

**STUDENT ASSISTANCE COORDINATOR (SAC)
CERTIFICATE OF ELIGIBILITY (CE)
(ENDORSEMENT CODE: 3461)**

Please print this page before you apply.

The student assistance coordinator endorsement authorizes the holder to perform the functions of a student assistance coordinator (SAC) in grades preschool through 12. The position of SAC shall be separate and distinct from any other employment position in the school. The functions of the SAC may include:

1. Assisting with the in-service training of school staff concerning substance abuse and related issues and with the district program to combat substance abuse;
2. Serving as an information resource for substance abuse prevention, curriculum development and instruction;
3. Assisting the district in revising and implementing substance abuse and related policies and procedures;
4. Developing and administering substance abuse and related intervention services in the district;
5. Providing counseling and referral services to students regarding substance abuse and related problems; and
6. Cooperating with community service providers or other officials in the rendering of substance abuse and related treatment services.

To be eligible for issuance of a Coordinator Certificate of Eligibility (CE), a candidate must meet *one* of the following options:

Option 1:

- ❖ Hold a bachelor's or higher degree from a regionally accredited college or university
- ❖ Hold a valid New Jersey or out-of-State standard certificate as school psychologist, school social worker, school counselor, director of school counseling services or school nurse.
- ❖ Complete graduate study at a New Jersey State-approved program in the following required areas:
 1. Fundamentals of drug and alcohol abuse and dependency and related problems;
 2. Child and adolescent development, including research-based risk, protective and resiliency factors for students at risk for school failure;
 3. Curriculum planning, implementation and staff development in chemical health education; and
 4. Coordination and delivery of intervention and referral services in a school setting, including multidisciplinary intervention teams.

OR

Option 2:

- ❖ Hold a bachelor's or higher degree from a regionally accredited college or university.
- ❖ Hold a valid Licensed Certified Alcohol and Drug Counselor credential issued by the New Jersey Alcohol and Drug Counselor Committee of the Marriage and Family Board.
- ❖ Complete graduate study at a New Jersey State-approved program in the following required areas:
 1. Curriculum planning, implementation and staff development in chemical health education;
 2. Coordination of research-based prevention program services in school and community settings;
 3. School culture and the dynamics of policy and program development; and
 4. School law as it relates to substance abuse and related problems.

OR

Option 3:

- ❖ Hold a bachelor's or higher degree from a regionally accredited college or university.
- ❖ Hold a valid Certified Prevention Specialist credential issued by the Addiction Professionals Certification Board of New Jersey.
- ❖ Complete graduate study at a New Jersey State-approved program in the following required areas:
 1. Coordination and delivery of intervention and referral services in a school setting, including multidisciplinary intervention teams;
 2. Assessment and counseling of drug and alcohol affected students and their families;
 3. School culture and the dynamics of policy and program development; and
 4. School law as it relates to substance abuse and related problems.

To be eligible for issuance of a standard New Jersey Student Assistance Coordinator certificate, under current regulations, you will need to present the following:

- Possess a Student Assistance Coordinator Certificate of Eligibility or Student Assistance Coordinator Certificate of Eligibility with Advanced Standing.
- Obtain an offer of employment in a position that requires the Coordinator certificate.
- Possess a provisional Student Assistance Coordinator certificate.

- Complete a New Jersey State Department of Education-approved graduate curriculum *with a range of 21 to 27 semester-hour credits* to include study in the following required areas:
 1. Fundamentals of drug and alcohol abuse and dependency and related problems.
 2. Child and adolescent development, including research-based risk, protective and resiliency factors for students at risk for school failure.
 3. Curriculum planning, implementation and staff development in chemical health education.
 4. Coordination and delivery of intervention and referral services in a school setting, including multidisciplinary intervention teams.
 5. Assessment and counseling of drug and alcohol affected students and their families.
 6. Coordination of research-based prevention program services in school and community settings.
 7. School culture and the dynamics of policy and program development.
 8. School law as it relates to substance abuse and related problems.
 9. A college-supervised Student Assistance Coordinator practicum.

- Complete a six-month State-approved school residency while employed full-time under a provisional educational services certificate with a Student Assistance Coordinator endorsement. If employed half-time, the residency period must be 12 months. The residency program shall be conducted under the direction of a State-approved residency supervisor who must hold standard New Jersey supervisor, principal or school administrator certification.

The following colleges currently offer New Jersey State-approved graduate programs for Student Assistance Coordinator certification:

The College of New Jersey	New Jersey City University
Montclair University	Rowan University
Farleigh Dickinson University	Monmouth University
Kean University	Rider University
Centenary College	

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.
- Copies of valid licenses such as Licensed Certified Alcohol and Drug Counselor credential issued by the New Jersey Alcohol and Drug Counselor Committee of the Marriage and Family Board OR copy of valid Certified Prevention Specialist credential issued by the Addiction Professionals Certification Board of New Jersey.
- Official course descriptions for all coursework taken for SAC studies.
- Fee of \$170 paid online.