

101 West State St.
Trenton, N.J. 08608-1176
(888) 442 - 8372 • www.tesc.edu

Send your application, materials and appropriate fee to:

Thomas Edison State College
Office of the Registrar
101 West State St.
Trenton, N.J. 08608-1176

ATTN: *New Jersey Professional Librarian Certificate*

Checklist:

- Application
- Transcripts
- Certificate Fee

For further information, please contact us at:

(888) 442-8372, or
registrar@tesc.edu

Thomas Edison State College



New Jersey State Professional Librarian Certificate Application and Checklist

In order to make the application procedure efficient and convenient, you must submit the certificate application and requested documentation in one complete packet. This effort on your part will help Thomas Edison State College expedite the New Jersey State Professional Librarian Certificate eligibility evaluation process.

Once you have compiled all the required materials listed below, place everything in one envelope and send it to Thomas Edison State College. Complete packets will be reviewed upon receipt, and your certificate eligibility notification will be sent to you within two weeks. Incomplete packages will be returned, and you will be required to resubmit the complete application package.

Application

Please complete the enclosed application and submit all documentation to Thomas Edison State College.

College/University Transcripts

To complete the evaluation for your certificate, you must provide an official transcript from a graduate library school accredited by the American Library Association or from a New Jersey college master's program in library science that has been deemed acceptable. This transcript must include the date of degree conferment.

Request that official, sealed transcripts from your degree granting institution are sent directly to you. Include the official transcripts in the sealed, unopened envelope with your packet of application materials. Transcripts marked "Issued to Student" or in unsealed envelopes are considered unofficial and will not be accepted for evaluation. Applicants seeking the New Jersey State Professional Librarian Certificate based upon a degree issued from a foreign institution must have their credentials evaluated on a course-by-course basis by one of the following agencies:

American Association of Collegiate Registrars and Admissions Officers

One Dupont Circle NW, Suite 520
Washington, DC 20036
(202) 296-3359 • www.aacrao.org

Educational Credential Evaluators, Inc.

P.O. Box 514070
Milwaukee, WI 53203-3470
(414) 289-3400 • www.ece.org

World Educational Services, Inc.

P.O. Box 5087
Bowling Green Station
New York, NY 10274-5087
(212) 966-6311 • www.wes.org

Educational Perspectives, nfp.

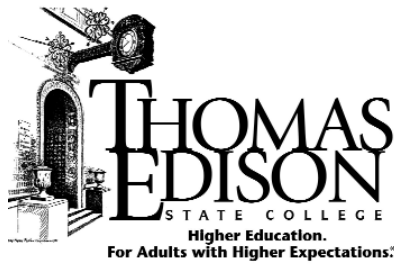
P.O. Box 618056
Chicago, IL 60661-8056
(312) 421-9300 • www.edperspective.org

Important Notes Regarding Transcripts: Request that course-by-course evaluations be sent to you directly. Evaluations must include an equivalence recommendation of a master's of library science degree from a graduate library school accredited by the American Library Association. All fees associated with the foreign credit evaluation are the responsibility of the applicant. After receiving the evaluation, do not open it. Submit the original, unopened evaluation in its original sealed envelope along with photocopies of the foreign transcripts to the College as part of your application packet.

Certificate Fee

The nonrefundable certificate fee is payable by credit card or certified check/money order and must be included in the application packet in order to establish your academic file with the College. The nonrefundable fee for issuance of the original certificate is \$75. The nonrefundable fee for duplicate certificate is \$40.

Money orders and certified checks should be made payable to **Thomas Edison State College**. This nonrefundable fee is subject to change.



NEW JERSEY PROFESSIONAL LIBRARIAN CERTIFICATE APPLICATION

Transaction Requested: Professional Librarian Licensure Duplicate Certificate Name Change(s)

 Last Name First Name MI New Last Name

 Former Name(s) Social Security # Date of Birth (MM/DD/YY)

 Mailing Address City State Zip Code

 County Country Home Phone Work Phone E-mail

 Name of Current Employer

 Employer's Mailing Address City State Zip Code

Do you give permission to submit information from your licensing file for purposes of employment? YES NO

To complete the evaluation for your certificate, you must provide to Thomas Edison State College with an official transcript from a graduate library school accredited by the American Library Association, or from a New Jersey college master's program in library science that has been deemed acceptable. This transcript must include the date of your degree conferment. If foreign credentials are being submitted, please refer to the checklist for additional information.

College name (include all colleges)	Location (State)	Type of Degree	Year Earned

I hereby certify that the above statements and data are true and correct to the best of my knowledge. I understand that the submission of false information to obtain a New Jersey State Professional Librarian Certificate may incur sanctions, including refusal to issue, suspension or revocation of the certificate pursuant to N.J.S.A. 45:1-21.

 Signature (in ink)

 Date

Fee Information & Payment

Submit the appropriate fee* with your application to:

Thomas Edison State College
 Office of the Registrar
 101 W. State St.
 Trenton, N.J. 08608-1176
 ATTN: New Jersey State Professional Librarian Certificate

- Certified Check or Money Order enclosed (payable in U.S. funds)
- Visa MasterCard American Express Discover

 Credit Card Number Exp. Date

 Name on Card

 Authorized Signature Date

*The nonrefundable fee is \$75 for an original certificate and \$40 for a duplicate certificate. These nonrefundable fees are subject to change. Fees may be paid by certified check or money order made payable to **Thomas Edison State College**, or by credit card.