

# Adviser Guide



## What are the application dates and deadlines for the 2021 application process?

### APPLICATION PROCESS OPENS:

Tuesday, January 12, 2021,  
8:00 a.m. (ET)

### APPLICATION PROCESS CLOSES:

Tuesday, March 16, 2021,  
5:00 p.m. (ET)

### NOTIFICATION:

Late April/early May 2020

## How to Apply

### NJHS Student Verification

NJHS members can now create a student profile on the NJHS website at [www.njhs.us/studentaccount/](http://www.njhs.us/studentaccount/). NJHS membership is verified by the NJHS adviser on record for a local chapter. Advisers can see their roster when they log in to their account at [www.njhs.us/account](http://www.njhs.us/account). Advisers will receive a daily email at 10:00 p.m. (ET) containing a list of accounts to verify. Note: Advisers do not have to wait for that email to verify accounts if they know a student has created an account. NJHS student members who have been verified will then be able to use their online account credentials to access the scholarship application. The application link will be posted during the application period at [www.njhs.us/oa](http://www.njhs.us/oa). Easy step-by-step instructions for students creating accounts and advisers verifying accounts is available here at [www.njhs.us/studentaccount](http://www.njhs.us/studentaccount).

### Eligibility for NJHS OAA

Applicant must be:

- Enrolled at a school with an active chapter of NJHS
- An NJHS member in good standing

## Adviser Certification Request

In the OAA application, the student will be prompted to enter their NJHS adviser's name and email to request certification. **As an NJHS adviser, you will receive an automated certification request email only when the student has completed this step.** Along with a parent consent form and one recommendation, this certification is needed to complete the student's application. The certification deadline is 5 p.m. (ET) on Tuesday, March 16, 2021. **Please make sure your students have your correct email address to complete this step.**

To complete your certification, you must complete two sections:

1. Confirm good standing: Is the applicant a member in good standing with your chapter? If the answer is yes, the member's completed application will be accepted for evaluation. If the answer is no, the member is not eligible to apply for this scholarship. Please advise the student that they are not eligible.
2. Answer questions about the five pillars:
  - Please rate the applicant's commitment to and demonstration of character. This may include your professional observations of the applicant's interactions with their peers and faculty and their conduct in fulfilling membership obligations.



- Rate the applicant's concern for and personal commitment to the school community.
- Share two to three examples of how this applicant has demonstrated their commitment to the pillars of NJHS: scholarship, service, leadership, character, and citizenship.
- Once you have completed this certification, click "submit." The applicant will be able to see that the certification is complete but will not see the contents.

## What is the Difference Between *Verification* and *Certification*?

**Verification** of a student online account is when the adviser on record verifies that the student is a member of National Junior Honor Society at the school/local chapter. This should be done for ALL members of your chapter at [www.njhs.us/account](http://www.njhs.us/account), even if they aren't applying for this award.

**Certification** is the form required by an adviser for the NJHS OAA application. Certification asks more detailed questions (see above) about the applicant's commitment to the pillars of NJHS. This request is prompted by the student in their application. No action is required on your part until you receive that email.

### Supporting Your NJHS Members During the Application Process

The student portion of the application must be completed by 5:00 p.m. (ET) on Tuesday, March 16, 2021. Recommendations, parent consent forms, and the adviser's certification are due by that time as well. **With these deadlines in mind, please support your members in reminding them of the deadlines and completing requested certifications for individual applicants. Also, share the provided [checklist](#) to help them track their progress.**

Should you have any questions about this process, please email [OAA@njhs.us](mailto:OAA@njhs.us). In your email, include the name of the applicant and the school where they are presently enrolled.