

New Jersey Cooperative Education Association

REQUIREMENTS FOR COOPERATIVE EDUCATION CERTIFICATES

6A:9-13.19 Cooperative education coordinator - hazardous occupations

(a) The cooperative education coordinator (CEC) - hazardous occupations endorsement is required for an individual to serve as a coordinator supervising vocational students who are participating in cooperative education experiences in hazardous occupations in accordance with New Jersey Child Labor Laws, N.J.S.A. 34:2-21, and New Jersey Department of Education rules at N.J.A.C. 6A:8 and 6A:19. This endorsement authorizes the holder to place and supervise vocational students in school-sponsored cooperative education experiences as part of a vocational-technical education program. This endorsement also permits the individual to supervise students participating in any other structured learning experience (SLE) in any career cluster.

(b) To be eligible for the CEC - hazardous occupations endorsement, the candidate shall present:

- A1. standard instructional certificate with a vocational-technical endorsement in any field;
2. Two years of successful teaching under a certificate in vocational-technical education, and completion of the following:
 - i. A minimum of 30 hours of training in Child Labor, Wage and Hour, and Wage Payment laws and regulations, in accord with N.J.S.A. 34:2-21 and 57, N.J.S.A. 34:11-4 and 56 and N.J.A.C. 12:56 and 12:58;
 - ii. A minimum of 30 hours of training in safety and health and required Department procedures and planning for SLEs pursuant to N.J.A.C. 6A:19;
 - iii. Two graduate-level college courses or a Department-approved equivalent program in instructional strategies for work-based education and career information/occupational guidance; and
 - iv. One-thousand hours of employment experience in a hazardous occupation, as approved by the chief school administrator, in accordance with New Jersey Child Labor Laws, N.J.S.A. 34:2-21.

(c) Individuals holding a Vocational-Technical Coordinator: Cooperative Industrial Education endorsement as of January 20, 2004 may serve in a position requiring the CEC - hazardous occupations endorsement in any career cluster.

(d) An emergency certificate in CEC - hazardous occupations may be issued to a candidate who meets the requirements in (d)1 through 3 below. The candidate shall complete the requirements for the standard certificate in no more than 12 months from the issuance date of the emergency certificate.

1. A standard vocational instructional certificate;
2. Two years of successful vocational-technical education teaching experience; and
3. One-thousand hours of employment experience in a hazardous occupation, as approved by the chief school administrator, in accordance with New Jersey Child Labor Laws, N.J.S.A. 34:2-21.

6A:9-13.20 Cooperative education coordinator

(a) The cooperative education coordinator endorsement is required for an individual to serve in the capacity as a coordinator supervising vocational students who are participating in cooperative education experiences in non-hazardous occupations in accordance with the New Jersey Child Labor Laws, N.J.S.A. 34:2-21, and New Jersey Department of Education rules at N.J.A.C. 6A:8 and 6A:19. This endorsement also permits the individual to supervise students participating in any other non-hazardous SLE in any career cluster.

(b) To be eligible for the endorsement, the candidate shall present:

1. A standard instructional certificate with a vocational-technical endorsement in any field; and
2. Successful completion of two years of teaching under a certificate in vocational-technical education, and completion of the following:
 - i. A minimum of 30 hours of training in Child Labor, Wage and Hour, and Wage Payment laws and regulations, in accord with N.J.S.A. 34:2-21 and 57, N.J.S.A. 34:11-4 and 56 and N.J.A.C. 12:56 and 12:58;
 - ii. A minimum of 30 hours of training in safety and health and required Department procedures and planning for SLEs pursuant to N.J.A.C. 6A:19; and
 - iii. Two graduate-level college courses or a Department-approved equivalent program in instructional strategies for work-based education and career information/occupational guidance.

(c) Individuals holding a vocational-technical coordinator: cooperative industrial education endorsement or the teacher-coordinator of cooperative vocational-technical education in the occupational areas of agriculture education, distributive education, health occupations, home economics education or business education endorsements may serve in a position requiring the CEC endorsement in any career cluster.

(d) An emergency CEC certificate may be issued to a candidate who meets the requirements in (d)1 and 2 below. The candidate shall complete the requirements for the standard certificate in no more than 12 months from the issuance date of the emergency certificate.

1. A standard vocational instructional certificate; and
2. Two years of successful vocational-technical education teaching experience.

**INFORMATION REGARDING THE COURSE/TRAINING REQUIREMENTS
FOR THESE CERTIFICATES:**

The required modules are under development and we are in the pilot stage. Topics for the required training include the OSHA 10 General Industry Certificate; NJ Safe Schools Initiative; NJ Wage & Hour Laws and Regulations; NJ Wage Payment Laws and Regulations and Hazardous Orders; NJ Child Labor Laws and Regulations; Federal Wage and Hour and Child Labor Laws and Regulations; and Developing Student Training Plans. All announcements for training are made via this listserv. When the pilots are concluded, a regular schedule will be developed and posted on the Office of Licensure and Credentials' website for the start of the FY06 school year.

The two master level courses include the following topic areas: career/vocational guidance and counseling; and the principals of work-based education. Currently, most NJ colleges and universities offer courses with guidance and counseling content. We are working to develop the work-based education course. To inquire where and when colleges will offer the guidance and counseling course, you can visit their websites. The following URL lists all NJ college and university websites: <http://www.state.nj.us/highereducation/>

We are currently researching the required master-level courses. For those vocational teachers who obtained their vocational certificate via alternate route, we are currently considering what Department of Education equivalent to the required master level courses would be acceptable.

To obtain information on how to obtain a vocational certificate, which is required to become a cooperative education coordinator, visit the following website: <http://www.nj.gov/njded/code/current/title6a/chap9.pdf>

Sign up for announcements and schedules of the required training and courses by subscribing to the VocEd E-mail Newslist at the following website: <http://www.nj.gov/njded/voc/>

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