

SUPERVISOR STANDARD CERTIFICATE (ENDORSEMENT CODE: 0106)

TO AVOID DELAYS: After applying online, please email any transcripts, letters, forms, copies of out-of-state certification or other required documents to certapplication@doe.nj.gov. Electronic transcripts must be sent directly from your university, college, clearinghouse or school. Please include your tracking number in the subject line of all correspondence with our office.

This endorsement authorizes the holder to be employed as a supervisor of instruction and athletic director (for those who do not hold a standard principal's endorsement). The supervisor shall have the authority and responsibility for the continuing direction, evaluation and guidance of teaching staff members.

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.

Certification Requirement

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

Record of Professional Experience

- Please submit the Record of Professional Experience form which must be filled out by your employer documenting at least three years of successful, fulltime teaching or educational services. Experience completed in a New Jersey public school must be completed under the appropriate certificate.

The New Jersey Department of Education will make the final determination as to whether or not the experience meets NJ regulations.

Required Graduate Study

- A New Jersey State-approved Supervisor certification program or 12 semester-hour graduate credits to include the following required areas:
 1. Three graduate credits in general principles of instructional staff supervision for grades K-12.
 2. Three graduate credits in general principles of curriculum design and development grades K-12.
 3. Three graduate elective credits in curriculum design and development.
 4. Three graduate elective credits in instructional staff supervision AND/OR curriculum design and development.

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

Fee Requirement

- No checks or money orders will be accepted
- Please make the payment online
- Please notify your examiner after payment has been made.
- If your application expires after six months, you will be charged a fee of \$70.
- All fees, including money left on file, are nonrefundable

You cannot complete the entire application process online. After applying online, please email all necessary documentation to certapplication@doe.nj.gov. Electronic transcripts must be sent directly from your university, college, clearinghouse or school. Please include your tracking number in the subject line of all correspondence with our office.

If the above requirements have been met, then you may complete the online application in the Teacher Certification Information System (TCIS).