handicapped, teacher of the blind and partially sighted, and teacher of the deaf and hard of hearing.

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(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. *Hanneman 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. *Scrupski and Soden v. Bd. of Ed., Warren, Somerset Cty., 1977 S.L.D. 1047.*

#### 6:11-4.7 Teachers assigned to teach swimming

(a) Teachers assigned by district boards of education to teach swimming in the public schools shall:

1. Hold a New Jersey instructional license;
2. Hold a valid Cardiopulmonary Resuscitation for Professional Rescuer Certificate issued by the American Red Cross;
3. Hold a valid Lifeguard Certificate issued by the American Red Cross; and
4. Hold a valid Water Safety Instructor Certificate issued by the American Red Cross.

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

1. Annually notify the county superintendent of schools of all teachers assigned to teach swimming and
2. Shall forward to the county superintendent copies of each required and valid American Red Cross certificate for each teacher assigned to teach swimming.

(c) The county superintendent shall submit annually to the Department of Education a list of the names of teachers assigned as swimming instructors. The Department shall maintain a record of all teachers assigned as swimming instructors as received from the county superintendents of schools.

New Rule, R.2000 d.52, effective February 7, 2000.

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



**6:11-4.8 Conditional certificate to teach a world language**

(a) A district board of education that declares its inability to locate a certified teacher shall submit an application for a conditional world language certificate. The application shall include the documentation in (b) below to support the candidate's eligibility for conditional certification.

(b) To be eligible for a conditional certificate for the teaching of a world language, the candidate shall:

1. Hold a bachelor's degree from a regionally accredited four-year college or university, and:

i. For candidates who graduate on or after September 1, 2004, achieve a cumulative grade point average (GPA) of at least 2.75 when a GPA of 4.0 equals an A grade in a baccalaureate degree program, higher degree program or in a State-approved post-baccalaureate certification program with a minimum of 13 semester-hours; or

ii. For candidates who graduate prior to September 1, 2004, achieve a cumulative GPA of at least 2.5 when a GPA of 4.0 equals an A grade in a baccalaureate degree program, higher degree program or in a State-approved post-baccalaureate certification program with a minimum of 13 semester-hours; and

2. Possess linguistic competency in the designated world language as demonstrated on the American Council on the Teaching of Foreign Languages Oral Proficiency Interview (ACTFL OPI).

(c) Annual renewal of the conditional certificate is required for a maximum of five years including the initial year.

(d) For renewal of the conditional certificate for the teaching of a world language, the candidate shall:

1. Complete a minimum of three semester hour credits in world language methodology offered by a regionally accredited four-year college or university within 12 months of obtaining the initial conditional certificate; and

2. Demonstrate progress toward meeting State requirements for standard certification within a five-year period.

New Rule, R.2001 d.45, effective February 5, 2001.

See: 32 N.J.R. 3887(a), 33 N.J.R. 552(b).

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

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

Rewrote (b)1.

**6:11-4.9 Limited certificate for foreign teachers**

(a) Pursuant to N.J.S.A. 18A:26-1 and 8.1, a limited certificate for foreign teachers is a non-renewable emergency certificate issued to citizens of other countries and is valid for three years. Certificate issuance is contingent upon the candidate's enrollment in a Department-approved international agency (agency) and completion of the requirements in (d) below.

(b) Department-approved agencies are authorized to recruit teachers for New Jersey school districts in subject areas that the State Board has determined as having a critical shortage.

(c) Prior to hiring a foreign teacher, the district board of education shall:

1. Demonstrate to the county superintendent its inability to locate a suitable certified teacher;

2. Submit to the county superintendent the candidate's application and supporting documentation; and

3. Maintain all documentation of its effort to employ a suitable certified teacher.

(d) To be eligible for the limited certificate for foreign teachers, a candidate shall submit evidence of the following:

1. Completion of a degree that is equivalent to a United States bachelor's degree as determined by a Department-approved foreign credentials evaluation service;

2. Completion of an academic major in the subject to be taught. Candidates hired to teach world languages are exempt from this requirement. The teacher can teach his or her native language upon demonstration of oral language proficiency as certified by the agency;

3. Achievement of the grade point average pursuant to N.J.A.C. 6:11-5.1(a) and (d);

4. Completion of the Department-identified State test requirement appropriate to the subject to be taught. World language teachers are exempt from this requirement with the exception of those teachers who teach advanced level world language courses;

5. Completion of a college teacher preparation program in the teacher's home country as certified by a Department-approved foreign credentials evaluation service;

6. Certification by the agency verifying the foreign teacher's valid authorization to teach in his or her home country;

7. Certification by the agency verifying that the teacher has completed a minimum of three years of successful full-time teaching experience in the subject area to be taught. World language teachers must present evidence of two years of successful full-time teaching experience in any subject; and

8. Completion of a Department-approved nationally recognized test assessing the ability to speak, read and write the English language fluently.

(e) A foreign teacher hired prior to January 2003 and currently employed in a school district through an approved agency may be issued a limited certificate for foreign teachers without meeting the requirements in (d) above. The

certificate shall expire when the certificate holder's visa expires.

(f) The candidate is not required to submit a declaration of intent to become a United States citizen but shall sign a notarized non-citizen oath to support the Constitution of the United States.

(g) Agencies seeking to operate foreign teacher placement programs in New Jersey shall obtain Department approval. The agency shall provide the following:

1. Evidence of U.S. State Department authorization to sponsor J-1 visas;
2. A description of the program including orientation materials and procedures, references from other State agencies, and demonstration of prior foreign teacher recruitment placement experience; and
3. A description of the process by which the agency determines the foreign teacher's U.S. bachelor degree equivalency, college teacher preparation equivalency, authorization to teach, oral language proficiency and successful teaching experience.

(h) Agencies shall provide assistance to districts and foreign teachers with all aspects of the teacher placement process including, but not limited to:

1. Recruitment and screening of qualified foreign teachers;
2. Orientation to prepare foreign teachers for their teaching assignments and daily life in the school community;
3. Orientation for districts to prepare them to host foreign teachers;
4. Enrollment of foreign teachers in a health and accident insurance coverage plan that meets the requirements of the U.S. State Department for obtaining the J-1 visa;
5. Assignment of foreign teachers to instruct within their respective disciplines, and provision of an ongoing monitoring and support system;
6. Replacement of any teacher whose performance is not satisfactory as determined by the employing district pursuant to the terms of the contract; and
7. Determination of responsibility for payment of the program costs. The school district, the foreign teacher and the agency shall determine who shall incur the costs of sponsoring the foreign pursuant to a contract signed by all parties. The agency must provide the Department with a current fee schedule outlining anticipated costs for participation in the program in order to continue to maintain Department approval.

(i) An agency shall be subject to a review for renewal of their Department-approval every three years. If, at any time during the agency's operation in New Jersey, the Department determines that it has failed to meet the outlined criteria, the agency shall be required to cease operations in the State upon Department notification.

(j) Holders of the limited certificate for foreign teachers are subject to the provisions of N.J.A.C. 6:11-3.6.

