



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

CHECKLIST:

Application

Transcripts

Certificate Fee

For further information:
(888) 442-8372
registrar@tesc.edu

Thomas Edison State College

New Jersey State Library

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 official, sealed transcripts from your degree granting institution be 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 by the American Association of Collegiate Registrars and Admissions Officers (AACRAO). AACRAO may be contacted at American Association of Collegiate Registrars and Admissions Officers, One Dupont Circle NW, Suite 520, Washington, DC 20036; (202) 296-3359; www.aacrao.org. Please request a course-by-course evaluation from AACRAO to be sent to you directly. This evaluation must include an equivalency recommendation of a master's of library science degree 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. All fees associated with the foreign credit evaluation are the responsibility of the applicant. After receiving the evaluation, please submit the original report along with photocopies of the foreign transcripts to the College as part of your application packet.

Certificate Fee

The 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 fee for issuance of the original certificate is \$75. The fee for duplicate certificate is \$40. Money orders and certified checks should be made payable to **Thomas Edison State College**. This fee is current as of April 1, 2004, and is subject to change.

Thomas Edison State College and New Jersey State Library New Jersey State 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 (Street, Apt #) _____ City _____ State ____ Zip _____

County _____ Country _____ Home Phone (____) _____ - _____ Work Phone (____) _____ - _____

E-mail Address _____

Name of Current Employer _____ Current Position _____

Employer's Street Address _____ City _____ State ____ Zip _____

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 the College 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 date of degree conferment. If foreign credentials are being submitted, 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 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 :

Submit the appropriate fee* with the application to:

**Thomas Edison State College
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Office of the Registrar
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Trenton, NJ 08608-1176**

*The fee is \$75 for an original certificate and \$40 for a duplicate certificate. These fees are effective as of April 1 , 2004 and are subject to change.

Fees may be paid by certified check/money order made payable to Thomas Edison State College or by credit card. If paying by credit card, please complete the following:

Account Number _____ Expiration Date _____ ? American Express ? Discover ? MasterCard ? VISA

Signature _____ Date _____