

TEACHER OF DRIVER EDUCATION STANDARD CERTIFICATE (ENDORSEMENT CODE: 1610)

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 entitles the holder to teach Driver Education in all public schools.

In order to be eligible for the standard certificate, you will need to meet the following:

- Hold a New Jersey standard certificate in *Health* or *Health and Physical Education*.
- Submit an official college transcript showing successful completion of a course in driver education from a regionally accredited two or four-year college or university.
- Submit a copy of a valid New Jersey or out-of-state driver's license.
- Submit an official driving record/abstract from the state in which you are currently licensed to demonstrate the possession of a valid driver's license.
- Submit a personal notarized statement stating that you have completed "at least three consecutive years of successful automobile driving experience **immediately prior to application**".

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).