Introduction

The “Career and Technical Education Teaching Certificate Self-Evaluation Guide” (Guide) by the New Jersey Department of Education (NJDOE), Office of Career Readiness, was developed to enable individuals to evaluate their education, training, and/or employment experience before applying for a New Jersey Career and Technical Education Teaching Certificate using the Alternate Route Program. The Alternate Route Program is the process by which individuals who have not completed a college teacher preparation program may obtain a New Jersey Teaching Certificate based upon their education, training, and/or employment experience.

This Guide is meant to be used for self-evaluation purposes only. It is not meant to determine actual eligibility to apply for a teaching certificate. The final determination of an individual applicant’s qualifications will be made by the NJDOE, Office of Certification and Induction.

Overview of the Application Process

Individuals will apply for an initial “Certificate of Eligibility” (CE), which is a credential issued by the NJDOE with lifetime validity to individuals who have successfully completed the initial requirements of a teaching certificate. In the case of career and technical education certificates, the CE is issued for a particular “endorsement.” An endorsement is the subject area the holder of the teaching certificate is authorized to teach. The endorsement name and endorsement number for the career and technical education certificate described in this Guide is identified at the top of each page.
Individuals who have successfully completed the application requirements and have been awarded a CE are eligible to be hired to teach the subject area identified in their endorsement in grades 9-12 in any New Jersey comprehensive school district, county vocational-technical school district, special services school district, charter school, and NJDOE-approved private school for students with disabilities.

Once hired, the individual becomes a “provisional teacher” and is issued a temporary Provisional Teaching Certificate. The hiring school will provide the provisional teacher with a school-based mentor teacher who will provide guidance and assistance. The hiring school will also enroll the provisional teacher into the appropriate alternate route provisional teacher preparation program. This program will provide the new provisional teacher with instruction on the teaching profession, including instructional strategies, classroom management, and other related topics. Provisional teachers will complete their alternate route provisional teacher program while working at the school district.

Upon successfully completing their provisional teaching period and the alternate route provisional teacher preparation program, the school district will recommend to the NJDOE that the provisional teacher be issued a “Standard Teaching Certificate,” which is a permanent certificate issued by the NJDOE to an individual who has met all teacher certification requirements. For more information about this process, visit the “What is the Process for Newly Hired, First-Time Teachers?” page on the Office of Certification and Induction website: http://www.nj.gov/education/educators/license/

Please review the information provided below to determine the specific requirements for obtaining this CTE endorsement.

SECTION II: AUTHORIZATION TO TEACH

The holder of a career and technical education (CTE) teaching certificate with the Culinary Arts #4128 endorsement is authorized to teach courses, programs, and programs of study in the following subject areas as identified on the US Department of Education’s National Center for Education Statistics’ Classification of Instructions Programs (CIP) website. Click on the program name to view the program description.

- **Baking and Pastry Arts/Baker/Pastry Chef, CIP Code 12.0501**
- **Cooking and Related Culinary Arts, General, CIP Code 12.0500**
- **Culinary Arts/Chef Training, CIP Code 12.0503**
- **Culinary Science/Culinology, CIP Code 12.0509**
- **Food Preparation/Professional Cooking/Kitchen Assistant, CIP Code 12.0505**
- **Food Service, Waiter/Waitress & Dining Room Management, CIP Code 12.0507**
- **Institutional Food Workers, CIP Code 12.0508**
- **Restaurant, Culinary, and Catering Management/Manager, CIP Code 12.0504**

Classification of Instructional Programs Website: http://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55
SECTION III: GENERAL REQUIREMENTS FOR ALL CE APPLICANTS

All applicants for career and technical education CEs, regardless of endorsement, must complete the following general requirements as part of the CE application process. The general requirements include the following:

1. **Complete an introduction to teaching course.** Individuals who are hired to commence employment during the 2016-2017 School Year must complete the course titled, "An Introduction to the Teaching Profession: A 24 Hour Pre-service Program" before a CE will be issued. This course is offered by a variety of service providers throughout the state, which are listed on the Certification and Induction website. Click on the link below and select from the chart of colleges titled, “Approved 24hr Programs for Elementary K-6, N-12 Subject Area, ESL, Career and Technical Education CE.” Contact the college to obtain their course schedule information, and confirm that the course they are offering is appropriate for individuals pursuing a career and technical education certificate of eligibility. Applicants will be required to submit a certificate of completion of this course as part of the CE application process. Click on the following link for a list of colleges offering this course: [http://www.nj.gov/education/educators/license/advisories/applicant.htm](http://www.nj.gov/education/educators/license/advisories/applicant.htm).