New Rule, R.2003 d.8, effective January 6, 2003.  
See: 34 N.J.R. 3416(a), 35 N.J.R. 222(b).

## 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 otherwise provided in (d) below and in N.J.A.C. 6:11-8, the candidate shall:

1. Hold a bachelor's degree from an accredited college or university;
2. Present one of the following:
  - i. For candidates who graduate on or after September 1, 2004, a cumulative grade point average (GPA) of at least 2.75 when a GPA of 4.0 equals an A grade in a baccalaureate degree program, higher degree program or in a State-approved post-baccalaureate certification program with a minimum of 13 semester-hours;
  - ii. For candidates who graduate prior to September 1, 2004, a cumulative GPA of at least 2.5 when a GPA of 4.0 equals an A grade in a baccalaureate degree program, higher degree program or in a State-approved post-baccalaureate certification program with a minimum of 13 semester-hours; or
  - iii. For candidates who have teaching experience in another state but who cannot meet the requirements of (a)2i or ii above, a valid out-of-State teaching certificate with three years of successful teaching under that certificate. Successful teaching experience will be demonstrated by the offer of contract renewal from the employing district or submission of satisfactory performance evaluations;
3. Complete at least 30 credits in a coherent major appropriate to the instructional field;
4. Pass a State test of subject matter knowledge; and
5. Obtain and accept an offer of employment in a position that requires instructional certification.

(b) Candidates who complete the requirements in (a)1 through 4 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 requirements pursuant to (a)1 through 4 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 (Agreement), 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.

(d) Each candidate for the provisional certificate in the field of Preschool through Grade 3 shall:

1. Hold a bachelor's degree from an accredited college or university;

2. Present one of the following:

- i. For candidates who graduate on or after September 1, 2004, a cumulative GPA of at least 2.75 when a GPA of 4.0 equals an A grade in a baccalaureate degree program, higher degree program or in a State-approved post-baccalaureate certification program with a minimum of 13 semester-hour credits;

- ii. For candidates who graduate prior to September 1, 2004, a GPA of at least 2.5 when a GPA of 4.0

equals an A grade in a baccalaureate degree program, higher degree program or in a State-approved post-baccalaureate certification program with a minimum of 13 semester-hours;

- iii. For candidates who have teaching experience in another state but who cannot meet the requirements of (d)2i or ii above, a valid out-of-State teaching certificate with three years of successful teaching under that certificate. Successful teaching experience will be demonstrated by the offer of contract renewal from the employing district or submission of satisfactory performance evaluations; or

- iv. Candidates who, prior to September 1, 2001, were employed in an Abbott preschool program, possessed a bachelor's degree from an accredited college or university and enrolled in a State-approved Preschool through Grade 3 college program are not subject to the GPA requirement for issuance of the provisional certificate. These candidates must achieve a 2.5 GPA at the conclusion of the approved Preschool through Grade 3 college program before a standard certificate will be issued. This provision expires September 1, 2004.

3. Complete an academic major in liberal arts or science;

4. Pass an appropriate State test; and

5. Obtain and accept an offer of employment in a position that requires the endorsement, teacher of Preschool through Grade 3.

(e) Applicants who meet the requirements in (d)1 through 4 above and applicants who have completed an approved teacher training program in another instructional field but have not completed the requirements outlined in N.J.A.C. 6:11-5.3(f) shall be issued Certificates of Eligibility which will permit them to seek and accept employment in positions requiring certification as a teacher of Preschool through Grade 3.

(f) Certificates of Eligibility with Advanced Standing shall be issued to all persons who have completed the requirements outlined in (d)1 through 4 above and N.J.A.C. 6:11-5.3(f) for Preschool through Grade 3 certification.

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).

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

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

Rewrote (a)1.

Amended by R.2000 d.138, effective April 3, 2000.

See: 32 N.J.R. 4(a), 32 N.J.R. 1193(a).

In (a), inserted "in the field of Preschool through Grade 3 and" following "except" in the introductory paragraph; and added (d). Amended by R.2001 d.139, effective May 7, 2001.  
See: 33 N.J.R. 394(a), 33 N.J.R. 1467(a).

In (c)4, inserted "(Agreement)" following "Education Personnel"; and in (d), updated N.J.A.C. references.

Amended by R.2001 d.310, effective September 4, 2001.

See: 33 N.J.R. 1848(a), 33 N.J.R. 3034(a).

Rewrote (a); in (b), substituted "4" for "3" preceding "above"; in (c), substituted "4" for "3" preceding "above" in the introductory paragraph; rewrote (d); recodified former (d)2 and (d)3 as (e) and (f) and substituted "(d)1 through 4" for "(d)1i, ii and iii" in both. Administrative correction.

See: 34 N.J.R. 272(a).

In (d)2ii, amended paragraph reference.

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

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

Rewrote (a)2; in (c), deleted "test" following "who meet the" and substituted "(a)1 through 4 above" for "(a)4 above" in the introductory paragraph; rewrote (d)2.

#### 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 all instructional fields, except in the Preschool through Grade 3 endorsement and as indicated in N.J.A.C. 6:11-8.3, 8.6 and 8.7, 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(a) through (e), (g) and (h), 5.4 and 5.5 while employed provisionally in a position requiring the relevant endorsement to the instructional certificate.

(b) To be eligible for the standard Preschool through Grade 3 endorsement, 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(a) through (d) and (f) through (h), 5.4 and 5.5.

(c) 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 with the exception of the Military Science and teacher of Preschool through Grade 3 endorsements.

(d) Holders of other standard instructional teaching endorsements, except as indicated in N.J.A.C. 6:11-8.2 and 8.7, may obtain a teacher of Preschool through Grade 3 endorsement upon completion of approximately 200 hours of formal training or 13 semester hour credits in areas listed in N.J.A.C. 6:11-5.3(f) and completion of a year of teaching under a provisional certificate in a Preschool through Grade 3 school setting pursuant to N.J.A.C. 6:11-5.3(a) through (d) and (f) through (h), 5.4 and 5.5.

(e) Holders of standard Preschool through Grade 3 endorsements shall be issued additional instructional endorsements where they meet the requirements for provisional certification and complete requirements in (a)1 and 2 above.

(f) Any teacher holding an elementary school endorsement with two academic years of relevant experience may teach children in preschool through grade three in a public school or a Department of Human Services facility. Relevant experience means having full-time teaching responsibility for children in preschool settings.

1. It shall be the responsibility of the public school district or Department of Human Services facility to conduct the review of relevant experience.

2. It shall be the responsibility of the school district or Department of Human Services facility to maintain a copy of documentation that supports the relevant experience for each teacher affected by this subsection.

3. It shall be the responsibility of the public school district or Department of Human Services facility to file a report with the county superintendent on a form to be determined by the Department of Education. This report shall provide assurance that relevant experience for each teacher affected by this subsection has been documented.

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.

Amended by R.2000 d.138, effective April 3, 2000.

See: 32 N.J.R. 4(a), 32 N.J.R. 1193(a).

