



## **ADVANCED CERTIFICATION IN TEACHER OF STUDENTS WITH DISABILITIES (TOSD)**

### **Non-degree program leading to NJ Teacher of Students with Disabilities certification**

*Revised Summer 2024 - For students admitted for Fall 2025 or later*

- I. PROGRAM DESCRIPTION:** The Advanced Certification in Teacher of Students with Disabilities (TOSD) non-degree program offered at the GSE provides advanced preparation for certified teachers who wish to learn to address the instructional needs of students with mild and moderate cognitive disabilities. Through completion of the required courses, students will develop competencies in the assessment and remediation of students with learning disabilities and learn collaborative teaching and consultation skills.

Applicants should note that this program is not aligned to any specific degree program and does not lead to a degree of any kind. Instead, it is intended for educators who already hold a New Jersey Standard Instructional Certificate or a Certificate of Eligibility with Advanced Standing (CEAS) and wish to take required coursework that leads to New Jersey Department of Education certification as Teacher of Students with Disabilities within an elementary or secondary school setting.

This advanced non-degree program does not lead to initial teacher certification. Candidates who enroll in the Non-degree Advanced Licensure in Teacher of Students with Disabilities program may apply earned credits toward an Ed.M. in Special Education, although admission to the Ed.M. is not guaranteed.

- II. APPLICATION DEADLINES:** No applications can be admitted less than two weeks before the beginning of the semester in which the program will be started. Applications must be submitted and completed at least two weeks before the beginning of the semester.

- III. APPLICATION REQUIREMENTS:** To be considered for admission to the program, applicants must provide 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.

#### IV. HOW TO APPLY:

**Current Rutgers University 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](mailto: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: <https://newbrunswickgrad.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](http://gse.rutgers.edu). The student is responsible for enrolling in all 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 decides to apply to the Ed.M. in Special Education, they must formally apply to the master's program.

After completing all program requirements, students should contact Ken Tufo Jr. at [ken.tufo@gse.rutgers.edu](mailto:ken.tufo@gse.rutgers.edu). Students will be provided instructions on how to apply for their license(s).

**V. PROFESSIONAL EDUCATION REQUIREMENTS:**

Course Number	Course Name	Credits
15:293:583 <b>or</b> 15:293:525	Introduction to Special Education <sup>1</sup> <b>or</b> Psychology of the Exceptional Child <sup>2</sup>	3
15:293:523	Inclusive Teaching in Education <sup>3</sup>	3
15:299:516	Language Across Content Areas; Upper Elementary and Middle School	3
15:293:580	Literacy for Students with Disabilities <sup>4</sup>	3
15:293:522 <b>or</b> 15:293:545	Learning Disabilities <b>or</b> Characteristics and Methods for High Incidence Disabilities	3
15:293:533	Assessment and Measurement for Special Education	3
15:293:534	Classroom Organization for Inclusive and Special Classrooms	3
	<b>Total Credits</b>	<b>21</b>

<sup>1</sup> Students who took and successfully passed 05:300:383 while an undergraduate student at Rutgers will not need to satisfy this requirement for the non-degree program.

<sup>2</sup> Students who have successfully taken 15:293:539 as part of a 5-year or post-baccalaureate initial certification program at the GSE may substitute this course for 15:293:583 or 15:293:525.

<sup>3</sup> Students who have successfully taken 05:300:304 in fall 2025 or after as part of a 5-year or post-baccalaureate initial certification program at the GSE may substitute that course for 15:293:523.

<sup>4</sup> Students who have successfully taken 05:300:480 as part of a 5-year or post-baccalaureate initial certification program at the GSE may substitute this course for 15:293:580.

**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).