INTRODUCTION

The following information is provided by the Department of Education to serve as a self-evaluation guide for individuals interested in applying for a career and technical education teaching certificate in the State of New Jersey using the alternate route program. The guide provides information about eligible degrees, employment experience, and self-employment experience that can be used to apply for a certificate. It also contains information regarding required state-issued licenses or credentials, when applicable. Note that this guide is not meant to be used to determine actual eligibility to apply, and it does not contain all of the requirements for an actual certificate application. For complete application information, visit the Office of Licensure and Credentials website at [http://www.nj.gov/education/educators/license/](http://www.nj.gov/education/educators/license/). Individuals who do not hold the required credentials listed on this detail page should consult Part F: Other Credentials.

PART A: CAREER AND TECHNICAL EDUCATION CERTIFICATE AND PROGRAM

The holder of a Medical Office Management Career and Technical Education Certificate #4126 issued by the New Jersey Department of Education is eligible to teach in the following secondary career and technical education program offered by public school districts in the State of New Jersey:

- **Medical Office Management/Administration, Program CIP Code #51.0705**: A program that prepares individuals to manage the specialized business functions of a medical or clinical office. Includes instruction in business office operations, business and financial record-keeping, personnel supervision, medical and health care policy administration, conference planning, scheduling and coordination, public relations, and applicable law and regulations.
PART B: REQUIRED STATE-ISSUED OCCUPATIONAL LICENSE OR CREDENTIAL

Currently, there are no State-issued occupational licenses or credentials required for this teaching certificate.

PART C: APPLICATION FOR CERTIFICATE USING A DEGREE

Option 1: Bachelor’s degree or higher

Currently, there are no four-year or higher degrees offered for this teaching certificate in the State of New Jersey. Individuals must apply using the requirements of PART C, Option II or PART D, below.

Option 2: Associate’s degree

Applicants using this option must meet all of the following requirements, and should review the requirements prior to submitting an application. The requirements include the following:

- Possession of an eligible degree with an eligible grade point average (GPA)
- Possession and documentation of an eligible employment experience
- Successful completion of an examination in physiology, hygiene and substance abuse issues
- Successful completion of a 24-hour introduction to teaching course

Requirements:

1. Applicants must submit the following:
   a) An official, sealed copy of their transcript(s) for an associate’s degree in a Department-approved subject area for the certificate. Applicants must have completed at least 30 credits in a coherent sequence of courses in the subject area from a regionally accredited college or university. Examples of eligible subject areas include the following:
      - Medical Office Assistant
   b) Applicants with a GPA that is below 2.75 cannot apply for a certificate using their degree. In such cases, applicants must apply in accordance with the requirements of Part D, below.

2. Applicants using an associate’s degree must also submit evidence of a minimum of two years (4,000 hours) of full-time employment or part-time employment in an eligible occupational area as per the requirements of 1(a) – (c) in Part D.

3. Applicants must pass an examination in physiology, hygiene and substance abuse issues pursuant to N.J.A.C. 6A:9-5.9, including the effects of narcotics and alcohol. The examination is administered at the county offices of education. In lieu of this examination, the applicant may present basic military training or college level study in areas such as biology, health or nutrition. To obtain details regarding this test, contact a county office of education: http://www.state.nj.us/education/counties/
4. Applicants must complete a 24-hour introduction to teaching course through an authorized provider, which serves as an introduction to the teaching profession for those individuals who are exploring career options. Topics include classroom management, lesson planning, introduction to New Jersey core curriculum content standards, and assessment of pupil progress. To obtain information regarding this requirement, read the section titled, “New Requirement for Certificate of Eligibility,” on the following website: http://www.nj.gov/education/educators/license/advisories/applicant.htm

PART D: APPLICATION FOR CERTIFICATE USING EMPLOYMENT EXPERIENCE

Applicants using this option must meet all of the following requirements, and should review the requirements prior to submitting an application. The requirements include the following:

- Possession and documentation of eligible employment experience*
- Successful completion of an examination in physiology, hygiene and substance abuse
- Successful completion of a basic skills assessment (PRAXIS I® exams)
- Successful completion of a 24-hour introduction to teaching course

*NOTICE: The New Jersey Department of Education uses the federal Occupational Information Network (O*NET) as its standard for determining eligible employment experience. O*NET lists the following additional applicable job titles for the Medical Office Management Career and Technical Education Certificate #4126: Medical Secretary, Receptionist, Unit Support Representative, Office Manager, Medical Receptionist, Patient Relations Representative, Front Office Manager, Health Unit Coordinator, Medical Office Specialist, and Patient Coordinator.

Requirements:
1. Applicants must submit evidence of at least four years (8,000 hours) of eligible employment in one or more of the job titles identified above.
   a) The eligible employment experience must be within 10 years of the date of the application submitted to the New Jersey Department of Education. Employment experience that is older than 10 years will not be accepted.
   b) The eligible employment experience must be documented by the applicant’s employer(s) using the Department of Education’s Statement of Employment Experience form. If the applicant’s eligible employment experience was obtained from more than one employer during the period of time for which eligible hours will be calculated, then a separate Statement of Employment Experience form must be completed by each employer. Employment experience submitted in any other format will not be accepted. Applicants may download the Statement of Employment Experience form from the Department of Education’s website at the following link: http://www.nj.gov/education/educators/license/forms/voc_employer_experience.pdf
   c) The employer(s) completing a Statement of Employment Experience form(s) will comment on the applicant’s work performance and safety practices for the following general occupational competencies and tools as identified in the O*NET Job Description for this occupation, as follows:
TASKS:
- Answer telephones, and direct calls to appropriate staff.
- Schedule and confirm patient diagnostic appointments, surgeries and medical consultations.
- Greet visitors, ascertain purpose of visit, and direct them to appropriate staff.
- Operate office equipment such as voice mail messaging systems, and use word processing, spreadsheet, and other software applications to prepare reports, invoices, financial statements, letters, case histories and medical records.
- Complete insurance and other claim forms.
- Interview patients to complete documents, case histories, and forms such as intake and insurance forms.
- Receive and route messages and documents such as laboratory results to appropriate staff.
- Compile and record medical charts, reports, and correspondence, using typewriter or personal computer.
- Transmit correspondence and medical records by mail, e-mail, or fax.
- Maintain medical records, technical library and correspondence files.