Rewrote the section.

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

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

Updated N.J.A.C. references throughout.

Amended by R.2001 d.181, effective June 4, 2001.

See: 33 N.J.R. 942(a), 33 N.J.R. 1911(b).

Added (f).

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

(a) Each district board of education seeking to hire a provisional teacher shall submit to the Department of Education for approval a statement that a local mentor plan has been developed in accordance with (d)1 through 3 below and N.J.A.C. 6:11-14.3 through 14.6 and an evaluative process has been developed in accordance with N.J.A.C. 6:11-5.4. The statement shall be submitted to the Department of Education:

(d) Mentor teachers shall not participate in any way in decisions which might have a bearing on the employment or certification of provisional teachers. They shall not assess or evaluate the performance of provisional teachers unless they are appropriately certified administrators. 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.

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).  
Recodified from N.J.A.C. 6:11-5.6 and new (d) added.

### 6:11-5.5 Recommendation for certification of provisional teachers

(a) At the conclusion of the State-approved district training program, the chairperson of the Support Team shall prepare a comprehensive evaluation report on the provisional teacher's performance. This report shall be submitted by the Chairperson directly to the Bureau of Teacher Preparation and Certification and shall contain a recommendation as to whether or not a standard certificate should be issued to the provisional teacher.

(b) The final comprehensive evaluation report on each provisional teacher shall be made on standard forms developed by the State Department of Education.

(c) The final report on 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 allowed to seek entry on one more occasion in the future into a State-approved district training program; or
3. Disapproved: Recommends that a standard certificate not be issued and that the candidate not be allowed to enter into a State-approved district training program.

(d) The Support Team chairperson shall provide the provisional teacher with a copy of the provisional teacher's written evaluation report and certification recommendation before submitting it to the Division of Teacher Preparation and Certification.

(e) If the provisional teacher disagrees with the chairperson's recommendation, the provisional teacher may, within 15 days of receipt of the evaluation report and certification recommendation, submit to the chairperson written materials documenting the reasons why the provisional teacher believes standard certification should be awarded or a recommendation of insufficient granted. The chairperson shall forward all such documentation to the Division of Teacher

Preparation and Certification along with the evaluation report and recommendation concerning certification. The provisional teacher may contest the unfavorable recommendation pursuant to N.J.A.C. 6:11-3.30.

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

R.1984 d.369, effective October 15, 1984 (operative September 1, 1985).  
See: 16 N.J.R. 1646(a), 16 N.J.R. 2788(a).  
Amended by R.1988 d.491, effective October 17, 1988.  
See: 20 N.J.R. 1320(c), 20 N.J.R. 2567(a).  
Substantially amended.  
Amended by R.1989 d.614, effective December 18, 1989.  
See: 21 N.J.R. 2717(a), 21 N.J.R. 3934(a).  
Recodified from N.J.A.C. 6:11-5.7 and new (f) added.  
Amended by R.1990 d.510, effective October 15, 1990.  
See: 22 N.J.R. 1873(a), 22 N.J.R. 3240(a).  
"Bureau" changed to "Division"; cite corrected.

## SUBCHAPTER 6. ENDORSEMENTS ON THE INSTRUCTIONAL CERTIFICATE

### Historical Note

This subchapter was filed and became effective prior to September 1, 1969. Revisions were filed and became effective September 22, 1972 as R.1972 d.189. See: 4 N.J.R. 154(b), 4 N.J.R. 262(e). Amendments were filed and became effective October 15, 1984 (operative September 1, 1985). See: 16 N.J.R. 1646(a), 16 N.J.R. 2788(a). See chapter and section levels for further amendments.

### 6:11-6.1 Authorizations—General

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

(b) Teachers with elementary endorsements are not permitted to devote more than one-half time to teaching art, music, health, home economics, industrial arts, or physical education in elementary grades. Teachers with elementary endorsements are authorized to teach the common branch subjects, such as reading, writing, arithmetic, and spelling in the secondary school, grades seven through 12.

(c) Teachers with English endorsements who taught reading prior to February, 1976, may continue to teach in such assignment. After February, 1976, teachers of reading shall hold the appropriate endorsement.

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



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

(c) added. Recodified from 6.2. Old section 6.1 "Fields; endorsements" has been deleted.

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.

#### 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 instructional 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 teacher for endorsement position, unlike statutory language predicated 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).

### 6:11-6.2 Endorsements and authorizations

(a) Teaching endorsements and authorizations are listed below:

1. Agriculture: This endorsement authorizes the holder to teach agriculture/agribusiness/natural resources occupational education, including the related theory and procedures and/or coordinating supervised occupational experience programs in all public schools;

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

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

4. Business education;

i. Comprehensive: This endorsement authorizes the holder to teach business education subjects in all public schools. Included in the comprehensive business education endorsement are the subject areas of: bookkeeping and accounting, secretarial studies, general business, consumer education, business math, business English;

ii. Bookkeeping and accounting: This endorsement authorizes the holder to teach bookkeeping, accounting, and business mathematics, in all public schools;

iii. Data processing: This endorsement authorizes the holder to teach data processing in all public schools. Data processing normally includes the areas of key-punching, unit record operation, computer operation, programming and technology;

iv. General business: This endorsement authorizes the holder to teach general business studies in all public schools. General business studies normally include: business law, economic geography, economics, social business studies, consumer education sales, retailing, advertising;

v. Secretarial studies: This endorsement authorizes the holder to teach secretarial studies in all public schools. Secretarial studies normally include: short-hand, typewriting, office procedures, business machines, business English;

vi. Typewriting: This endorsement authorizes the holder to teach typewriting in all public schools;

vii. Marketing and Distributive occupations: This endorsement authorizes the holder to teach marketing and distributive occupations in all public schools. Distributive occupations include: sales, advertising, retailing;

5. Driver education: this endorsement authorizes the holder to teach driver education in all public schools;

6. Elementary education: This endorsement authorizes the holder to serve as elementary school teacher in grades nursery through eight in all public schools. Teachers with elementary endorsements are not permitted to devote more than one half time to teaching art, music, health, home economics, industrial arts, or physical education in the elementary grades. Teachers with elementary endorsements are authorized to teach the common branch subjects such as reading, writing, arithmetic, and spelling in the secondary school;

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

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

9. Foreign language: This endorsement authorizes the holder to teach a designated foreign language in all public schools. See listing of foreign languages below;

i. Chinese;

ii. French;

iii. German;

iv. Greek;

v. Hebrew;

vi. Italian;

vii. Japanese;



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

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

See: 16 N.J.R. 1646(a), 16 N.J.R. 2788(a).  
Recodified from 3.24.

### 6:11-3.22 Exchange teachers

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

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

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

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

See: 16 N.J.R. 1646(a), 16 N.J.R. 2788(a).  
"district" substituted for "local". "N.J.S.A. 18A:6-7" substituted for "(18A:607)". Section recodified from 3.29.

