

School Athletic Trainer STANDARD (Endorsement Code 2930)

TO AVOID DELAYS:

1. Apply online at <http://www.nj.gov/education/educators/license/tcis/>
2. **After applying online, please submit ALL necessary documentation together IN A SINGLE PACKET to the NJ DOE.** For this certificate, you will need to submit the “Oath of Allegiance/Verification of Accuracy” form available under “Forms and Documents” on our website, official transcripts, and a valid NJ Athletic Trainer License. If possible, please have transcripts sent to you first and then forward them in the [sealed envelope\(s\)](#) together with any other documents.
3. Please put your tracking number OR your Social Security number on all documents that you send us.
4. Non-citizens do **not** need to submit the “Oath of Allegiance/Verification of Accuracy” form. Instead, they must submit both the “Non-citizen Oath of Allegiance” and Non-Citizen Affidavit to Become a Citizen” forms available under “Forms and Documents” on our website. Additionally, non-citizens must send in an evaluation from a foreign credentials agency. Please go to <http://www.nj.gov/education/educators/license/1145.htm> for more details.

In order to be eligible for the STANDARD, you will need to apply and SUBMIT the following:

- A bachelor’s degree from a regionally accredited college or university. Please submit official transcripts.
- Satisfactorily complete the requirements established by the State Board of Medical Examiners for registration as an athletic trainer pursuant to N.J.A.C. 13:35-10. Please submit a copy of your athletic trainer license.

FEE INFORMATION: *As of January 8th, 2008, fees have been raised. Please go to <http://www.nj.gov/education/educators/license/fees.pdf> for more details.* \$ The cost of the certificate is \$95. If you apply and are denied, you will be charged a fee of \$70. ***Please be advised that all fees, including money left on file, are nonrefundable.***

****I have read the requirements above and have applied. What are the next steps?**

1. You may check your application status online at any time: https://www6.state.nj.us/DOE_TCIS_ASC/pages/appStatusSearch.jsp Once all your application materials have been received and uploaded, the status of your application should change from INCOMPLETE to IN PROCESS. Please allow up to 15 days from the time that you send your application materials for the status to change to IN PROCESS. Once your application is IN PROCESS, please allow for an **8 to 12 week response time** depending on the type of certificate you apply for and the time of year that you apply. **Summer is the busiest time of year with correspondingly longer waiting periods.**

2. If you are eligible for the certificate, you will receive the certificate in the mail. If you are not eligible, an official evaluation will be sent to you via email. In order to update your email address on TCIS, please RE-REGISTER on TCIS. This applies to applicants who have already created a user id.