

**SCHOOL BUSINESS ADMINISTRATOR CERTIFICATE OF
ELIGIBILITY
(ENDORSEMENT CODE: 0109)**

Please print this page before you apply.

This endorsement authorizes the holder to be employed as the chief financial officer of a school district in public schools in grades preschool through grade 12. Positions include assistant superintendent for business and school business administrator.

To be eligible for the School Business Administrator Certificate of Eligibility, you will need to meet the following:

Master's Degree or CPA Requirement

- A master's or higher degree from a regionally accredited college or university OR a copy of a currently valid certified public accountant license is required.

All credits/degree(s) must appear on a regionally accredited 4-year college/university transcript.

Required Undergraduate OR Graduate Study

- You will need to complete 18 semester-hour undergraduate or graduate credits to include the following required areas:
 - Economics
 - Organizational theory
 - Law
 - Management or administration
 - Accounting
 - Finance

All credits must appear on a regionally accredited 4-year college/university transcript.

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.
- Copy of a CPA license, if applicable. (See above for details.)
- Fee of \$170 paid online.

NOTE: THIS DOCUMENT IS MADE IN ACCORDANCE WITH THE RULES CURRENTLY IN EFFECT. REQUIREMENTS, PASSING TEST SCORES, AND FEES ARE SUBJECT TO CHANGE WITHOUT NOTICE.