

**ASSOCIATE SCHOOL LIBRARY MEDIA SPECIALIST STANDARD
CERTIFICATE
(ENDORSEMENT CODE: 2845)**

Please print this page before you apply.

The associate school library media specialist (ASLMS) endorsement is required for anyone who serves as a school library media specialist in grades preschool through 12 under the supervision of a certified school administrator, principal or supervisor. The functions include delivery of instruction in information literacy skills, and the development and coordination of school library media programs and resources. The holder also provides instruction in the evaluation, selection, organization, distribution, creation and utilization of school library media. These media are defined as all print, non-print and electronic resources including the technologies needed for their use.

The following individuals are eligible to receive the standard ASLMS endorsement:

1. Persons holding a standard or permanent New Jersey teacher-librarian or the associate Educational media specialist endorsement shall be deemed eligible to receive the ASLMS endorsement.
2. The holder of the teacher-librarian or associate educational media specialist endorsement is eligible to receive an extension of the authorization to include the functions of the ASLMS authorization.

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.
- Official course descriptions for all coursework taken in Library Media Studies.
- Fee of \$95 paid online. Fees are payable online or by a money order, certified check, or personal check made out to the "COMMISSIONER OF EDUCATION".