TOOLS & TECHNOLOGY:
- Desktop computers
- Electronic funds transfer point of sale equipment: Credit card machines
- Hospital intercom systems: Hospital intercom equipment
- Notebook computers
- Special purpose telephones: Multi-line telephone systems
- Accounting software: Accounts payable software; Accounts receivable software; Billing software; Intuit QuickBooks
- Calendar and scheduling software: IDX Groupcast; Scheduling software
- Data base user interface and query software: Database software; dBase Plus; Microsoft Access
- Medical software: Henry Schein Dentrix software; Microsys MicroMD; NaviMedix NaviNet; Patterson Dental Supply Patterson EagleSoft
- Word processing software: Addressing software; Corel WordPerfect software; Microsoft Word

Applicants will attach the above list of tasks and tools to the Statement of Employment Experience form(s) prior to submitting the form(s) to an employer(s) for completion. Based upon the O*NET Summary report for 43-6013.00 - Medical Secretaries, O*Net website: [http://online.onetcenter.org/link/summary/43-6013.00](http://online.onetcenter.org/link/summary/43-6013.00)

2. Applicants must pass an examination in physiology, hygiene and substance abuse issues pursuant to N.J.A.C. 6A:9-5.9, including the effects of narcotics and alcohol. The examination is administered at the county offices of education. In lieu of this examination, the applicant may present basic military training or college level study in areas such as biology, health or nutrition. To obtain details regarding this test, contact a county office of education: [http://www.state.nj.us/education/counties/](http://www.state.nj.us/education/counties/)
3. Applicants must pass the PRAXIS I® basic skills tests*, including the following:
   - Praxis Pre-professional Skills Test Reading (#10710)
   - Praxis Pre-professional Skills Test Writing (#20720)
   - Praxis Pre-professional Skills Test Mathematics (#10730)

For more information regarding the PRAXIS I® basic skills tests, visit the “New Jersey: Praxis Test Requirements” page of the Employment Testing Service (ETS) website at the following link: [http://www.ets.org/praxis/nj](http://www.ets.org/praxis/nj). Scroll to the bottom of the page to “Career and Technical Education.” The three required tests are in the column to the right. Test preparation information and materials are also available from ETS. On the webpage, go to the “In This Section” selection in the upper left-hand corner and click on “For Test Takers.” Select the PRAXIS I® Pre-Professional Skills Test (PPST) link, which goes to the PRAXIS I® Overview page. Click on the light blue “Prepare for the Test” tab. Select one of the three PRAXIS I® tests. Each link goes to a page that contains free test prep information as well as test guides that may be purchased.

*NOTICE:* Applicants who have completed a college degree (two-year, four-year or higher) in any subject area, regardless of GPA, are not required to take the PRAXIS I® tests.

4. Applicants must complete a 24-hour introduction to teaching course through an authorized provider, which serves as an introduction to the teaching profession for those individuals who are exploring career options. Topics include classroom management, lesson planning, introduction to New Jersey core curriculum content standards, and assessment of pupil progress. To obtain information regarding this requirement, read the section titled, “New Requirement for Certificate of Eligibility,” on the following website: [http://www.nj.gov/education/educators/license/advisories/applicant.htm](http://www.nj.gov/education/educators/license/advisories/applicant.htm)

**PART E: APPLICATION FOR CERTIFICATE USING SELF-EMPLOYMENT EXPERIENCE**

Currently, self-employment experience is not an eligible option for this teaching certificate. Individuals must apply using the requirements of **PART C, Option II** or **PART D**, above.

**PART F: OTHER CREDENTIALS**

Individuals who possess a degree and/or employment or self-employment experience not listed on this worksheet may submit their degree and/or employment or self-employment experience along with an application for a career and technical education certificate to the Department of Education, which will review the submission in order to determine eligibility. There is a fee associated with this service. However, the Department of Education does not guarantee that credentials submitted will be accepted by the Department of Education as satisfying the requirements for a career and technical education certificate. For more information, visit the Office of Licensure and Credentials homepage at [http://www.nj.gov/education/educators/license/](http://www.nj.gov/education/educators/license/)
PART G: MILITARY SERVICE/TROOPS TO TEACHERS

Individuals with military service may have obtained qualifying employment experience, education, and/or training during their military service via the New Jersey Troops to Teachers program. The Troops to Teachers program (TTT) assists eligible military personnel with the transition to a new career as public school teachers. The New Jersey TTT office will provide participants with counseling and assistance regarding certification requirements, routes to state teacher certification and employment leads. For information, contact the New Jersey Department of Education Troops to Teachers office at 800-680-0884 or e-mail tttnj@doe.state.nj.us

New Jersey Troops to Teachers website: http://www.nj.gov/njded/tttnj

PART H: ARE YOU LOOKING FOR A TEACHING JOB IN NEW JERSEY?

Visit NJHire today, the New Jersey Department of Education’s free education recruitment website. NJ HIRE website: http://www.njhire.com