For those individuals who are hired to commence employment during the 2017-2018 School Year or thereafter, visit the Office of Certification and Induction website link titled, “What are the Steps to the Application Process for New Jersey Certification?” and look for the section addressing Certificate of Eligibility Educator Preparation Programs for information about the alternative route preservice programs. [http://www.nj.gov/education/educators/license/process/](http://www.nj.gov/education/educators/license/process/)

2. **Pass an examination in physiology, hygiene and substance abuse.** This examination is administered at the County Office of Education in each county and the results must submitted with the CE application. In lieu of this examination, the applicant may present evidence in their CE application of basic military training or college-level study in areas such as biology, health, or nutrition. To obtain details regarding this test, contact any County Office of Education at [http://www.state.nj.us/education/counties/](http://www.state.nj.us/education/counties/).

3. **Complete an Oath of Allegiance/Verification of Accuracy Form,** which will be submitted with the CE application. Download the form at: [http://www.nj.gov/education/educators/license/forms/verify.pdf](http://www.nj.gov/education/educators/license/forms/verify.pdf)

4. **Pass the Praxis™ Core Academic Skills for Educators (CORE) tests.** All provisional career and technical education teachers must complete the Praxis™ Core Academic Skills for Educators (CORE) tests in order to receive their standard teaching certificate. Applicants for a CTE endorsement are not required to pass the tests in order to receive their CE. The tests may be taken prior to applying for a CE or at any time during the alternate route provisional teacher program. However, individuals will not receive their standard certificate until they have passed the CORE tests.

Applicants can learn about and register to take the CORE tests by visiting the Education Testing Service (ETS) website at [http://www.ets.org/praxis/ni/requirements](http://www.ets.org/praxis/ni/requirements) for the New Jersey Test Requirements. Scroll down to the section titled, “Tests Required for Specific Licensure Area,” and select Career and Technical Education for test details. Applicants for the endorsement identified at the top of this page will take the Career and Technical Education tests numbered 5712, 5722, and 5732. Click on the test names for test
registration information and test preparation materials. Free test preparation materials as well as test prep materials available for purchase are available on this site for each of the three tests. Applicants are encouraged to review the test materials in preparation for taking the tests.

**Remember:** CTE applicants are not required to pass the CORE tests in order to receive their CE or be hired. They are required to pass the CORE Tests by the end of the provisional teaching period before they can receive their standard teaching certificate.

**SECTION IV: SPECIFIC REQUIREMENTS FOR THIS CTE ENDORSEMENT**

In addition to the general requirements for all CE applicants, applicants for the endorsement identified at the top of this page must also meet the requirements identified in this section. Applicants can review options for using college degrees, employment experience and/or self-employment experience to demonstrate competency in the occupational area required for this endorsement. The Guide is to be used for self-evaluation purposes only, and is not meant to determine actual eligibility for a teaching credential.

Individuals whose credentials are not identified in this document may request the NJDOE, Office of Certification and Induction, to evaluate those credentials. There is a fee for this service. For more information on credential evaluations, see PART E, below.

The final determination of an applicant’s qualifications will be made by the Office of Licensure and Credentials prior to issuance of any credentials.

**PART A: REQUIRED STATE-ISSUED OCCUPATIONAL LICENSE OR CREDENTIAL**

- Currently, no State-mandated occupational licenses or credentials are required for this occupation. However, applicants for this endorsement are strongly encouraged to hold the at least one of the ServeSafe food handler safety credentials. For more information, visit: [http://www.servsafe.com/](http://www.servsafe.com/)

**PART B: REQUIREMENTS FOR USING A COLLEGE DEGREE**

Individuals applying for this endorsement using a college degree must meet the requirements for Option 1 or Option 2, below.

**Option 1: Requirements for using a Bachelor’s degree or higher**

1. **Degree Requirement:** Applicants must submit an official, sealed copy of their transcript(s) for a bachelor’s degree or higher in an NJDOE-approved subject area for this endorsement. Listed below are the eligible college degree subject areas. If an applicant holds a degree in a subject area not identified in this list below, see PART E.

   - Chef
   - Culinary Arts
   - Culinology
1.2 Degree GPA Requirements:
   a) Applicants must have a cumulative GPA of at least 2.75 when a GPA of 4.00 equals an A grade if the applicant graduated on or after September 1, 2004, in an eligible baccalaureate degree program or higher degree program; or
   b) Applicants must have a cumulative GPA of at least 3.00 when a GPA of 4.00 equals an A grade for students graduating on or after September 1, 2016, in an eligible baccalaureate degree program or higher degree program.

1.3 Flexibility Rule: Applicants graduating on or after September 1, 2004, with a bachelor’s degree or higher, and a GPA that is below the required applicable GPA indentified in Number 1.2, above, but have a GPA of at least 2.50 when a GPA of 4.00 equals an A grade, may meet the requirements Number 1.1, above, by submitting evidence of a minimum of at least 4,000 hours of full-time employment or equivalent part-time employment experience. The 4,000 hours of eligible employment or self-employment experience must be submitted in accordance with requirements described in PART C or PART D, respectively.

