

MILITARY SCIENCE STANDARD CERTIFICATE (ENDORSEMENT CODE: 2250)

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 **Military Science** in all public schools.

In order to be eligible for the Standard Certificate, you will need to submit the following:

- A clear copy of your DD214 showing a minimum of 20 years of military service **or** an original letter from the branch of the service in which you served verifying 20 years of military service.
- A certificate or official letter authorizing employment as a military science instructor from the branch of service in which you served.

Please note: holders of this endorsement may not use it as the basis for obtaining other endorsements. Holders may obtain additional endorsements by meeting applicable requirements outlined in the New Jersey Administrative Code.

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).