

## Provisional Teacher Process (PTP) for 2016-2017 School Year

### **Candidates must be Registered into the PTP**

All CE teachers and CEAS teachers who are employed by a public school must be registered in the PTP. The New Jersey Department of Education's (NJDOE's) Office of Certification and Induction has created an online application to expedite the provisional registration process for teachers. The application is called the Provisional Licensure Registration Management System (PLRMS) found on the NJDOE's Homeroom page: <https://homeroom3.state.nj.us/plrms/> . This system will be used for all future provisional license registrations. The Department is no longer issuing paper certification documents and paper forms faxed to our office will be returned. All licenses can be accessed by the TCIS database at: [https://www20.state.nj.us/DOE\\_TCIS\\_ASC/pages/appStatusSearch.jsp](https://www20.state.nj.us/DOE_TCIS_ASC/pages/appStatusSearch.jsp)

Candidates of CE Teacher of Students with Disabilities (TOSD), Bilingual, English as a Second Language (ESL) and Pre-school through Grade 3 (P-3) candidates must verify enrollment in a New Jersey college or university CE-Educator Preparation Program to the school district of where they have enrolled or intend to enroll in order for a provisional certificate to be issued.

Teachers who hold a standard instructional certificate and a CE for TOSD, bilingual, ESL and P3 must be registered in the PTP and work under a provisional certificate while completing the required pedagogy. Because they hold a standard certificate, and have previously been mentored and evaluated, they do not need to be mentored or evaluated a second time. Upon completion of the coursework, the candidate submits an online application and mails an original letter of program completion and an official transcript from the college or university to the Office of Certification and Induction.

### **Mentoring Novice Teachers**

All novice teachers who hold a CEAS or a CE and are registered in the PTP must be mentored in accordance with state regulations of a minimum of thirty weeks. Mentoring for part-time teachers is extended until they have completed the equivalent. The Department is no longer processing or accepting the Statement of Acknowledgment Regarding Mentoring and mentoring time must be tracked by each employer. Moreover, all fees associated with providing mentoring services must be satisfied. Mentoring information is entered into PLRMS upon registration. All information regarding mentoring regulations can be located at <http://www.state.nj.us/education/profdev/mentor/>

Mentor fees have not changed. The fee for CE teachers is \$1,000. The fee for CEAS teachers is \$550. Regulations require that all payments to mentors by candidates are paid through the district and no payments should be made directly from novices to mentors. Employers may choose to pay the mentor fees for their novice teachers.

## Evaluating Provisional Teachers

Information regarding evaluations for standard licensure for provisional CE/CEAS teachers can be found at:

<https://homeroom5.doe.state.nj.us/broadcasts/2016/DEC/06/15643/Information%20about%20the%20Evaluation%20of%20Provisional%20Teachers.pdf>

## CE EPP Information 2016-2017

CE EPP candidates for K-6 and subject area certificates must enroll themselves in regional training centers rather than be assigned to **one** by the PTP Office. Please review the opportunities below and the candidate must contact the provider of their choice to register. Fees for CE EPP formal instruction are determined by each provider and are listed below. Once enrolled, candidates should confirm attendance to their employer, principal or human resources office.

### Alternate Route Regional Training Center Information 2016-2017

#### **Approved 200 Hour Regional Training Center Providers for Elementary K-5/6, Elementary N-8, N-12 Subject Area, ESL Alternate Route Teachers**

NAME	CONTACT PERSON	EMAIL	COST
Monmouth University- Long Branch	Meredith Riddle	<a href="mailto:mamiller@monmouth.edu">mamiller@monmouth.edu</a>	\$1500
Morris-Union Jointure Commission-New Providence	Diane Viola-Henriksen	<a href="mailto:dhenriksen@mujc.org">dhenriksen@mujc.org</a>	\$1500
Essex County Provisional Teacher Training Consortium-Montclair	Joanne Petrigliano Renee Graham	<a href="mailto:jpetrigliano@montclair.k12.nj.us">jpetrigliano@montclair.k12.nj.us</a> <a href="mailto:rgraham@montclair.k12.nj.us">rgraham@montclair.k12.nj.us</a>	\$1600
Rowan University-Blackwood, Glassboro, West Deptford	Lynne Levy	<a href="mailto:levy@rowan.edu">levy@rowan.edu</a>	\$1450
Rutgers University-Center for Effective School Practices-Camden, Hackensack, Mercer, Newark, Paterson, Somerset,	Mary Ellen Morris	<a href="mailto:altroute@gse.rutgers.edu">altroute@gse.rutgers.edu</a>	\$1450

