



## 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 University 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 University. 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 University.

### College/University Transcripts from US and Canadian Institutions

To complete the evaluation for your certificate, you must provide an official transcript from a master's level program in library and information studies accredited by the American Library Association including the date of degree conferment. Please see [www.ala.org/accreditedprograms/directory/historicallist](http://www.ala.org/accreditedprograms/directory/historicallist) for a list of accredited institutions and dates of accreditation. This transcript must include the date of degree conferment.

### Transcripts from Foreign Institutions

To complete the evaluation for your certificate, you must provide an official transcript from a master's level program in library and information studies including the date of degree conferment. Also submit a letter from the appropriate national body analogous to the American Library Association showing that at the time the degree was conferred the conferring institution was recognized or accredited by that body. Please see [www.ala.org/educationcareers/employment/foreigncredentialing/jobseekers](http://www.ala.org/educationcareers/employment/foreigncredentialing/jobseekers) for a list of countries that have been identified as having "formal" accreditation processes.

**Important Notes Regarding Transcripts:** Request that official, sealed transcript from your degree granting institutions are sent directly to you. Include the official transcripts in the sealed, unopened envelope with your packet of application materials. Transcripts in unsealed envelopes are considered unofficial and will not be accepted for evaluation.

\*Official MLIS transcript can be sent electronically to [transcripts@tesu.edu](mailto:transcripts@tesu.edu).

### Certificate Fee

The nonrefundable certificate fee is payable by certified check/money order and must be included in the application packet in order to establish your academic file with the University. 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 University**. This nonrefundable fee is subject to change.

### Send your application, materials and appropriate fee to:

ATTN: New Jersey Professional Librarian Certificate  
Office of the Registrar  
Thomas Edison State University  
111 W. State St.  
Trenton, NJ 08608

### Checklist:

- Application
- Transcripts\*
- Certificate Fee



## 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                                      Email

\_\_\_\_\_  
 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 University with an official transcript from a graduate library school accredited by the American Library Association. This transcript must include the date of your degree conferment. If foreign credentials are being submitted, please refer to [www.ala.org/educationcareers/employment/foreigncredentialing/jobseekers](http://www.ala.org/educationcareers/employment/foreigncredentialing/jobseekers) for a list of countries that have been identified as having "formal" accreditation processes.**

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:

ATTN: New Jersey State Professional Librarian Certificate  
 Office of the Registrar  
 Thomas Edison State University  
 111 W. State St.  
 Trenton, NJ 08608

Certified Check or Money Order enclosed (payable in U.S. funds)

\*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 University**.