



State of New Jersey

DEPARTMENT OF EDUCATION

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October 17, 2011

TO: Chief School Administrators
Charter School Lead Persons

ROUTE TO: Human Resources Managers and School Principals

FROM: Robert R. Higgins, Ph.D., Director
Office of Licensure and Credentials

SUBJECT: Substance Awareness Coordinator (SAC) Residency Program – 2011-2012

As you are aware, the New Jersey Department of Education has established regulations for the Substance Awareness Coordinator (SAC) Residency Program for those candidates who hold a Certificate of Eligibility (CE) or a Certificate of Eligibility with Advanced Standing (CEAS). Your efforts to support the candidates with their professional growth have contributed to the success of the program.

For your reference, the following information and attachments will provide details of the SAC Residency Program for the 2011-2012 academic year. Please read the following information carefully and be sure to follow all instructions. If you have any questions regarding the SAC Residency Program or certification requirements, please contact Kenneth Figgs at 609-292-6378 or send an email to SAC@doe.state.nj.us.

CANDIDATE REGISTRATION FORM(S) AND INSTRUCTIONS

Holders of Certificates of Eligibility (CE) or Certificates of Eligibility with Advanced Standing (CEAS) who are employed by a public school must be registered into the SAC Residency Program. Registration and application for the provisional license will be accomplished by faxing the Registration Application/Statement of Assurance (**see attachment A**) to **609-984-3356**. This number has been assigned **exclusively** for the registration of candidates participating in residency/induction programs

SAC RESIDENCY

SAC forms and information are available for download at <http://www.nj.gov/education/educators/license/sac/>. This is a password protected site exclusively for the use of school districts. To login, the username will be *sacforms* and the password will be *district123*. **SAC Registration packets will no longer be mailed to districts via U.S. mail. All candidates will be registered using the form available online.** Please discard any old registration forms you may have used previously. We will not process registrations faxed on discontinued forms.

CERTIFICATE INFORMATION

- Both the Certificate of Eligibility (CE) and the Certificate of Eligibility with Advanced Standing (CEAS) authorize candidates to seek employment as a Substance Awareness Coordinator. A provisional certificate is required to legalize employment.
- **IMPORTANT:** Holders of the CE who complete the residency requirements under provisional certification are not eligible for standard certificate issuance until they successfully complete the coursework requirements for SAC. **All CE candidates must complete a New Jersey State-approved program (see attached list). Out-of-state coursework/programs will NOT be accepted.** Please refer to the original evaluation that the candidate received from the Office of Licensure and Credentials for more details regarding the **current New Jersey approved SAC program** that must be completed. If an evaluation has not been received, please contact our office immediately.
- Provisional certificate issuance may not be requested by an agency. It must be requested by a public school district or approved private school.

RESIDENCY REQUIREMENTS

- **N.J.A.C.6A: 9-13.2** requires SAC candidates to complete a state-approved school district residency lasting at least six months, but no more than one year under a provisional certificate. This is predicated *on full-time employment*. The Substance Awareness Coordinator Evaluation should be completed when the residency has been completed for 6 months.
- The SAC residency *must be at least half-time. Candidates with half time Substance Awareness Coordinator appointments will need to participate in the residency for 12 months.* The Substance Awareness Coordinator Evaluation should be completed when the residency has been completed for 12 months.
- No residency program may be undertaken without a valid state-approved agreement.
- The SAC residency may be completed in either a public school district or approved private school.
- The residency program shall be conducted under the direction of a residency supervisor who holds standard New Jersey supervisor, principal or school administrator certification and is employed by the hiring district of the SAC candidate.

SUBMISSION OF MATERIALS

In order to obtain a provisional certificate, please complete and fax the following documents to the attention of SAC PROGRAMS at 609-984-3356. A provisional certificate will be issued if all the following documents are determined to be in order:

- A. [Registration Application/Statement of Assurance for Substance Awareness Coordinator \(Form: SAC-A1\)](#)

B. **Candidate's Employment Contract:** A copy of the candidate's contract with the employing public school district/approved private school. The contract must clearly outline that the candidate has been offered employment, at least half time, as a Substance Awareness Coordinator.

C. **The Substance Awareness Coordinator Residency Agreement (Form: SAC-A2)**

In order to obtain a standard SAC certificate at the end of the residency period, the following documents must be submitted TOGETHER in ONE PACKET at the address below:

- A completed [Substance Awareness Coordinator Final Evaluation and Standard Application \(Form: SAC-B1\)](#). Candidates must apply for the standard certificate on-line.
- **For SAC Certificate of Eligibility Holders Only:** *Official transcripts* showing completion of a New Jersey State-approved SAC program of 21 to 27 credits and **Verification of Program Completion (VOPC) Form. Out-of-state coursework/programs will NOT be accepted.**

Mailing Address:

New Jersey Department of Education
Office of Licensure and Credentials
Attn: Kenneth Figs
SAC PROGRAMS
PO Box 500
Trenton, NJ 08625-0500

Should you have further questions or need assistance, please contact Kenneth A. Figs, manager, Administrator Training Program at (609)292-6378 or by FAX at (609)984-3356. Thank you for your continued participation and cooperation.

RRH/KAF

Attachments

c: Members, State Board of Education
Acting Commissioner Christopher D. Cerf
Senior Staff
Cathy Pine
Kenneth A. Figs
Executive County Superintendents
Members, NJ LEE Group
Garden State Coalition of Schools