

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 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 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. Official undergraduate transcripts.

Only complete applications will be reviewed.

IV. HOW TO APPLY:

Current Rutgers University Students: All applicants who are **currently** enrolled in a 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 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 - School Administrator 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. 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:

	Semesters Offered	Course Number	Course Name	Credits
Required Course	Fall/Spring	15:230:532	Internship in Educational Administration III	3
			Total Credits	3

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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