### 6:11-3.23 Notice of certification deficiency regarding substitution of alternative educational background and/or experience

The Secretary of the State Board of Examiners (Secretary) shall notify all unsuccessful applicants for certification of the certification requirements lacking and of the procedures set forth in N.J.A.C. 6:11-3.24 for submitting evidence of alternative education and/or experience.

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

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

Repealed section "Appeals".  
New Rule, R.1976 d.159, eff. May 25, 1976.  
See: 8 N.J.R. 173(a), 8 N.J.R. 276(a).

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

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

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

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

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

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

#### Case Notes

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

### 6:11-3.24 Substitution of alternative education and/or experience

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

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

(c) The Secretary shall provide review procedures (see N.J.A.C. 6:11-3.25 through 3.30) to the applicant upon request.

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

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

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

(b) substantially amended.

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

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

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

### 6:11-3.25 Review of alternative education and/or experience by State Board of Examiners

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

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

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

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

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

**6:11-3.26 Public discussion of alternative education and/or experience**

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

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

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

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

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

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

**6:11-3.27 Rendering of decisions on applications for substitution**

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

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

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

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

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

**6:11-3.28 Appeal of decisions on applications for substitution**

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

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

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

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

**6:11-3.29 Interstate contracts**

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

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

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

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

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

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

**6:11-3.30 Procedure for provisional staff contesting of recommendations for standard certification**

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

(b) When a provisional staff member contests an adverse recommendation concerning his or her standard certification, the secretary shall formally notify the provisional staff member of the opportunity to request a hearing before an administrative law judge.

(c) Upon receipt of notification pursuant to (b) above, the provisional staff member shall be allowed 20 days to request a hearing. The hearing shall be conducted pursuant to the Administrative Procedure Act, N.J.S.A. 52:14B-1 et seq., and the Uniform Administrative Procedure Rules, N.J.A.C. 1:1.

(d) The State Board of Examiners shall take final action on the opinions rendered by administrative law judges concerning the certification of provisional staff members.

New Rule, R.1988 d.491, effective October 17, 1988.

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

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

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

Recodified from N.J.A.C. 6:11-3.25; internal cites corrected.

**SUBCHAPTER 4. TYPES OF CERTIFICATES****Subchapter Historical Note**

All provisions of this subchapter were filed and became effective prior to September 1, 1969. Revisions were filed and became effective September 22, 1972 as R.1972 d.189. See: 4 N.J.R. 154(b), 4 N.J.R. 262(e). Further amendments were filed and became effective January 7, 1977 d.6. See: 8 N.J.R. 505(a), 9 N.J.R. 68(a). Further amendments were filed and became effective February 2, 1977 as R.1977 d.26. See: 9 N.J.R. 11(b), 9 N.J.R. 114(a). Further amendments were filed and became effective November 8, 1978 as R.1978 d.393. See: 10 N.J.R. 418(b), 10 N.J.R. 531(b). Further amendments were filed and became effective February 15, 1979 as R.1979 d.65. See: 11 N.J.R. 8(c), 11 N.J.R. 120(b). Further amendments were filed and became effective March 10, 1980 as R.1980 d.105. See: 12 N.J.R. 5(c), 12 N.J.R. 177(a). Further amendments were filed and became effective January 17, 1983 as R.1982 d.486. See: 14 N.J.R. 1010(a), 15 N.J.R. 84(c). This subchapter was readopted, effective October 20, 1983 as R.1983 d.492. See: 15 N.J.R. 1154(a), 15 N.J.R. 1860(b). Further amendments were filed and became effective November 7, 1983 as R.1983 d.493. See: 15 N.J.R. 1152(b), 15 N.J.R. 1860(c). Further amendments were filed and became effective October 15, 1984 (operative September 1, 1985) as R.1984 d.469. See: 16 N.J.R. 1646(a), 16 N.J.R. 2788(a). See: chapter and section levels for further amendments.

**6:11-4.1 Standard certificate**

The standard certificate is a permanent certificate issued to candidates who have met all requirements for State certification.

As amended, R.1977 d.6, effective January 7, 1977.  
See: 8 N.J.R. 457(a), 8 N.J.R. 505(a), 9 N.J.R. 68(a).  
Amended by R.1990 d.510, effective October 15, 1990.  
See: 22 N.J.R. 1873(a), 22 N.J.R. 3240(a).  
Stylistic rewording.

**6:11-4.2 Provisional certificate**

The provisional certificate is a temporary one-year certificate issued to candidates who have met requirements for initial employment as part of a State-approved district training program or residency leading to standard certification.

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).  
(b) added; recodified from 4.3. Original 4.2 "Temporary Certificate" deleted.  
Amended by R.1988 d.491, effective October 17, 1988.  
See: 20 N.J.R. 1320(c), 20 N.J.R. 2567(a).  
Added (d) and (e).  
Amended by R.1990 d.510, effective October 15, 1990.  
See: 22 N.J.R. 1873(a), 22 N.J.R. 3240(a).  
Requirements in (b) for provisional certificates deleted and replaced in other sections.

**Case Notes**

Where properly certified teachers are available a board need not apply on behalf of teachers for provisional certificates. *Kuett v. Bd. of Ed., Westfield, Union Cty., 1976 S.L.D. 601.*

**6:11-4.3 Emergency certificate**

(a) An emergency certificate is a substandard one-year certificate issued only in the field of educational services, teacher of the handicapped, teacher of the blind and partially sighted, and teacher of the deaf and hard of hearing.

(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**

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

#### Historical Note

This subchapter was filed and became effective prior to September 1, 1969. Revisions were filed and became effective September 22, 1972 as R.1972 d.189. See: 4 N.J.R. 154(b), 4 N.J.R. 262(e). Amendments were filed and became effective October 15, 1984 (operative September 1, 1985). See: 16 N.J.R. 1646(a), 16 N.J.R. 2788(a). See chapter and section levels for further amendments.

**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).

**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.



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

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

Repealed section "Appeals".

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

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

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

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

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

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

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

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

#### Case Notes

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

#### 6:11-3.24 Substitution of alternative education and/or experience

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

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

(c) The Secretary shall provide review procedures (see N.J.A.C. 6:11-3.25 through 3.30) to the applicant upon request.

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

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

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

(b) substantially amended.

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

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

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

#### 6:11-3.25 Review of alternative education and/or experience by State Board of Examiners

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

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

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

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

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

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

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

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

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

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

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

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

#### 6:11-3.27 Rendering of decisions on applications for substitution

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

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

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

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

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

#### 6:11-3.28 Appeal of decisions on applications for substitution

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

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

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

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

#### 6:11-3.29 Interstate contracts

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

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

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

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

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

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

**6:11-3.30 Procedure for provisional staff contesting of recommendations for standard certification**

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

(b) When a provisional staff member contests an adverse recommendation concerning his or her standard certification, the secretary shall formally notify the provisional staff member of the opportunity to request a hearing before an administrative law judge.

(c) Upon receipt of notification pursuant to (b) above, the provisional staff member shall be allowed 20 days to request a hearing. The hearing shall be conducted pursuant to the Administrative Procedure Act, N.J.S.A. 52:14B-1 et seq., and the Uniform Administrative Procedure Rules, N.J.A.C. 1:1.

