



## **NON-DEGREE SUPERVISOR ENDORSEMENT PROGRAM** **Leading to NJ Supervisor Certification**

- I. PROGRAM DESCRIPTION:** This program allows the student to take coursework that leads to New Jersey Department of Education certification as Supervisor within an elementary or secondary school setting. The program is not aligned to any specific degree program, does not lead to a degree of any kind, and is usually completed exclusively online. If students are interested in taking an endorsement course offered on the New Brunswick campus, they must obtain special permission from the instructor.
- II. APPLICATION DEADLINES:** No applications can be admitted less than two weeks before the beginning of the semester in which the program would be started. Applications must be submitted and complete at least two weeks before the beginning of the semester.
- III. APPLICATION REQUIREMENTS:** To be considered for admission to the program, applicants must provide all of the following:
1. A Statement of Program Intent
  2. An electronic copy of a New Jersey Standard Instructional Certificate or Educational Services Certificate.
  3. Verification of experience from a current or previous supervisor or HR department, on school district letterhead, certifying the completion of three years of full-time teaching and/or educational services experience. Experience in a NJ school district must be under an appropriate NJ certificate.
  4. Official undergraduate and graduate transcripts. Applicants must hold a master's degree or higher degree equivalent from a regionally accredited college or university.
- Only complete applications will be reviewed.

**IV. HOW TO APPLY:**

**Current Rutgers University Graduate Students:** All applicants who are **currently** enrolled in a graduate-level program at Rutgers University and wish to begin the endorsement program while continuing their current program should contact the GSE Office of Student and Academic Services (OSAS) at [academic.services@gse.rutgers.edu](mailto:academic.services@gse.rutgers.edu).

**Non-Rutgers University Graduate Students:** Applicants who are **not currently** enrolled in a program at Rutgers University apply online at the Graduate Admissions website: <http://gradstudy.rutgers.edu/>

1. Click on "Create Account or Login" and follow the instructions given.
2. Under "Start an application today!", click **Apply Now**  
Application Selection
3. For "Level of Application", select **Graduate**
4. For "Applicant Type", select **Certificate**
5. Continue filling out the application, following the on-screen instructions.  
Program of Study
6. Under "Program Information", make sure **Certificate** is selected for "Applicant Type"
7. For "Area of Study", select **Education**
8. For "Location/Instructional Method", select **New Brunswick**
9. For "Program Selection", select **Education - Supervisor Certification (Endorsement) New Brunswick**
10. Complete the rest of the application by providing the requested information.
11. Supporting materials should be submitted online. Materials that must be mailed should be addressed to:  
Office of Graduate and Professional Admissions, Rutgers, The State University of New Jersey, Proctor Hall,  
Suite 308, 65 Davidson Road, Piscataway, NJ 08854, U.S.A.
12. Enter payment information for the non-refundable application fee.
13. Submit your application.

Applicants are responsible for reviewing and confirming that they meet program requirements **before** the application is submitted. Rutgers Graduate School of Education **WILL NOT** refund the application fee if an applicant is not accepted.

When the entire application process is complete, students simply register for the courses in the program as described on the program handouts and on the GSE website [gse.rutgers.edu](http://gse.rutgers.edu). It is the responsibility of the student to enroll in all of the required courses through Rutgers University. **No program requirements may be met at any other institution.** Students are expected to maintain a "B" or better average as a non-degree student. Accepted students will have 5 years to complete the program.

After completing all of the required courses in the program, students should contact the Office of Academic Services at the GSE to notify them and to secure an application for the state endorsement. GSE personnel will then forward the completed application to Trenton along with a recommendation that the certification be awarded.

**V. PROFESSIONAL EDUCATION REQUIREMENTS:**

	Course Number	Course Name	Credits	
			Grad	Total
<b>Required Courses</b>	15:230:521	Supervision of Instruction	3	6
	15:310:500	Curriculum and Instruction	3	
<b>Elective Courses</b> (Select 2 courses from this group)	15:230:512	Administration and Supervision of Elementary and Secondary Schools	3	6
	15:251:572	Curriculum Development in the Elementary School	3	
	15:294:533	Curriculum and Instruction for the Gifted	3	
	15:310:505	Curriculum Development in the Secondary School	3	
	15:310:510	Curriculum of Middle and Junior High School	3	
	15:299:561*	Theoretical Foundations of Literacy – Research, Policy, and Practice	3	
	15:299:566*	Literacy Research and Supervision	3	
<b>Total Credits</b>			12	12

\*Only available to those pursuing Reading Specialist certification.

**VI. HIB TRAINING:** All candidates for certification must complete pre-service training in the prevention of harassment, intimidation, and bullying (HIB)

**VII. COMPREHENSIVE EXAMINATION:** No comprehensive examination is required.