Graduate

**Supervisor**

**Issued as a CE endorsement. Candidates can apply for the Supervisor Certificate exclusive of the Master of Arts in Administration and Leadership program. This endorsement entitles the holder to be employed as a supervisor of instruction, as well as an assistant superintendent in charge of curriculum and/or instruction in public schools.**

**Requirements:**

Applicants are responsible for collecting and providing all necessary documentation and fees.

 A Master’s degree, with a minimum graduate GPA of 3.0

 **If Master’s completed at GCU:**

 Unofficial GCU transcript

 **If Master’s not completed at GCU:**

 Official transcript from the institution where Master’s was completed

 Unofficial GCU transcript documenting Supervisor Program completion

 **Three years** of full-time teaching under a valid provisional or standard NJ certificate

 Submit the completed “**Record of Full-time Educational Work Experience**”

form, found on the State Certification page of the GCU website, with an **original**

**signature** from a school official. Can be scanned and emailed.

 Completion of HIB Training (Harassment, Intimidation, and Bullying)

 \*Training is provided through www.njpsa.org - $50 course

 <https://portal.njpsa.org/store/events/registration.aspx?event=PDS006V2>

**-OR-**

 **An original letter** documenting participation in district approved training,

 describing what the training covered, with **original signature** by either the

 Human Resources Director or Principal. Can be scanned and emailed.

 Copy of a Standard NJ Instructional or Educational Services Certificate

**PLEASE NOTE: You Should NOT begin the application process with NJedcert if you wish to be recommended by GCU for your certification. Once materials are verified by the GCU School of Education Certification Officer, further instructions will be given.**

**Certification Fees**

Supervisor $95