

Professional Librarian Certification

Frequently Asked Questions

Why was librarian certification transferred from the Department of Education to Thomas Edison State College?

The Department of Education has been processing both teacher and librarian certification applications for many years, even after the New Jersey State Library left the auspices of the Department and became affiliated with Thomas Edison State College. Due to the high volume of applications from the teaching community, librarian applications sometimes took several months to process. However, since Thomas Edison State College handles fewer professional certifications they will be able to complete them in a matter of weeks. This timing is important for those librarians who need to show proof of certification to a local personnel department, civil service commission or to their employer for state aid purposes.

When was librarian certification transferred to Thomas Edison State College?

The governor approved the transfer in late February 2004, with an allowance of ninety days for the transfer to take effect. Thomas Edison State College was ready to begin approving librarian certifications by the end of May 2004. Certification was the last remaining library-related responsibility of the Department of Education to be transferred to Thomas Edison State College.

Why was the application fee increased?

After no change in this fee for many years, this increase was approved by the Department of Education's Board of Governors in 2003 prior to the transfer of authority to issue the licenses to Thomas Edison State College. Thomas Edison State College adopted the fee structure that was currently in place and does not have plans to make changes in the near future.

What do I do if my library science degree was obtained from a university outside of the United States?

Your credentials must be evaluated by one of the following agencies: the American Association of Collegiate Registrars and Admissions Officers, Educational Credential Evaluators, World Educational Services, Inc. or Educational Perspectives as indicated on the application checklist. These are the only agencies accepted by Thomas Edison State College.

What if I need a duplicate certificate or a name change?

The Department of Education has transferred the records for certificates previously issued to the Office of the Registrar at Thomas Edison State College. You may contact the Registrar's Office for either of these requests.

What types of libraries require me to have the New Jersey Professional Librarian Certificate?

You are required to have this certification to work in New Jersey public libraries. For employment in a school library certification is still done through the Department of Education. Requirements for academic and special libraries vary; you will need to check with your prospective employer.

If my request for a professional librarian certificate is denied will I receive a refund of my application fee?

No. The fee primarily covers the staff time involved in receiving, reviewing and responding to the application. This time needs to be spent regardless of the outcome of the evaluation process.

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