NON-DEGREE PRINCIPAL ENDORSEMENT PROGRAM
Leading to NJ Principal Certification

I. PROGRAM DESCRIPTION: This program allows the student to take coursework that leads to a New Jersey Certificate of Eligibility as Principal within an elementary or secondary school setting. This program does not lead to a degree of any kind.

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. Photocopy or electronic copy of a New Jersey Standard Instructional Certificate.
2. One letter of recommendation from the applicant’s current or previous school principal or superintendent, on school district letterhead, certifying the completion of five years of successful, full-time employment under a New Jersey Standard Instructional Certificate.
3. Undergraduate and graduate transcripts. Applicants must hold a master’s degree or higher degree equivalent from a regionally accredited college or university, in the areas of educational leadership, curriculum and instruction, or in one of the recognized fields of leadership or management. Applicants are not usually admitted with a GPA less than 3.25 in their most recent degree.

Only complete applications will be reviewed.

IV. HOW TO APPLY:
1. Current GSE Students: All applicants who are currently enrolled in a GSE program 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.

2. Non-GSE Students: Applicants who are not current GSE students apply online at the Graduate Admissions website: http://grad.rutgers.edu/
   a. Click on “Apply Now” and follow the instructions given.
   b. Choose “Non-Degree Application”, for Application Type.
   c. For Program Name choose “Professional Credit Programs” from the drop down menu. (Scroll down past all the Education programs.)
   d. Scroll down; across from “Education: Principal Certification 15000PR”, click the link for the semester you want to apply for.
   e. Select “No” for Full-time Study.
   f. Complete the application by providing the requested information.
   g. 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 Avenue, New Brunswick, NJ 08901-8530.
   h. Enter payment information for the non-refundable application fee.
   i. Submit your application and authorize payment for the non-refundable application fee.

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 handout and on the GSE website 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:**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Semesters Offered</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>15:230:500</td>
<td>Spring</td>
<td>Foundations of Educational Administration and Supervision</td>
<td>3</td>
</tr>
<tr>
<td>15:230:501</td>
<td>Fall</td>
<td>Leadership and Communication Skills in Educational Supervision</td>
<td>3</td>
</tr>
<tr>
<td>15:230:507</td>
<td>Spring</td>
<td>Education Law</td>
<td>3</td>
</tr>
<tr>
<td>15:230:514</td>
<td>Spring</td>
<td>Personnel Administration</td>
<td>3</td>
</tr>
<tr>
<td>15:230:520</td>
<td>Fall</td>
<td>Public School Finance</td>
<td>3</td>
</tr>
<tr>
<td>15:230:521</td>
<td>Sp/Sum</td>
<td>Supervision of Instruction</td>
<td>3</td>
</tr>
<tr>
<td>15:230:522</td>
<td>Spring</td>
<td>Decision Analysis I or</td>
<td>3</td>
</tr>
<tr>
<td>15:230:615</td>
<td>Fall</td>
<td>Assessment/Data/Problem Solving</td>
<td>3</td>
</tr>
<tr>
<td>15:230:530</td>
<td>Fall</td>
<td>Internship in Educational Administration I*</td>
<td>3</td>
</tr>
<tr>
<td>15:230:531</td>
<td>Fall</td>
<td>Internship in Educational Administration II*</td>
<td>3</td>
</tr>
<tr>
<td>15:230:___</td>
<td>Spring</td>
<td>Educational Administration Elective</td>
<td>3</td>
</tr>
<tr>
<td>15:230:___</td>
<td>Educational Administration Elective</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Total Credits</strong></td>
<td><strong>36</strong></td>
</tr>
</tbody>
</table>

* This course has a field experience component.

**VI. SCHOOL LEADERSHIP SERIES TESTS:** To be certified as a principal in New Jersey, students must pass the School Leaders Licensure Assessment. For more information on the SLLA, see [http://www.ets.org/Media/Tests/SLS/pdf/1011.pdf](http://www.ets.org/Media/Tests/SLS/pdf/1011.pdf). For more information on state principal certification requirements, see [http://www.state.nj.us/education/educators/license/sl/](http://www.state.nj.us/education/educators/license/sl/).

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

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

**IX. PROGRAM FACULTY:**

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