

DIRECTOR OF SCHOOL COUNSELING SERVICES (ENDORSEMENT CODE: 0602)

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.

The Director of School Counseling Services endorsement authorizes the holder to serve as a director, administrator or supervisor of school counseling services, including the supervision of educational activities in areas related to and within the counseling program in grades preschool through 12.

To be eligible for the Director of School Counseling Services 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.

Certification Requirement

- Applicants must hold a NJ School Counselor certificate or its out-of-state equivalent.

Three Years of Experience

- At least three years of successful experience as a school counselor in grades preschool through 12 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 a three-credit graduate level course in each of the following required areas:
 - **Administration** - *Examples:* School law; Organization and Administration of elementary and secondary schools.
 - **Staff Supervision** - *Examples:* Supervision and evaluation of instructional staff; Supervision of school counseling services.
 - **Curriculum Development** - *Examples:* Principles of general curriculum development; elementary and secondary curriculum development; extracurricular activities.

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).