

Reading Specialist **STANDARD CERTIFICATE**
(ENDORSEMENT CODE: 3310)

Please print this page before you apply.

The reading specialist endorsement is required for service as a reading specialist in grades preschool through 12. A reading specialist conducts in-service training of teachers and administrators, coordinates instruction for students or groups of students having difficulty learning to read, diagnoses the nature and cause of a student's difficulty in learning to read, plans developmental programs in reading for all students, recommends methods and material to be used in the district reading program, and contributes to the evaluation of the reading achievement of students.

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.

Two Years of Teaching Experience

- At least two years of successful, fulltime teaching experience. An original letter from the superintendent or principal of the school, 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

- As per N.J.A.C. 6A:9B-12.13 (b)2, **thirty graduate semester-hour** credits including the specified areas of study below are required:

Reading Foundations

Diagnosis of Reading Problems

Correction of Reading Problems

Supervised Practicum in Reading

Study in at least 3 of the following areas:

- Children's or Adolescent Literature
- Measurement
- Organization of Reading Programs
- Psychology
- Staff Supervision
- Linguistics
- Special Education
- Research

- Foundations of Education

Elective credits in any of the 13 areas listed above.

Other

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

Please provide official course descriptions from all graduate coursework that covers the above required study areas.

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**

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.
- Current Educational Services certificate. (If applicable, see above for details).
- Fee of \$95 paid online.