

**ASSOCIATE SCHOOL LIBRARY MEDIA SPECIALIST CERTIFICATE OF
ELIGIBILITY
(ENDORSEMENT CODE: 2845)**

Please print this page before you apply.

The associate school library media specialist (ASLMS) endorsement is required for anyone who serves as a school library media specialist in all public schools under the supervision of a certified school administrator, principal or supervisor. The functions include delivery of instruction in information literacy skills, and the development and coordination of school library media programs and resources. The holder also provides instruction in the evaluation, selection, organization, distribution, creation and utilization of school library media. These media are defined as all print, non-print and electronic resources including the technologies needed for their use.

To qualify for the **Certificate of Eligibility (CE)**, you will need to present evidence of meeting these requirements:

- Bachelor's degree from a regionally accredited college or university
- Complete **one** of the two following options:
 1. A graduate curriculum approved by the Department as the basis for the Associate School Library Media Specialist certificate; **OR**
 2. A program of graduate studies consisting of at least 18 semester-hour credits in a coherent sequence of studies including the following:
 - Access, evaluation, selection and utilization of library media resources;
 - Organization and coordination of school library media programs, resources and instruction to provide a sequential course of study for students;
 - Children's literature and young adult literature;
 - Design, development and integration of information literacy skills and the library media program throughout the school curriculum;
 - Design and development of multi-media materials;
 - Utilization of current and emergent technologies in all phases of school library media programs; and
 - Field experience that includes instruction and management. This experience must be completed in a school library media center.

Please consult a regionally accredited, 4-year college/university to register for courses covering these required areas of study. If you believe that you have met this study, please provide official course descriptions along with your application.

After a CE has been issued, to qualify for the **standard** certificate, you will need to present evidence of meeting the checked requirements below:

NOTE: THIS DOCUMENT IS MADE IN ACCORDANCE WITH THE RULES CURRENTLY IN EFFECT. REQUIREMENTS, PASSING TEST SCORES, AND FEES ARE SUBJECT TO CHANGE WITHOUT NOTICE.

- Possess a provisional educational services certificate with an ASLMS endorsement by obtaining employment in a position requiring the ASLMS endorsement.
- Complete a coherent college program at a regionally accredited college or university that includes a minimum of nine semester-hour credits in educational theory, curriculum design and integration, teaching methodology, student/learning development, and behavior management. **Note:** *If you believe that this study is contained in coursework already completed, please have your college or university's Department Director/Chair of your program identify the courses that fulfill the areas of study in educational theory, curriculum design and integration, teaching methodology, student/learning development, and behavior management. After you receive the information from the college, please return it to the attention of your examiner at the address above.*
- Complete a year-long school-based residency program in a school library media center. A certified school administrator, principal or supervisor shall provide supervision during the candidate's provisional year.
- Complete graduate level coursework in the associate school library media topics that were not included in your library media program.

Fee Information

- The current cost of the certificate is \$170
- **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**

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.
- Official course descriptions for all coursework taken in Library Media Studies.
- Fee of \$170 paid online.