

# Notice

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## **New Procedure for the Academic Qualifying Certificate from the New Jersey Department of Education**

The New Jersey Department of Education is no longer accepting money orders or certified checks. Your official undergraduate transcript must be forwarded from the school(s) or in an a sealed envelope from the school(s) and forwarded from the applicant to the

*New Jersey Department of Education  
Office of Certification and Induction  
P.O. Box 500  
Trenton, NJ 08625.*

Please visit the Department of Education website at [https://www20.state.nj.us/DOE\\_TCIS\\_ONLINEED/](https://www20.state.nj.us/DOE_TCIS_ONLINEED/) to complete the Academic Qualifying Certificate. You will need to create a profile. Once a profile is created, you must register and/or log in. Click on apply online, credential application and then Chiropractic credentials. Follow the instructions for payment. Once the Chiropractic Credential (*Academic Qualifying Certificate*) is issued, you must email it to [Chiropractic@dca.lps.state.nj.us](mailto:Chiropractic@dca.lps.state.nj.us). Please include your name and applicant number in the body of the email.

If you mail the *Academic Qualifying Certificate*, please mail it to:

*State Board of Chiropractic Examiners  
124 Halsey Street  
Newark, NJ 07101.*

Please include your name and applicant number in the body of your cover letter.