September 9, 2014

TO: Chief School Administrators
Charter School Lead Persons

ROUTE TO: School/District Contact Person

FROM: Robert R. Higgins, Ph.D., Director
Office of Certification and Induction

SUBJECT: 2014-2015 Residency Program Information for Student Assistance Coordinator (SAC) and School Library Media Specialist (SLMS)/Associate School Library Media Specialist (ASLMS); Provisional Certificates for Novice School Administrators

The following are the links for information and required forms for registering new candidates in residency programs for Student Assistance Coordinator, School Library Media Specialist/Associate School Library Media Specialist, and School Administrators.

1. **Student Assistance Coordinator (SAC):** [http://www.nj.gov/education/educators/license/sac/](http://www.nj.gov/education/educators/license/sac/)
   To log in, the district username will be **sacforms** and the password will be **district123**.

   To log in, the district username will be **slmsforms** and the password will be **district123**.

3. **School Administrators**
   Provisional Certificates for Novice School Administrators: No login information is needed for this process. The Statement of Assurance, posted online at [http://www.nj.gov/education/educators/license/forms/SchoolAdministratorStatementofAssurance.pdf](http://www.nj.gov/education/educators/license/forms/SchoolAdministratorStatementofAssurance.pdf), must be faxed as soon as possible after the administrator has been hired to the Office of Certification and Induction (609) 984-3356 attn. Kenneth Figgs. When the office receives the Statement of Assurances, a provisional school administrator certificate will be issued. The original Statement of Assurance should be mailed to:

   **New Jersey Department of Education**
   **Office of Certification and Induction**
   **PO Box 500**
   **Trenton, NJ 08625**
   **Attn: Kenneth Figgs**
A letter from the Administrator Training Program Office will be sent to the district or charter school and e-mailed to the administrator with additional forms. These will need to be completed in order to begin the required residency program.

**School Principal:** Novice principals will continue to register with the New Jersey Leader to Leader (L2L) Program. When registered, the L2L Office will forward the Statement of Assurances from the district or charter school to the Office of Certification and Induction where a provisional will be issued.

Should you have further questions or need assistance, please contact Kenneth Figgs, Manager, Administrator Training Program at (609) 292-6378 or by FAX at (609) 984-3356. Thank you for your continued participation and cooperation.

RRH/KAF/ResidencyPrograms09-14
c: Members, State Board of Education
   David C. Hespe, Acting Commissioner
   Senior Staff
   Diane Shoener
   Harold Lee
   Executive County Superintendents
   Executive Directors for Regional Achievement Centers
   Executive County Business Official
   Garden State Coalition of Schools
   NJ LEE Group