(d) The State Board of Examiners shall take final action on the opinions rendered by administrative law judges concerning the certification of provisional staff members.

New Rule, R.1988 d.491, effective October 17, 1988.

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

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

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

Recodified from N.J.A.C. 6:11-3.25; internal cites corrected.

**SUBCHAPTER 4. TYPES OF CERTIFICATES****Subchapter Historical Note**

All provisions of this subchapter were filed and became effective prior to September 1, 1969. Revisions were filed and became effective September 22, 1972 as R.1972 d.189. See: 4 N.J.R. 154(b), 4 N.J.R. 262(e). Further amendments were filed and became effective January 7, 1977 d.6. See: 8 N.J.R. 505(a), 9 N.J.R. 68(a). Further amendments were filed and became effective February 2, 1977 as R.1977 d.26. See: 9 N.J.R. 11(b), 9 N.J.R. 114(a). Further amendments were filed and became effective November 8, 1978 as R.1978 d.393. See: 10 N.J.R. 418(b), 10 N.J.R. 531(b). Further amendments were filed and became effective February 15, 1979 as R.1979 d.65. See: 11 N.J.R. 8(c), 11 N.J.R. 120(b). Further amendments were filed and became effective March 10, 1980 as R.1980 d.105. See: 12 N.J.R. 5(c), 12 N.J.R. 177(a). Further amendments were filed and became effective January 17, 1983 as R.1982 d.486. See: 14 N.J.R. 1010(a), 15 N.J.R. 84(c). This subchapter was readopted, effective October 20, 1983 as R.1983 d.492. See: 15 N.J.R. 1154(a), 15 N.J.R. 1860(b). Further amendments were filed and became effective November 7, 1983 as R.1983 d.493. See: 15 N.J.R. 1152(b), 15 N.J.R. 1860(c). Further amendments were filed and became effective October 15, 1984 (operative September 1, 1985) as R.1984 d.469. See: 16 N.J.R. 1646(a), 16 N.J.R. 2788(a). See: chapter and section levels for further amendments.

**6:11-4.1 Standard certificate**

The standard certificate is a permanent certificate issued to candidates who have met all requirements for State certification.

As amended, R.1977 d.6, effective January 7, 1977.

See: 8 N.J.R. 457(a), 8 N.J.R. 505(a), 9 N.J.R. 68(a).

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

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

Stylistic rewording.

**Case Notes**

Applicant seeking endorsements as teacher of general business and supervisor certificate was not entitled to standard instructional certificate; experience not substituted for required prerequisites. *McLaughlin v. State Board of Examiners*, 93 N.J.A.R.2d (EDU) 338.

**6:11-4.2 Provisional certificate**

The provisional certificate is a temporary one-year certificate issued to candidates who have met requirements for initial employment as part of a State-approved district training program or residency leading to standard certification.

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).

(b) added; recodified from 4.3. Original 4.2 "Temporary Certificate" deleted.

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

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

Added (d) and (e).

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

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

Requirements in (b) for provisional certificates deleted and replaced in other sections.

**Case Notes**

Where properly certified teachers are available a board need not apply on behalf of teachers for provisional certificates. *Kuett v. Bd. of Ed., Westfield, Union Cty.*, 1976 S.L.D. 601.

**6:11-4.3 Emergency certificate**

(a) An emergency certificate is a substandard one-year certificate issued only in the field of educational services, teacher of the handicapped, teacher of the blind and partially sighted, and teacher of the deaf and hard of hearing.

(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

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. *Scrupski and Soden v. Bd. of Ed., Warren, Somerset Cty., 1977 S.L.D. 1047.*

**SUBCHAPTER 5. REQUIREMENTS FOR INSTRUCTIONAL CERTIFICATION****Subchapter Historical Note**

This subchapter was filed and became effective prior to September 1, 1969. Revisions were filed and became effective September 22, 1972 as R.1972 d.189. See: 4 N.J.R. 154(b), 4 N.J.R. 262(e). Amendments were filed and became effective October 15, 1984 (operative September 1, 1985). See: 16 N.J.R. 1646(a), 16 N.J.R. 2788(a). See chapter and section levels for further amendments.

**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.

(d) Mentor teachers shall not participate in any way in decisions which might have a bearing on the employment or certification of provisional teachers. They shall not assess or evaluate the performance of provisional teachers unless they are appropriately certified administrators. 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.

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).

Recodified from N.J.A.C. 6:11-5.6 and new (d) added.

#### **6:11-5.5 Recommendation for certification of provisional teachers**

(a) At the conclusion of the State-approved district training program, the chairperson of the Support Team shall prepare a comprehensive evaluation report on the provisional teacher's performance. This report shall be submitted by the Chairperson directly to the Bureau of Teacher Preparation and Certification and shall contain a recommendation as to whether or not a standard certificate should be issued to the provisional teacher.



(d) Mentor teachers shall not participate in any way in decisions which might have a bearing on the employment or certification of provisional teachers. They shall not assess or evaluate the performance of provisional teachers unless they are appropriately certified administrators. 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.

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).  
Recodified from N.J.A.C. 6:11-5.6 and new (d) added.

#### **6:11-5.5 Recommendation for certification of provisional teachers**

(a) At the conclusion of the State-approved district training program, the chairperson of the Support Team shall prepare a comprehensive evaluation report on the provisional teacher's performance. This report shall be submitted by the Chairperson directly to the Bureau of Teacher Preparation and Certification and shall contain a recommendation as to whether or not a standard certificate should be issued to the provisional teacher.

(b) The final comprehensive evaluation report on each provisional teacher shall be made on standard forms developed by the State Department of Education.

(c) The final report on 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 allowed to seek entry on one more occasion in the future into a State-approved district training program; or
3. Disapproved: Recommends that a standard certificate not be issued and that the candidate not be allowed to enter into a State-approved district training program.

(d) The Support Team chairperson shall provide the provisional teacher with a copy of the provisional teacher's written evaluation report and certification recommendation before submitting it to the Division of Teacher Preparation and Certification.

(e) If the provisional teacher disagrees with the chairperson's recommendation, the provisional teacher may, within 15 days of receipt of the evaluation report and certification recommendation, submit to the chairperson written materials documenting the reasons why the provisional teacher believes standard certification should be awarded or a recommendation of insufficient granted. The chairperson shall forward all such documentation to the Division of Teacher

Preparation and Certification along with the evaluation report and recommendation concerning certification. The provisional teacher may contest the unfavorable recommendation pursuant to N.J.A.C. 6:11-3.30.

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

R.1984 d.369, effective October 15, 1984 (operative September 1, 1985).  
See: 16 N.J.R. 1646(a), 16 N.J.R. 2788(a).  
Amended by R.1988 d.491, effective October 17, 1988.  
See: 20 N.J.R. 1320(c), 20 N.J.R. 2567(a).  
Substantially amended.  
Amended by R.1989 d.614, effective December 18, 1989.  
See: 21 N.J.R. 2717(a), 21 N.J.R. 3934(a).  
Recodified from N.J.A.C. 6:11-5.7 and new (f) added.  
Amended by R.1990 d.510, effective October 15, 1990.  
See: 22 N.J.R. 1873(a), 22 N.J.R. 3240(a).  
"Bureau" changed to "Division"; cite corrected.