Rockaway			
Saint Peter's University- Jersey City, Kearny, North Plainfield, Sayreville	James Jacobson Michelle Cassaro	<a href="mailto:JJacobson@saintpeters.edu">JJacobson@saintpeters.edu</a> <a href="mailto:MCassaro@saintpeters.edu">MCassaro@saintpeters.edu</a>	\$1450
Stockton University- Stockton Campus, Toms River High School	Michael Hinman	<a href="mailto:altroute@stockton.edu">altroute@stockton.edu</a>	\$2000

### **Approved 45 Hour Programs for Holders of an Elementary K-5 CE – Regional Training Centers**

In addition candidates with elementary K-6 or N-8 certificates of eligibility who are registered in the PTP after October 30, 2009 must complete 45 hours of study in language arts/literacy at the K-6 level and 45 hours of study in mathematics at the K-6 level at a regional training center or DOE approved college program. This requirement may also be fulfilled by one full year of teaching math or language arts at the K-6 level prior to becoming a provisional teacher. A letter must be submitted by school principal on official letterhead explaining the year of experience or completion of an equivalent course can be located at: <http://www.state.nj.us/education/educators/license/advisories/applicant.htm> and attached form must be submitted <http://www.state.nj.us/education/educators/license/forms/VOC-45HOUREQUIVALENT.pdf>

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NAME	CONTACT PERSON	EMAIL	COST
Morris-Union Jointure Commission	Diane Viola-Henriksen	<a href="mailto:dhenriksen@mujc.org">dhenriksen@mujc.org</a>	\$350
Rutgers University-Center for Effective School Practices	Mary Ellen Morris	<a href="mailto:Rutgersmathliteracy45@gmail.com">Rutgersmathliteracy45@gmail.com</a>	\$325
Saint Peter's University	James Jacobson Michelle Cassaro	<a href="mailto:JJacobson@saintpeters.edu">JJacobson@saintpeters.edu</a> <a href="mailto:MCassaro@saintpeters.edu">MCassaro@saintpeters.edu</a>	\$325
Stockton University	Michael Hinman	<a href="mailto:altroute@stockton.edu">altroute@stockton.edu</a>	\$450

**Approved 45 Hour Programs for Holders of an Elementary K-5/6 CE – For-Credit Programs**

NAME	CONTACT PERSON	EMAIL	NUMBER
Kean University	Melissa Tomich	<a href="mailto:tomich@kean.edu">tomich@kean.edu</a>	908-737-3757
New Pathways to Teaching in New Jersey	Mercedes Vargas	<a href="mailto:newpathways@njcu.edu">newpathways@njcu.edu</a>	201-200-2128
Relay Graduate School of Education	Evan Hendon	<a href="mailto:Newark@relay.edu">Newark@relay.edu</a>	973-642-0101 ext 1808

**Career and Technology Education CE EPP**

Candidates for CTE certification must attend the CTE program. CTE candidates must complete 200 hours of instruction at a state-approved CTE professional education center. Please see more information at [www.brookdalecc.edu/arprogram](http://www.brookdalecc.edu/arprogram) .

Kelly Canonico, [kcanonico@brookdalecc.edu](mailto:kcanonico@brookdalecc.edu),  
<http://continuinged.brookdalecc.edu/careerdevelopment/teacher-education/alternateroute/cte/>  
 732-224-2319

**College-based CE EPPs**

Fairleigh Dickinson University Alternate Route MAT  
 Kean University Alternate Route Program  
 New Jersey City University New Pathways to Teaching in New Jersey  
 New Jersey City University World Languages Alternate Route  
 Seton Hall University Alternate Route

**CE EPPs with Pre-Service Requirements**

New Jersey Center for Teaching and Learning Progressive Science Initiative  
 New Jersey City University New Pathways to Teaching in New Jersey  
 Relay Graduate School of Education  
 Teach for America

**P-3 Specialized CE EPPs**

Candidates with **P-3 Certificates of Eligibility** must enroll in and complete a 13 – 17 credit college-based preschool through grade three alternate route program.

