

# SUPERVISOR STANDARD CERTIFICATE (ENDORSEMENT CODE: 0106)

Please print this page before you apply.

This endorsement authorizes the holder to be employed as a supervisor of instruction and athletic director (for those who do not hold a principal's endorsement) as well as an assistant superintendent in charge of curriculum and/or instruction in public schools in grades preschool through grade 12.

**To be eligible for the Supervisor Standard certificate, you will need to meet the following:**

### Master's Degree Requirement

- A master's or higher degree is required from a regionally accredited college or university. Official transcripts documenting the master's degree conferral must be submitted.

**All credits/degree(s) must appear on a regionally accredited 4-year college/university transcript.**

### Certification Requirement

- A standard NJ instructional or educational services certificate or its out-of-state equivalent is required. A copy of this certificate must be presented.

### Three Years of Experience

- At least three years of successful, fulltime teaching or educational services experience is required. An original letter from a school official (principal or assistant principal or human services director), on the school's official letterhead, must be submitted. Included should be dates of employment and the positions held during those specific dates.

### Required Graduate Study

- You will need to complete an 12 semester-hour graduate credits to include the following required areas:
  - Three graduate credits in general principles of staff supervision for grades K-12.
  - Three graduate credits in general principles of curriculum development grades K-12.
  - Three graduate elective credits in curriculum development.
  - Three graduate elective credits in staff supervision AND/OR curriculum development.

**All graduate credits must appear on a regionally accredited 4-year college/university transcript.**

### Fee Information

- The current cost of the certificate is \$95.
- **No checks or money orders will be accepted**
- Please make the payment online at <http://www.nj.gov/education/educators/license/epay.htm>.
- **Please notify your examiner after payment has been made.**
- If you apply and are denied, you will be charged a fee of \$70.
- **All fees, including money left on file, are nonrefundable**

IF YOU HAVE MET THE ABOVE REQUIREMENTS, [CLICK HERE](#) TO APPLY ONLINE.

### **Applicant Checklist:**

**You cannot complete the entire application process online.** After applying online, please submit ALL necessary documentation together **IN A SINGLE PACKET** to the NJ DOE in order to complete your application. Please put your tracking number or Social Security number on all documents that you send to our office. For this particular certificate, you will need to send in the following:

- Oath of allegiance/verification of accuracy form. (Available here: <http://www.nj.gov/education/educators/license/forms/verify.pdf> )
- Official transcripts noting degree conferral and all other relevant transcripts. If possible, please have transcripts sent to you first and then forward them in the sealed envelope(s) together with any other documents.
- Out-of-State teaching certificate. (If applicable, see above for details).
- Letter of teaching or educational services experience. (See above for details).
- Fee of \$95 paid online.