### **SUBCHAPTER 6. ENDORSEMENTS ON THE INSTRUCTIONAL CERTIFICATE**

#### **6:11-6.1 Authorizations—General**

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

(b) Teachers with elementary endorsements are not permitted to devote more than one-half time to teaching art, music, health, home economics, industrial arts, or physical education in elementary grades. Teachers with elementary endorsements are authorized to teach the common branch subjects, such as reading, writing, arithmetic, and spelling in the secondary school, grades seven through 12.

(c) Teachers with English endorsements who taught reading prior to February, 1976, may continue to teach in such assignment. After February, 1976, teachers of reading shall hold the appropriate endorsement.

Amended by R.1984 d.469, effective October 15, 1984 (operative September 1, 1985).  
See: 16 N.J.R. 1646(a), 16 N.J.R. 2788(a).  
(c) added. Recodified from 6.2. Old section 6.1 "Fields; endorsements" has been deleted.  
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.

## 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 certificate is qualified to serve in any assignment or instructional 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 for endorsement position, unlike statutory language predicated 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).

**6:11-6.2 Endorsements and authorizations**

(a) Teaching endorsements and authorizations are listed below:

1. Agriculture: This endorsement authorizes the holder to teach agriculture/agribusiness/natural resources occupational education, including the related theory and procedures and/or coordinating supervised occupational experience programs in all public schools;

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

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

4. Business education;

i. Comprehensive: This endorsement authorizes the holder to teach business education subjects in all public schools. Included in the comprehensive business education endorsement are the subject areas of: bookkeeping and accounting, secretarial studies, general business, consumer education, business math, business English;

ii. Bookkeeping and accounting: This endorsement authorizes the holder to teach bookkeeping, accounting, and business mathematics, in all public schools;

iii. Data processing: This endorsement authorizes the holder to teach data processing in all public schools. Data processing normally includes the areas of key-punching, unit record operation, computer operation, programming and technology;

iv. General business: This endorsement authorizes the holder to teach general business studies in all public schools. General business studies normally include: business law, economic geography, economics, social business studies, consumer education sales, retailing, advertising;

v. Secretarial studies: This endorsement authorizes the holder to teach secretarial studies in all public schools. Secretarial studies normally include: shorthand, typewriting, office procedures, business machines, business English;

vi. Typewriting: This endorsement authorizes the holder to teach typewriting in all public schools;

vii. Marketing and Distributive occupations: This endorsement authorizes the holder to teach marketing and distributive occupations in all public schools. Distributive occupations include: sales, advertising, retailing;

5. Driver education: this endorsement authorizes the holder to teach driver education in all public schools;

6. Elementary education: This endorsement authorizes the holder to serve as elementary school teacher in grades nursery through eight in all public schools. Teachers with elementary endorsements are not permitted to devote more than one half time to teaching art, music, health, home economics, industrial arts, or physical education in the elementary grades. Teachers with elementary endorsements are authorized to teach the common branch subjects such as reading, writing, arithmetic, and spelling in the secondary school;

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

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

9. Foreign language: This endorsement authorizes the holder to teach a designated foreign language in all public schools. See listing of foreign languages below;

i. Chinese;

ii. French;

iii. German;

iv. Greek;

v. Hebrew;

vi. Italian;

vii. Japanese;

viii. Latin;

ix. Portuguese;

x. Russian;

xi. Spanish;

xii. Other foreign languages.

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

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

## 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 maintaining an overall cumulative grade point average of at least 2.75 when a grade point of 4.0 equals an A grade. Effective September 2000, candidates entering their junior year in traditional teacher preparation programs must achieve a cumulative grade point average of at least 2.75. All other teacher candidates must also achieve a cumulative grade point average of at least 2.75 effective September 2000.

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).

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

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

Rewrote (a)1.

### 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.

1. Within a month of a first year teacher's employment; or
2. Within a month of a second year teacher's contract renewal.

(b) Each statement shall certify that the key elements of the proposed training program are in accordance with guidelines established and published by the Department of Education.

(c) No district board of education shall be authorized to employ a provisional teacher unless it has submitted a statement and received the approval of the Commissioner at the recommendation of the State Board of Examiners.

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

1. A full-time practicum of no less than 20 days duration that takes place prior to the time at which the provisional teacher takes full responsibility for a classroom. This practicum shall provide formal instruction in the essential areas for professional study listed in (e) below.

- i. Intensive mentoring in accordance with N.J.A.C. 6:11-14.3 and 14.4 is required.

- ii. The mentoring shall introduce teaching methodology appropriate to the content areas being taught through teaching experiences with students and an orientation to the policies, organization and curriculum of the employing district board of education. 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. Mentoring of the provisional teacher shall take place in accordance with the local mentor plan pursuant to N.J.A.C. 6:11-14.3 and 14.4.

3. The building principal or an appropriately certified school administrator shall observe and formally evaluate the provisional teacher in accordance with N.J.A.C. 6:11-5.4.

(e) 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.

(f) Approximately 200 hours or 13 semester hour credits of formal instruction in the following topics shall be earned by all candidates seeking a Preschool through Grade 3 endorsement:

1. Child development and learning, including studies designed to foster understanding of the dynamic continuum of development and learning in children from birth through age eight including cognitive and linguistic factors that affect learning and development; the creation of a climate that fosters and nurtures diversity and equity for all children including those who are limited English proficient and those with special needs and addresses multiple intelligences and diverse learning styles; the integration of play; and language and literacy across the curriculum;

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



3. Curriculum/assessment, including studies designed to foster an understanding of the importance of implementing developmentally appropriate principles and practices including such topics as: integration across all core curriculum content areas; responsiveness to cultural and linguistic differences with an equitable and individualized focus; activities designed to foster intellectual stimulation through play; implementation of developmentally appropriate techniques of guidance and group management to create a safe classroom environment; and assessment that is multidimensional, ongoing, and performance based.

(g) Mentoring of provisional teachers shall be provided according to the local mentor plan pursuant to N.J.A.C. 6:11-14.4. Supervision, observation and evaluation of provisional teachers shall be provided by the building principal or other appropriately certified school administrator.

(h) The Department of Education shall coordinate the training efforts of district boards of education and consortia of district boards of education who seek to develop the formal instruction component of the district training program. The district and/or consortium of districts shall develop the program in joint sponsorship with a college or university. When necessary, the department of education, in joint sponsorship with colleges and universities, shall establish regional programs for provisional teachers.

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)-(j).

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.

Amended by R.2000 d.138, effective April 3, 2000.

See: 32 N.J.R. 4(a), 32 N.J.R. 1193(a).

In (f)2, made an internal reference change; inserted a new (h); and recodified former (h) and (i) as (i) and (j).

