NON-DEGREE SCHOOL ADMINISTRATOR ENDORSEMENT PROGRAM
Leading to NJ School Administrator Certification

I. PROGRAM DESCRIPTION: This program allows the student to take coursework that leads to New Jersey Department of Education Certificate of Eligibility as School Administrator. The School Administrator Endorsement authorizes the holder to be employed in any position that involves services as a district-level administrator in public schools in grades preschool through grade 12. Positions include superintendent, assistant superintendent, and director. The 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 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 Principal Certificate or Principal Certificate of Eligibility.
2. One letter of recommendation from the applicant’s current or previous school principal on school district letterhead.
3. Successful completion of 300 hours of 15:230:530 “Internship in Educational Administration I” and 15:230:531 “Internship in Educational Administration II” at Rutgers Graduate School of Education or an academic equivalent from a New Jersey accredited college/university/state approved program.
4. Undergraduate and graduate transcripts.

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://gradstudy.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: School Administrator Certification 15000SA”, 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 Bevier Road, ASB Annex I, Piscataway, NJ 08854, U.S.A.
   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 handouts 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 course 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:

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<tr>
<th>Course Name</th>
<th>Credits</th>
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<tr>
<td>Internship in Educational Administration III</td>
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This course requires school district on-site field experience.

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. For more information on state principal certification requirements, see 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), or show proof of prior completion of the Legal One Modules.

VIII. COMPREHENSIVE EXAMINATION: No comprehensive examination is required.

IX. PROGRAM FACULTY:

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<tr>
<th>Name</th>
<th>Title</th>
<th>Institution</th>
<th>Contact Information</th>
<th>Office</th>
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<tbody>
<tr>
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