

SCHOOL LIBRARY MEDIA SPECIALIST STANDARD CERTIFICATE (ENDORSEMENT CODE: 2855)

Please print this page before you apply.

The school library media specialist (SLMS) endorsement is required for any person who serves as a school library media specialist in grades preschool through 12. The functions include delivery of instruction in information literacy skills and the development and coordination of school library media programs and resources. The functions also include the delivery of instruction in the evaluation, selection, organization, distribution, creation and utilization of school library media. 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 SLMS endorsement:

1. Those holding a permanent New Jersey school librarian or standard educational media specialist endorsement;
2. Those holding a standard New Jersey instructional certificate or a valid out-of-State instructional license who have completed a graduate degree program in a regionally accredited institution with specialization in **school library media studies**. **The specialization in library media studies is not acceptable.**
3. Those holding a standard New Jersey Associate School Library Media Specialist (ASLMS) endorsement who have completed a graduate degree program at a regionally accredited college or university with specialization in **school library media studies**.
4. **Out-of-state candidates who have three years of successful full-time experience as a school library media specialist in another state under that state's standard certificate authorizing such service may be eligible for the standard NJ certificate.** The candidate shall hold a currently valid standard certificate from that state in the appropriate field. The experience shall occur in the seven years immediately prior to the application for the New Jersey educational services certificate. Please send in official transcripts, a copy of the out-of-state license, and an official letter on school letterhead from a school official validating 3 years of a fulltime experience under a valid out-of-State license. The letter should include dates of employment, assignment, and full-time or part-time status.

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.