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

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

Rewrote the section.

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

(a) The building principal or an appropriately certified school administrator shall observe and evaluate the provisional teacher three times during the first year of mentoring using forms provided by the Department.

1. The first evaluation shall be completed 10 weeks after the provisional teacher assumes full responsibility of a classroom;

2. The second evaluation shall be completed 20 weeks after the provisional teacher assumes full responsibility of a classroom;

3. The final evaluation for the provisional teacher shall be completed 30 weeks after the teacher assumes full responsibility of a classroom; and

4. The building principal or other appropriately certified administrator shall provide a copy of the evaluation to the provisional teacher within 15 days following each evaluation.

(b) The Department of Education shall devise standardized criteria and forms for evaluation of each provisional teacher conducted at the end of the provisional year.

(c) Mentor teachers shall not participate in any way in decisions which might have a bearing on the employment or certification of provisional teachers. They 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.

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).

Recodified from N.J.A.C. 6:11-5.6 and new (d) added.

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

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

Rewrote the section.

#### 6:11-5.5 Recommendation for certification of provisional teachers

(a) Sixty days after the conclusion of the State-approved district training program, the building principal or an appropriately certified school administrator shall prepare a final evaluation report on the provisional teacher's performance. This report shall be submitted by the building principal or an appropriately certified school administrator directly to the Office of Licensing and Credentials and shall contain a recommendation as to whether or not a standard certificate should be issued to the provisional teacher.

(b) The final report 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 allowed to seek entry on one more occasion in the future into a State-approved district training program; or

3. Disapproved: Recommends that a standard certificate not be issued and that the candidate not be allowed to enter into a State-approved district training program.

(c) The building principal or an appropriately certified school administrator shall provide the provisional teacher with a copy of the provisional teacher's written evaluation report and certification recommendation at least 15 days after completion of the final evaluation.

(b) The final comprehensive evaluation report on each provisional teacher shall be made on standard forms developed by the State Department of Education.

(c) The final report on 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 allowed to seek entry on one more occasion in the future into a State-approved district training program; or
3. Disapproved: Recommends that a standard certificate not be issued and that the candidate not be allowed to enter into a State-approved district training program.

(d) The Support Team chairperson shall provide the provisional teacher with a copy of the provisional teacher's written evaluation report and certification recommendation before submitting it to the Division of Teacher Preparation and Certification.

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

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

R.1984 d.369, effective October 15, 1984 (operative September 1, 1985).  
See: 16 N.J.R. 1646(a), 16 N.J.R. 2788(a).  
Amended by R.1988 d.491, effective October 17, 1988.  
See: 20 N.J.R. 1320(c), 20 N.J.R. 2567(a).

Substantially amended.  
Amended by R.1989 d.614, effective December 18, 1989.  
See: 21 N.J.R. 2717(a), 21 N.J.R. 3934(a).

Recodified from N.J.A.C. 6:11-5.7 and new (f) added.  
Amended by R.1990 d.510, effective October 15, 1990.  
See: 22 N.J.R. 1873(a), 22 N.J.R. 3240(a).

"Bureau" changed to "Division"; cite corrected.

## SUBCHAPTER 6. ENDORSEMENTS ON THE INSTRUCTIONAL CERTIFICATE

### Subchapter Historical Note

This subchapter was filed and became effective prior to September 1, 1969. Revisions were filed and became effective September 22, 1972 as R.1972 d.189. See: 4 N.J.R. 154(b), 4 N.J.R. 262(e). Amendments were filed and became effective October 15, 1984 (operative September 1, 1985). See: 16 N.J.R. 1646(a), 16 N.J.R. 2788(a). See chapter and section levels for further amendments.

### 6:11-6.1 Authorizations—General

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

(b) Teachers with elementary endorsements are not permitted to devote more than one-half time to teaching art, music, health, home economics, industrial arts, or physical education in elementary grades. Teachers with elementary endorsements are authorized to teach the common branch subjects, such as reading, writing, arithmetic, and spelling in the secondary school, grades seven through 12.

(c) Teachers with English endorsements who taught reading prior to February, 1976, may continue to teach in such assignment. After February, 1976, teachers of reading shall hold the appropriate endorsement.

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

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

(c) added. Recodified from 6.2. Old section 6.1 "Fields; endorsements" has been deleted.

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.

### 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 certificate is qualified to serve in any assignment or instructional 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 for endorsement position, unlike statutory language predicated 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).

### 6:11-6.2 Endorsements and authorizations

(a) Teaching endorsements and authorizations are listed below:

1. Agriculture: This endorsement authorizes the holder to teach agriculture/agribusiness/natural resources occupational education, including the related theory and procedures and/or coordinating supervised occupational experience programs in all public schools;

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

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

4. Business education;

i. Comprehensive: This endorsement authorizes the holder to teach business education subjects in all public schools. Included in the comprehensive business education endorsement are the subject areas of: bookkeeping and accounting, secretarial studies, general business, consumer education, business math, business English;

ii. Bookkeeping and accounting: This endorsement authorizes the holder to teach bookkeeping, accounting, and business mathematics, in all public schools;

iii. Data processing: This endorsement authorizes the holder to teach data processing in all public schools. Data processing normally includes the areas of key-punching, unit record operation, computer operation, programming and technology;

iv. General business: This endorsement authorizes the holder to teach general business studies in all public schools. General business studies normally include: business law, economic geography, economics, social business studies, consumer education sales, retailing, advertising;

v. Secretarial studies: This endorsement authorizes the holder to teach secretarial studies in all public schools. Secretarial studies normally include: shorthand, typewriting, office procedures, business machines, business English;

vi. Typewriting: This endorsement authorizes the holder to teach typewriting in all public schools;

vii. Marketing and Distributive occupations: This endorsement authorizes the holder to teach marketing and distributive occupations in all public schools. Distributive occupations include: sales, advertising, retailing;

5. Driver education: this endorsement authorizes the holder to teach driver education in all public schools;

6. Elementary education: This endorsement authorizes the holder to serve as elementary school teacher in grades nursery through eight in all public schools. Teachers with elementary endorsements are not permitted to devote more than one half time to teaching art, music, health, home economics, industrial arts, or physical education in the elementary grades. Teachers with elementary endorsements are authorized to teach the common branch subjects such as reading, writing, arithmetic, and spelling in the secondary school;

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

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

9. Foreign language: This endorsement authorizes the holder to teach a designated foreign language in all public schools. See listing of foreign languages below;

i. Chinese;

ii. French;

iii. German;

iv. Greek;

v. Hebrew;

vi. Italian;

vii. Japanese;

viii. Latin;

ix. Portuguese;

x. Russian;

xi. Spanish;

xii. Other foreign languages.

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

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

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;

(d) Mentor teachers shall not participate in any way in decisions which might have a bearing on the employment or certification of provisional teachers. They shall not assess or evaluate the performance of provisional teachers unless they are appropriately certified administrators. 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.

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).

Recodified from N.J.A.C. 6:11-5.6 and new (d) added.

