

ASSOCIATE SCHOOL LIBRARY MEDIA SPECIALIST (ASLMS) STANDARD CERTIFICATE (ENDORSEMENT CODE: 2845)

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 associate school library media specialist (ASLMS) endorsement is required for anyone who serves as a school library media specialist in all public schools under the supervision of a certified school administrator, principal or supervisor. The functions include delivery of instruction in information literacy skills, and the development and coordination of school library media programs and resources. The holder also provides instruction in the evaluation, selection, organization, distribution, creation and utilization of school library media. These media are defined as all print, non-print and electronic resources including the technologies needed for their use.

The following individuals are eligible to receive the standard ASLMS endorsement:

1. Those holding a standard New Jersey Teacher-Librarian or standard Associate Educational Media Specialist certificate.
2. The holder of the Teacher-Librarian or Associate Educational Media Specialist certificate is eligible to receive an extension of the authorization to include the functions of the ASLMS authorization.

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).