

SCHOOL LIBRARY MEDIA SPECIALIST (SLMS) STANDARD CERTIFICATE (ENDORSEMENT CODE: 2855)

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 School Library Media Specialist (SLMS) endorsement is required for any person who serves as a school library media specialist in all public schools. The functions include delivery of instruction in information literacy skills and the development and coordination of school library media programs and resources. The functions also include the delivery of instruction in the evaluation, selection, organization, distribution, creation and utilization of school library media. Media are defined as all print, non-print and electronic resources including the technologies needed for their use.

The following individuals are automatically eligible to receive the standard SLMS endorsement:

1. Those holding a standard New Jersey School Librarian or standard Educational Media Specialist certificate
2. Those holding a standard New Jersey Associate School Library Media Specialist (ASLMS) certificate who have completed a graduate degree program at a regionally accredited college or university with a specialization in **school library media studies**.

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).