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 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 or Educational Services 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 three years of successful, full-time employment under a New Jersey Standard Instructional Certificate or Educational Services Certificate.
3. Undergraduate and graduate transcripts. 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 less than 2.75 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://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: Supervisor Certification 150006", 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 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 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></th>
<th>Semesters Offered</th>
<th>Course Number</th>
<th>Course Name</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Required Courses</td>
<td>Sp/Sum/F</td>
<td>15:310:500</td>
<td>Curriculum and Instruction</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Sp/Sum/F</td>
<td>15:230:521</td>
<td>Supervision of Instruction</td>
<td>3</td>
</tr>
<tr>
<td>Elective Courses</td>
<td>Spring/Sum/Fall</td>
<td>15:230:512</td>
<td>Administration and Supervision of Elementary and Secondary Schools</td>
<td>3</td>
</tr>
<tr>
<td>(Select 2 courses from this group)</td>
<td>Sp/Sum</td>
<td>15:251:572</td>
<td>Curriculum Development in the Elementary School</td>
<td>3</td>
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<tr>
<td></td>
<td>Summer</td>
<td>15:294:533</td>
<td>Curriculum and Instruction for the Gifted</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Sp/Sum/F</td>
<td>15:310:505</td>
<td>Curriculum Development in the Secondary School</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Sp/Sum</td>
<td>15:310:510</td>
<td>Curriculum of Middle and Junior High School</td>
<td>3</td>
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<tr>
<td><strong>Total Credits</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

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.

VIII. PROGRAM FACULTY:

- **Ben Justice**  
  Ph.D., Stanford University  
  phone: 848-932-0679  
  email: ben.justice@gse.rutgers.edu  
  office: 36A