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. ADMISSIONS REQUIREMENTS

- A photocopy of a New Jersey Standard Instructional Certificate or Educational Services Certificate or its out-of-state equivalent.
- Official academic transcripts of all undergraduate and graduate studies. Applicants must hold a master’s degree or higher degree equivalent from a regionally accredited college or university. Applicants are not usually admitted with a GPA of less than 2.75 in their most recent degree.
- A letter of recommendation from the applicant’s current or previous school principal or supervisor, on school district letterhead, certifying the completion of three years of successful, full-time employment under the appropriate certificate.

III. APPLICATION AND ADMINISTRATIVE INFORMATION
All applicants who are not currently in a Graduate/Non-degree program and don’t have an active RU ID # will need to complete a Graduate Study application online through http://gradstudy.rutgers.edu. 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.

To Apply:
2. Click on Apply Now and follow the instructions given.
3. Choose "Non-Degree Application", for Application Type.
4. For Program Name choose "Professional Credit Programs" from the drop down menu.
5. Under GSE Professional Credit Program 150006 choose the semester in which you wish to participate.
6. For Enrollment Year, select the corresponding year for the semester in which you wish to participate.
7. Select "No" for Full-Time Study
8. Under Concentration, choose your desired certification/endorsement.
9. Supporting materials must be submitted online or mailed to the Graduate Admissions office at Office of Graduate and Professional Admissions (New Brunswick), Rutgers, The State University of New Jersey, 56 College Ave, New Brunswick, NJ 08901-8530:
   - Undergraduate and Graduate transcripts (Official sealed copies must be mailed or submitted electronically directly from the institution).
   - Letter of recommendation/experience documenting 3 years of experience.
   - Copy of the Standard certificate (Please upload in the resume field if submitting digital copy)
10. Enter payment information for the non-refundable application fee.
11. Submit your application and authorize payment for the **non-refundable** application fee.

Questions about the application process and requirements should be directed to Marie Pavelchak at marie.pavelchak@gse.rutgers.edu.

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 [www.gse.rutgers.edu](http://www.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 in the Supervisor Endorsement Program. 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.

### IV. PROGRAM REQUIREMENTS

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title of Course</th>
<th>Crs</th>
<th>Graduate Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required courses</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>15:310:500</td>
<td>Curriculum and Instruction</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>15:230:521</td>
<td>Supervision of Instruction</td>
<td>3</td>
<td>6</td>
</tr>
<tr>
<td>Elective Courses (Select 2 course from this group)</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>15:310:505</td>
<td>Curriculum Development in the Secondary School</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>15:310:510</td>
<td>Curriculum of Middle and Junior High School</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>15:251:572</td>
<td>Curriculum Development in the Elementary School</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>15:294:533</td>
<td>Curriculum and Instruction for the Gifted</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>15:230:512</td>
<td>Administration and Supervision of Elementary and Secondary Schools</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>TOTAL CREDITS</td>
<td></td>
<td></td>
<td>12</td>
</tr>
</tbody>
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### V. HIB TRAINING

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

### VI. PROGRAM FACULTY

Dr. Ben Justice e-mail ben.justice@gse.rutgers.edu