Bloomfield College  
 Caldwell College

Kean University  
Monmouth University  
Montclair State University  
New Jersey City University  
Rutgers University Camden  
The College of New Jersey  
William Paterson University

**Bilingual/Bicultural Approved Programs**

**(not all programs admit CE EPP teachers – check with the program for requirements)**

Candidates with **Bilingual/Bicultural Certificates of Eligibility** must enroll in and complete a DOE approved 12 credit bilingual/bicultural alternate route program.

Fairleigh Dickinson University  
Georgian Court University  
Kean University  
Montclair State University  
New Jersey City University  
Richard Stockton College  
Rider University  
Rowan University  
Rutgers - New Brunswick  
Seton Hall University  
William Paterson University

**ESL Approved Programs**

**(not all programs admit CE EPP teachers – check with the program for requirements)**

Candidates with **English as a Second Language (ESL) Certificates of Eligibility** must complete 200 hours of instruction at a regional training center or college based alternate route program. They must also enroll in and complete an approved ESL program of 15 – 21 credits.

Fairleigh Dickinson University  
Georgian Court University  
Kean University  
Monmouth University  
Montclair State University  
NJCU  
Richard Stockton College  
Rider University  
Rowan University  
Rutgers University - Camden  
Rutgers University - New Brunswick  
Seton Hall University  
The College of New Jersey

William Paterson University

**Approved Teacher of Students with Disabilities Programs**

**(not all programs admit CE EPP teachers – check with the program for requirements)**

Candidates with **Students with Disabilities Certificates of Eligibility (TOSD)** must enroll in and complete a 21- 27 credit DOE approved Students with Disabilities alternate route program.

Bloomfield College  
Caldwell College  
Centenary College  
College of Saint Elizabeth  
Fairleigh Dickinson University  
Felician College - Rutherford Campus  
Georgian Court University  
Kean University  
Monmouth University  
Montclair State University  
New Jersey City University  
Richard Stockton College of New Jersey  
Rider University  
Rowan University  
Rutgers University – Graduate School of Education  
Seton Hall University  
The College of New Jersey  
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**Verification of Completion of Formal Instruction for Alternate Route Teachers**

Regional training centers provide Phase Reports for each phase of instruction to candidates, principals and directly to the PTP.

New Pathways to Teaching in New Jersey provides NPTJN completion forms to candidates, principals, and directly to the PTP.

Providers of the 45 hour mathematics and language arts/literacy classes for elementary K-6 teachers send reports to candidates and principals, and to the PTP Office.

Candidates for the elementary K-6 certificate who are using an equivalent college/university course to satisfy the math and language arts requirements must submit a transcript showing completion of the course and a course description.

Candidates for the elementary K-6 certificate *who are using a year of teaching experience* to satisfy the math and language arts requirement must submit a letter signed by the principal/director of the school in which the experience took place. The letter must include the

dates of employment and specify the subject and grade level taught. The experience must have been completed prior to entrance into the PTP.

College or university approved programs for P-3, ESL, Bilingual and TOSD provide candidates with letters, certificates or forms that verify program completion. The original letter/certificate/form should be attached to the summative evaluation along with an official transcript when the summative is sent to the PTP by the district.

Candidates who hold a standard license and a CE in P-3, ESL, Bilingual and TOSD should apply for a standard certificate online, submit an oath of allegiance along with an original letter of program completion and an official transcript. The oath, letter of program completion and official transcript should be mailed to the Licensing office.

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Candidates with **World Language Certificates of Eligibility** must complete three credits in language acquisition theory and related methodologies at a regionally accredited four-year college or university within 12 months of initial assignment.

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Morris-Union Jointure Commission  
Relay Graduate School of Education  
Richard Stockton College of New Jersey  
Rutgers University – Center for Effective School Practices  
Saint Peter’s College  
Seton Hall University