NOTICE: Applicants with a baccalaureate degree or higher that do not meet the GPA requirements of 1.2 or 1.3 cannot use their degree to apply for this endorsement. Instead, applicants must apply using the requirements of Part C or Part D, below.

Option 2: Requirements for using an Associate’s Degree

1.1 Degree Requirement: Applicants must submit an official, sealed copy of their transcript(s) for an associate’s degree in an NJDOE-approved subject area for this endorsement. Listed below is the eligible subject area(s). If an applicant holds a degree in a subject area not identified in this list below, see PART E.
   - Culinary Arts
   - Chef Preparation

1.2 Degree GPA Requirements:
   a) Applicants must have a cumulative GPA of at least 2.75 when a GPA of 4.00 equals an A grade if the applicant graduated on or after September 1, 2004, in an eligible associate’s degree program; or
   b) Applicants must have a cumulative GPA of at least 3.00 when a GPA of 4.00 equals an A grade for students graduating on or after September 1, 2016, in an eligible associate’s degree program.

1.3 Employment Experience: Applicants must submit evidence of a minimum of 4,000 hours of eligible employment or self-employment experience in accordance with requirements described in PART C or PART D, respectively.

NOTICE: Applicants whose associate’s degree does not meet the GPA requirements of this section cannot use their degree to apply for this endorsement. Instead, applicants must apply using the requirements of Part C or Part D, below.
PART C: REQUIREMENTS FOR USING EMPLOYMENT EXPERIENCE

Individuals applying for this endorsement using eligible employment experience only must meet the requirements listed below. (Note: Applicants who are using the flexibility rule from PART B, Option 1.3, above, must meet the requirements of this section using 4,000 hours instead of 8,000 hours of eligible full-time and/or part-time employment experience.)

1. Applicants must submit evidence of at least 8,000 hours of eligible full-time and/or part-time employment experience. The eligible employment experience must be within 10 years of the date of when the CE application was submitted to the NJDOE. Employment experience from multiple employers will be accepted. Employment experience that is older than 10 years will not be accepted.

2. The following job title will be accepted as eligible employment experience as identified in the federal Occupational Information Network (O*NET) job descriptions:

   ➢ 35-1011.00 - Chefs and Head Cooks

Click on the link to open up the Summary Report for this occupation. Scroll down to the Task list, and click on the + sign under Task to open up all of the tasks identified for this occupation. Next, click on the + sign under the Tools & Technology title. Print the two lists, which will be used to document employment experience. O*NET Website: http://www.onetonline.org/.

3. Eligible employment experience must be documented by the applicant’s employer(s) using the NJDOE’s Statement of Employment Experience form. If the eligible employment experience was obtained from more than one employer, 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 can download the Statement of Employment Experience form from the NJDOE website at the following link: http://www.nj.gov/education/educators/license/forms/voc_employer_experience.pdf

4. Attach a copy of the printed Tasks and Tools & Technology lists described in Number 1 to the Statement of Employment Experience form. Give the form and attached lists to any employer whose work hours will be included. Employers completing the form should comment on the applicant’s work performance and safety practices in response to the Tasks and Tools & Technology lists attached to the form.

5. If an applicant has employment experience not identified above, see PART E.

PART D: REQUIREMENTS FOR USING SELF-EMPLOYMENT EXPERIENCE

Individuals applying for this endorsement using self-employment experience only must meet the requirements listed below. (Note: Applicants who are using the flexibility rule from PART B, Option 1.3, above, must meet the requirements of this section using 4,000 hours instead of 8,000 hours of eligible full-time and/or part-time self-employment experience.)
1. Applicants must submit evidence of at least 8,000 hours of eligible self-employment. The self-employment experience must be within 10 years of the date of the application submitted to the NJDOE. Self-employment experience that is older than 10 years will not be accepted.

2. Evidence of eligible self-employment experience must be submitted as a notarized letter from the applicant’s accountant or attorney verifying the dates of self-employment and verifying that the applicant has filed for state and/or federal taxes for the self-employment experience. The U.S. Census North American Industry Classification Systems (NAICS) code for eligible self-employment experience when filing federal taxes is:

   - **NAICS# 7225 Restaurants and Other Eating Places**

   NAICS Website: [http://www.census.gov/eos/www/naics/index.html](http://www.census.gov/eos/www/naics/index.html)

3. If an applicant has self-employment experience not identified above, see PART E.

PART E: OTHER CREDENTIALS

Individuals who possess a degree, employment experiences or self-employment experience not listed on this worksheet may submit their degree and/or experience along with an application for a CE to the NJDOE, which will review the submission in order to determine eligibility. There is a fee associated with this service. However, the NJDOE does not guarantee that credentials submitted will be accepted as satisfying the requirements for this endorsement. 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/)

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 NJDOE Troops to Teachers office at 800-680-0884 or e-mail tttj@doe.state.nj.us. Visit the New Jersey Troops to Teachers Website at: [www.nj.gov/njded/tttj](http://www.nj.gov/njded/tttj)

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