



GRADUATE CERTIFICATE FOR ADVANCED LICENSURE IN SCHOOL ADMINISTRATION

Non-degree program leading to NJ School Administrator A.K.A. Superintendent certification

Revised January 2025 - for students admitted for summer 2025 or later

- 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 PK-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. A Statement of Program Intent
 2. A digital copy of a New Jersey Standard Principal Certificate or Principal Certificate of Eligibility
 3. Graduate transcripts

Only complete applications will be reviewed.

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 - 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 handout(s) 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 program requirements, students should contact Ken Tufo Jr. at ken.tufo@gse.rutgers.edu. Students will be provided instructions on how to apply for their license(s). Once program completion is verified by the Office of Student and Academic Services, Mr. Tufo will create a licensure nomination in NJEdCert (the NJDOE licensure system) and provide the student with follow-up instructions on how to claim and pay for the license(s). After the process is completed in NJEDCert, a license will be issued by the NJDOE.

V. PROFESSIONAL EDUCATION REQUIREMENTS:

	Course Number	Course Name	Credits
Required Courses	15:230:532*	Internship in Educational Administration III*	1
	15:230:630**	Readings in Educational Administration**	2
		Total Credits	3

*This course requires school district on-site field experience.

** When registering for this course, register for 2.0 credits.

VI. SCHOOL LEADERSHIP SERIES TESTS: To be certified as a School Administrator in New Jersey, students must pass the School Superintendents Assessment (SSA). For more information on the SSA, see <https://www.ets.org/sls/resources/ssa-test-prep.html>. For more information on the state School Administrator certification requirements, see <https://www.nj.gov/education/certification/leaders>.

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.