

DIRECTOR OF SCHOOL COUNSELING SERVICES (ENDORSEMENT CODE: 0602)

Please print this page before you apply.

The Director of School Counseling Services endorsement authorizes the holder to serve as a director, administrator or supervisor of school counseling services, including the supervision of educational activities in areas related to and within the counseling program in grades preschool through 12.

To be eligible for the Director of School Counseling Services Standard certificate, you will need to meet the following:

Master's Degree Requirement

- A master's or higher degree is required from a regionally accredited college or university. Official transcripts documenting the master's degree conferral must be submitted.

All credits/degree(s) must appear on a regionally accredited 4-year college/university transcript.

Certification Requirement

- Applicants must hold a standard NJ educational services certificate with a school counseling endorsement or its out-of-state equivalent.

Three Years of Experience

- At least three years of successful experience as a school counselor in grades preschool through 12 is required. An original letter from a school official (principal or assistant principal or human services director), on the school's official letterhead, must be submitted. Included should be dates of employment and the positions held during those specific dates.

Required Graduate Study

- You will need to complete a three-credit graduate level course in each of the following required
 - a. **Administration** - *Examples:* School law; Organization and Administration of elementary and secondary schools.
 - b. **Staff Supervision** - *Examples:* Supervision and evaluation of instructional staff; Supervision of school counseling services.
 - c. **Curriculum Development** - *Examples:* Principles of general curriculum development; elementary and secondary curriculum development; extracurricular activities.

All graduate credits must appear on a regionally accredited 4-year college/university transcript.

Fee Information

- The current cost of the certificate is \$95.
- **No checks or money orders will be accepted**
- Please make the payment online at <http://www.nj.gov/education/educators/license/epay.htm>.
- **Please notify your examiner after payment has been made.**
- If you apply and are denied, you will be charged a fee of \$70.
- **All fees, including money left on file, are nonrefundable**

Please note that you will be subject to the fees in effect at the time that you are found eligible. Go to <http://www.nj.gov/education/educators/license/fees.pdf> for more details. Please be advised that all fees, including money left on file, are nonrefundable.

Online Certificate Information

- All information about certificates is now available online, including certificate name, certificate ID number, date of issuance, and expiration date if applicable. Instructions to view this information can be found at www.state.nj.us/education/educators/license/tcis/instructions.pdf.
- In order to make certification information available more quickly, this information will appear on our website in lieu of the issuance of paper certificates. Additionally, the move to electronic certificates will save costs associated with printing and mailing, as many of our neighboring states have discovered. **Therefore, as of May 15, 2015, paper certificates will no longer be issued.**

IF YOU HAVE MET THE ABOVE REQUIREMENTS, [CLICK HERE](#) TO APPLY ONLINE.

Applicant Checklist:

You cannot complete the entire application process online. After applying online, please submit ALL necessary documentation together **IN A SINGLE PACKET** to the NJ DOE in order to complete your application. Please put your tracking number or Social Security number on all documents that you send to our office. For this particular certificate, you will need to send in the following:

- Oath of allegiance/verification of accuracy form. (Available here: <http://www.nj.gov/education/educators/license/forms/verify.pdf>)
- Official transcripts noting degree conferral and all other relevant transcripts. If possible, please have transcripts sent to you first and then forward them in the sealed envelope(s) together with any other documents.
- Out-of-State educational services certificate. (If applicable, see above for details).
- Letter of educational services experience. (See above for details).
- Fee of \$95 paid online.