#### 6:11-5.5 Recommendation for certification of provisional teachers

(a) At the conclusion of the State-approved district training program, the chairperson of the Support Team shall prepare a comprehensive evaluation report on the provisional teacher's performance. This report shall be submitted by the Chairperson directly to the Bureau of Teacher Preparation and Certification and shall contain a recommendation as to whether or not a standard certificate should be issued to the provisional teacher.

(b) The final comprehensive evaluation report on each provisional teacher shall be made on standard forms developed by the State Department of Education.

(c) The final report on 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 allowed to seek entry on one more occasion in the future into a State-approved district training program; or
3. Disapproved: Recommends that a standard certificate not be issued and that the candidate not be allowed to enter into a State-approved district training program.

(d) The Support Team chairperson shall provide the provisional teacher with a copy of the provisional teacher's written evaluation report and certification recommendation before submitting it to the Division of Teacher Preparation and Certification.

(e) If the provisional teacher disagrees with the chairperson's recommendation, the provisional teacher may, within 15 days of receipt of the evaluation report and certification recommendation, submit to the chairperson written materials documenting the reasons why the provisional teacher believes standard certification should be awarded or a recommendation of insufficient granted. The chairperson shall forward all such documentation to the Division of Teacher

Preparation and Certification along with the evaluation report and recommendation concerning certification. The provisional teacher may contest the unfavorable recommendation pursuant to N.J.A.C. 6:11-3.30.

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

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Substantially amended.

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"Bureau" changed to "Division"; cite corrected.

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(b) Teachers with elementary endorsements are not permitted to devote more than one-half time to teaching art, music, health, home economics, industrial arts, or physical education in elementary grades. Teachers with elementary endorsements are authorized to teach the common branch subjects, such as reading, writing, arithmetic, and spelling in the secondary school, grades seven through 12.

(c) Teachers with English endorsements who taught reading prior to February, 1976, may continue to teach in such assignment. After February, 1976, teachers of reading shall hold the appropriate endorsement.

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

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

(c) added. Recodified from 6.2. Old section 6.1 "Fields; endorsements" has been deleted.

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.

## 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).

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

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

4. Business education;

i. Comprehensive: This endorsement authorizes the holder to teach business education subjects in all public schools. Included in the comprehensive business education endorsement are the subject areas of: bookkeeping and accounting, secretarial studies, general business, consumer education, business math, business English;

ii. Bookkeeping and accounting: This endorsement authorizes the holder to teach bookkeeping, accounting, and business mathematics, in all public schools;

iii. Data processing: This endorsement authorizes the holder to teach data processing in all public schools. Data processing normally includes the areas of key-punching, unit record operation, computer operation, programming and technology;

iv. General business: This endorsement authorizes the holder to teach general business studies in all public schools. General business studies normally include: business law, economic geography, economics, social business studies, consumer education sales, retailing, advertising;

v. Secretarial studies: This endorsement authorizes the holder to teach secretarial studies in all public schools. Secretarial studies normally include: shorthand, typewriting, office procedures, business machines, business English;

vi. Typewriting: This endorsement authorizes the holder to teach typewriting in all public schools;

vii. Marketing and Distributive occupations: This endorsement authorizes the holder to teach marketing and distributive occupations in all public schools. Distributive occupations include: sales, advertising, retailing;

5. Driver education: this endorsement authorizes the holder to teach driver education in all public schools;

6. Elementary education: This endorsement authorizes the holder to serve as elementary school teacher in grades nursery through eight in all public schools. Teachers with elementary endorsements are not permitted to devote more than one half time to teaching art, music, health, home economics, industrial arts, or physical education in the elementary grades. Teachers with elementary endorsements are authorized to teach the common branch subjects such as reading, writing, arithmetic, and spelling in the secondary school;

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

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

9. Foreign language: This endorsement authorizes the holder to teach a designated foreign language in all public schools. See listing of foreign languages below;

i. Chinese;

ii. French;

iii. German;

iv. Greek;

v. Hebrew;

vi. Italian;

vii. Japanese;

viii. Latin;

ix. Portuguese;

x. Russian;

xi. Spanish;

xii. Other foreign languages.

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

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

(b) Teachers with elementary endorsements are not permitted to devote more than one-half time to teaching art, music, health, home economics, industrial arts, or physical education in elementary grades. Teachers with elementary endorsements are authorized to teach the common branch subjects, such as reading, writing, arithmetic, and spelling in the secondary school, grades seven through 12.

(c) Teachers with English endorsements who taught reading prior to February, 1976, may continue to teach in such assignment. After February, 1976, teachers of reading shall hold the appropriate endorsement.

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

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

(c) added. Recodified from 6.2. Old section 6.1 "Fields; endorsements" has been deleted.

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.

#### 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).

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Certification regulations enumerated endorsements which qualified for endorsement position, unlike statutory language predicated 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).

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

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

4. Business education;

i. Comprehensive: This endorsement authorizes the holder to teach business education subjects in all public schools. Included in the comprehensive business education endorsement are the subject areas of: bookkeeping and accounting, secretarial studies, general business, consumer education, business math, business English;

ii. Bookkeeping and accounting: This endorsement authorizes the holder to teach bookkeeping, accounting, and business mathematics, in all public schools;

iii. Data processing: This endorsement authorizes the holder to teach data processing in all public schools. Data processing normally includes the areas of key-punching, unit record operation, computer operation, programming and technology;

iv. General business: This endorsement authorizes the holder to teach general business studies in all public schools. General business studies normally include: business law, economic geography, economics, social business studies, consumer education sales, retailing, advertising;

v. Secretarial studies: This endorsement authorizes the holder to teach secretarial studies in all public schools. Secretarial studies normally include: shorthand, typewriting, office procedures, business machines, business English;

vi. Typewriting: This endorsement authorizes the holder to teach typewriting in all public schools;

vii. Marketing and Distributive occupations: This endorsement authorizes the holder to teach marketing and distributive occupations in all public schools. Distributive occupations include: sales, advertising, retailing;

5. Driver education: this endorsement authorizes the holder to teach driver education in all public schools;

6. Elementary education: This endorsement authorizes the holder to serve as elementary school teacher in grades nursery through eight in all public schools. Teachers with elementary endorsements are not permitted to devote more than one half time to teaching art, music, health, home economics, industrial arts, or physical education in the elementary grades. Teachers with elementary endorsements are authorized to teach the common branch subjects such as reading, writing, arithmetic, and spelling in the secondary school;

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

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

9. Foreign language: This endorsement authorizes the holder to teach a designated foreign language in all public schools. See listing of foreign languages below;

i. Chinese;

ii. French;

iii. German;

iv. Greek;



- v. Hebrew;
- vi. Italian;
- vii. Japanese;
- viii. Latin;
- ix. Portuguese;
- x. Russian;
- xi. Spanish;
- xii. Other foreign languages.

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

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

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.

31. Teacher of Preschool through Grade 3. This endorsement authorizes the holder to teach early childhood curriculum in approved settings providing education to public school students.

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