



NON-DEGREE SPECIAL EDUCATION ENDORSEMENT PROGRAM **Leading to NJ Teacher of Students with Disabilities Certification**

- I. PROGRAM DESCRIPTION:** This program allows a student who already holds New Jersey Standard Instructional Certificate or a Certificate of Eligibility with Advanced Standing (CEAS) to take coursework that leads to New Jersey Department of Education certification as Teacher of Students with Disabilities 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 a Certificate of Eligibility with Advanced Standing (CEAS). Applicants who hold a Certificate of Eligibility (CE) must provide (1) a letter of employment, on school letterhead, from their HR department or supervisor, and (2) proof of enrollment in an alternate route educator preparation program.
 3. Undergraduate transcripts

Only complete applications will be reviewed.

NOTE: The recommendation requirement for the **Ed.M. program** is waived for any applicant who has successfully completed at least 15 credits, with a B+ average, in this non-degree Special Education endorsement program.

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.

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 - Teacher of Students with Disabilities 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. 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 Special Education Endorsement Program. Accepted students will have 5 years to complete the program.

The program requires 21 credits of Rutgers University graduate coursework but does not lead to a graduate degree. If the student later decides to apply to the Ed.M. program in Special Education Endorsement s/he must formally apply to the master's 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	Graduate Credits
05:300:383 or 15:293:525	Introduction to Special Education Psychology of the Exceptional Child	3
05:300:481 or 15:293:523	Materials and Methods in Special Education Inclusive Teaching in Education	3
05:300:495 or 15:299:516	Literacy Development in the Elementary and Middle School	3
05:300:480	Literacy for Students with Disabilities	3
15:293:522	Learning Disabilities	3
15:293:533	Assessment and Measurement for Special Education	3
15:293:534	Classroom Organization for Inclusive and Special Classrooms	3
Total Credits		21

VI. PORTFOLIO: Students will archive artifacts from various GSE courses via an online instructional and evaluation system as directed by faculty. Details of this portfolio are specified in the *Student Policy and Procedures Handbook*.

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.