

EDUCATIONAL SERVICES CERTIFICATE
Licensure Requirement Details
Cooperative Education Coordinator #3465
Prepared by the Office Career and Technical Education

INTRODUCTION

The following information is provided by the New Jersey Department of Education to serve as a self-evaluation guide for individuals interested in applying for the educational services certificate: Cooperative Education Coordinator #3465. The guide contains information about the qualifications needed in order to apply for this certificate. Note that this guide is not meant to be used to determine actual eligibility to apply, and it does not contain all of the requirements for an actual certification application. For complete application information, visit the Office of Licensure and Credentials website at:
<http://www.nj.gov/education/educators/license/>.

PART A: AUTHORIZATION

In accordance with N.J.A.C. 6A:9-13.20(a), the holder of an educational services certificate Cooperative Education Coordinator #3465 issued by the New Jersey Department of Education is authorized to:

- Place and supervise career and technical education students in school-sponsored cooperative education experiences and apprenticeship training programs as part of Department-approved career and technical education programs in related non-hazardous occupations.
- Place and supervise all students participating in any non-hazardous structured learning experience, other than cooperative education experiences and apprenticeship training, in any career cluster. Definitions of structured learning experiences may be found at N.J.A.C. 6A:19-1.2 Definitions: <http://www.state.nj.us/education/code/current/title6a/chap19.pdf>.

PART B: REQUIREMENTS TO APPLY

In accordance with N.J.A.C. N.J.A.C. 6A:9-13.20(b)1, applicants for the Cooperative Education Coordinator #3465 certificate must meet the following:

- 1) Hold a standard instructional certificate with a career and technical education endorsement in any field; and
- 2) Have at least two years of successful teaching experience under the standard career and technical education teaching certificate.

PART C: REQUIRED NON-COLLEGIATE CLASSES

In accordance with N.J.A.C. N.J.A.C. 6A:9-13.20(b)2.i and ii, the applicant must complete the following Department-approved structured learning experience classes offered by the NJ Safe Schools Program. The four approved non-collegiate classes are as follows:

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- New Jersey Wage and Hour and Wage Payment and Child Labor Laws, Regulations, and Hazardous Orders Course
- Federal Wage and Hour and Child Labor Laws, Regulations, and Hazardous Orders Course
- OSHA 10 Plus
- Designing & Implementing Student Training Plans

Class schedules and registration information can be found at:

http://www.njsafeschools.org/training_schedule/required_courses.html

PART D: REQUIRED COLLEGE-LEVEL COURSES

In accordance with N.J.A.C. N.J.A.C. 6A:9-13.20(b)2.iii, the applicant must complete the following Department-approved courses at the undergraduate or graduate level:

- Instructional strategies for work-based education
- Instructional strategies for career information/occupational guidance

A list of area and online colleges offering courses aligned to the above subject matter can be viewed at <http://www.state.nj.us/education/cte/sle/>.

PART E: ARE YOU LOOKING FOR A TEACHING JOB IN NEW JERSEY?

Visit NJHire today, the New Jersey Department of Education's free education recruitment website. NJ HIRE Website: <http://www.njhire.com>.