



GRADUATE CERTIFICATE FOR ADVANCED LICENSURE IN SUPERVISION

Non-degree program leading to NJ Supervisor 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 certification as Supervisor within a PK-12 school setting. The program does not lead to a degree of any kind. The courses associated with this non-degree supervisor endorsement can count toward principal certification as part of the Ed.M. in Educational Administration and Supervision (Option B).
- 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. One recommendation from a current or previous school principal, supervisor, or superintendent, on school district letterhead, certifying the completion of at least **three years** of successful, full-time employment under a valid provisional or standard New Jersey Instructional Certificate, Educational Services Certificate.
 3. A digital copy of a valid provisional or standard New Jersey Instructional Certificate or Educational Services Certificate.
 4. Official undergraduate and graduate transcripts. Applicants must hold a master's degree or higher degree equivalent from a regionally accredited college or university.

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 - Supervisor 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	15:230:521	Supervision of Instruction	3
	15:310:500	Curriculum and Instruction	3
	15:230:512 or 15:299:566*	Administration & Supervision of Elementary & Secondary Schools or Literacy Research and Supervision*	3
Elective Courses (Select 1 course from this group)	15:251:572	Curriculum Development in the Elementary School	3
	15:294:533	Curriculum and Instruction for the Gifted	
	15:310:505	Curriculum Development in the Secondary School	
	15:310:510	Curriculum of Middle and Junior High School	
	15:299:561*	Theoretical Foundations of Literacy: Research, Policy, & Practice*	
	17:610:575**	Leadership, Management, & Evaluation of School Libraries**	
	18:862:605***	Advanced Supervision in School Psychology***	
	19:910:540****	Supervision and Consultation****	
Total Credits			12

*Only available to those pursuing Reading Specialist certification.

**Only available to those pursuing or completed a Rutgers M.I. with School Librarianship Concentration

***Only available to those pursuing or completed a Rutgers School Psychology Psy.D.

****Only available to those pursuing or completed a Rutgers M.S.W. with School Social Work Concentration

VI. HIB TRAINING: All candidates for certification must complete pre-service training in the prevention of harassment, intimidation, and bullying (HIB)