

SCHOOL PSYCHOLOGIST STANDARD (Endorsement Code 3100)

TO AVOID DELAYS:

1. Apply online at <http://www.nj.gov/education/educators/license/tcis/>
2. **After applying online, please submit ALL necessary documentation together IN A SINGLE PACKET to the NJ DOE.** For this certificate, you will need to submit the “Oath of Allegiance/Verification of Accuracy” form available under “Forms and Documents” on our website, official transcripts, copies of official course descriptions, copies of out-of-State certificates (if applicable), official letters of experience (if applicable). If possible, please have transcripts sent to you first and then forward them in the [sealed envelope\(s\)](#) together with any other documents.
3. Please put your tracking number OR your Social Security number on all documents that you send us.
4. Non-citizens do **not** need to submit the “Oath of Allegiance/Verification of Accuracy” form. Instead, they must submit both the “Non-citizen Oath of Allegiance” and Non-Citizen Affidavit to Become a Citizen” forms available under “Forms and Documents” on our website. Additionally, non-citizens must send in an evaluation from a foreign credentials agency. Please go to <http://www.nj.gov/education/educators/license/1145.htm> for more details.

In order to be eligible for the STANDARD CERTIFICATE, you will need to apply and meet the following requirements:

OPTION 1

To be eligible for the School Psychologist Standard, the candidate **shall hold an appropriate master’s degree** and complete **ONE** of the following:

1. An appropriate NCATE-approved educational services program at an out-of-State college or university. **Please send in official transcripts with degree conferral and documentation that you completed an NCATE-approved program.**
2. The NJ Department of Education will issue a standard New Jersey school psychologist certificate to holders of a currently valid Nationally Certified School Psychologist (NCSP) license. **Please submit a copy of the license along with official transcripts of your master’s or higher degree.**
3. Out-of-state candidates who have three years of successful full-time experience in the appropriate field in another state under that state’s standard certificate authorizing such service may be eligible for the standard NJ certificate. The candidate shall hold a currently valid standard certificate from that state in the appropriate field. The experience shall occur in the seven years immediately prior to the application for the New Jersey educational services certificate. **Please send in official transcripts, a copy of the out-of-state license, and an official letter on school letterhead from a school official validating 3 years of a fulltime experience under a valid out-of-State license. The letter should include dates of employment, assignment, and full-time or part-time status.**

OPTION 2

If you do NOT meet one of the requirements listed above in Option #1, you must complete all the requirements below.

To be eligible for the School Psychologist Standard, you must complete the following:

- A masters or higher degree from a regionally accredited college or university.
- A minimum of **60 GRADUATE** semester-hour credits in the required areas listed below.
 - Educational foundations/school psychology practice and development:** A minimum of **12** semester hour credits to include areas such as the role and function of the school psychologist, multicultural education, educational organization and leadership, curriculum development and learning theories.
 - Education of students with disabilities:** A minimum of **6** semester hour credits to include areas such as education and/or psychology of students with disabilities and educational assessment of disabled students.
 - Assessment, intervention and research:** A minimum of **18** semester hour credits to include study in the **required areas of cognitive assessment, personality assessment and school consultation.** Additional study may be completed in areas such as applied behavior analysis, school interventions, curriculum-based measurement, multicultural counseling or individual counseling procedures, tests and measurements, statistics and research design and analysis.
 - Human behavioral development:** A minimum of **12** semester hour credits to include study in areas such as human development, social psychology, personality psychology, neurological and/or physiological basis of behavior and psychopathology.
 - Elective study:** **12** credits in elective study may include additional graduate study in educational foundations/school psychology practice and development, education of students with disabilities, assessment, intervention and research. Externships and practicum experiences may also be accepted for elective study toward the required 60 credit minimum.
 - A practicum of 300 clock hours that consists of a sequence of closely supervised on-campus and field-based activities designed to develop and evaluate a candidate's mastery of distinct professional skills consistent with program and/or course goals. Credit for the practicum experience must be listed on the graduate transcript of a regionally accredited college or university.
 - An externship of 1,200 clock hours. A minimum of 600 clock hours must be completed in a school setting with school age children. The remaining 600 clock hours may be completed in a school or clinical setting or may be completed under an emergency certificate while concurrently participating in an approved college or university school psychology program. Externship experiences completed in a school setting must be

supervised by a person holding a standard New Jersey or out-of-state school psychologist certificate. Please submit documentation showing completion of this requirement.

Please contact a regionally accredited, 4-year college/university to register for courses covering these required areas of study. All credits must be at the graduate level.

NOTE: Persons who completed a master's or higher degree in *clinical psychology* from a regionally accredited college or university and can present official documentation of 600 clock hours of experience as a psychologist working with children in a clinical setting *may meet the school psychology externship and practicum requirements by completing a 900 clock hour school psychology externship in a New Jersey school, with school age children, under a New Jersey emergency certificate.*

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

FEE INFORMATION: *As of January 8th, 2008, fees have been raised. Please go to <http://www.nj.gov/education/educators/license/fees.pdf> for more details.* \$ The cost of the certificate is \$95. If you apply and are denied, you will be charged a fee of \$70. ***Please be advised that all fees, including money left on file, are nonrefundable.***

****I have read the requirements above and have applied. What are the next steps?**

1. You may check your application status online at any time:
https://www6.state.nj.us/DOE_TCIS_ASC/pages/appStatusSearch.jsp Once all your application materials have been received and uploaded, the status of your application should change from INCOMPLETE to IN PROCESS. Please allow up to 15 days from the time that you send your application materials for the status to change to IN PROCESS. Once your application is IN PROCESS, please allow for an **8 to 12 week response time** depending on the type of certificate you apply for and the time of year that you apply. **Summer is the busiest time of year with correspondingly longer waiting periods.**
2. If you are eligible for the certificate, you will receive the certificate in the mail. If you are not eligible, an official evaluation will be sent to you via email. In order to update your email address on TCIS, please RE-REGISTER on TCIS. This applies to applicants who have already created a user id.