



GUIDE TO CERTIFICATION IN NEW JERSEY/2009-10

New Jersey State Department of Education
Office of Licensure & Credentials

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INTRODUCTION

Since 1903, the State of New Jersey has been responsible for regulating the employment of public school teachers. The impetus for the rules as they presently exist, however, was in response to the enactment in 1967 of N.J.S.A. 18A:26-2 which required all school staff to hold valid certificates for employment.

Over the course of the last several decades, rules have been amended to improve requirements of those college academic programs that prepare prospective teachers. In the mid 1980s, a series of reforms were initiated that eliminated the practice of emergency certification from teaching fields and created a system of qualifying examinations for most teaching fields. Particularly noteworthy was the introduction of one of the nation's first "alternate route" to teacher certification. Additional amendments followed in the 1990's that included the issuance of provisional certificates with accompanying induction year requirements for both teachers and administrators.

In January 2004, after comprehensive review of existing rules, the State Board of Education adopted a new chapter, N.J.A.C. 6A:9, Professional Licensure and Standards. With careful consideration of the expansive growth and development of licensure regulations, this new chapter incorporates critical improvements made in the last several years. Moreover, grounded in professional standards, educators are guided by regulations from pre-service preparation to induction year support and certification to professional development to insure improved teaching and learning and, ultimately, high student achievement in New Jersey.

This guide for an educator is designed to provide the necessary information to apply for teaching, administrative or student service certifications in New Jersey. Should you have further questions, please consult: <http://www.nj.gov/njded/educators/license/>

CERTIFICATION IN NEW JERSEY

Definitions

There is a wide variety of endorsements available in New Jersey. The following terms should help the applicant when seeking employment in the state.

- **CERTIFICATE** means one of three types of credentials that the Board of Examiners issues which permits an individual to serve as a teaching staff member.
 - Instructional
 - Educational Services
 - Administrative

The Board of Examiners will issue a separate endorsement for each subject area that falls under a specific type of certificate. The endorsement shall be considered part of that certificate.

- **ENDORSEMENT** means the specific subject area in which a certificate holder is authorized to serve. See a complete list of endorsements in Appendix G.

New Jersey's Three-Step Certification Process for Novice Educators

STEP 1: Establishing Eligibility – Certificate of Eligibility and Certificate of Eligibility with Advanced Standing

Certificate of Eligibility (CE): a credential with lifetime validity issued to persons who have completed a degree program of academic study and the applicable test requirements for certification. The CE permits the applicant to seek and accept employment in positions requiring certification.

- or -

Certificate of Eligibility with Advanced Standing (CEAS): a credential with lifetime validity issued to persons who have completed a degree program of academic study and the applicable test requirements and traditional professional preparation programs for certification. The CEAS permits the applicant to seek and accept employment in positions requiring certification.

NOTE: In addition to the following, see Appendix E and F for more detailed information regarding eligibility requirements.

STEP 2: Legalizing Employment and Induction – Provisional Certificate

Provisional Certificate: a two-year certificate issued to candidates who have met the requirements for initial employment (holder of a CE or CEAS) and are employed and part of a state-approved district training program or residency leading to standard certification.

STEP 3: Becoming Permanently Certified – Standard Certification

Standard Certificate: a permanent certificate issued to persons who have met all certification requirements.

Requirements for a Standard Instructional Certificate

1. Bachelor's degree from a regionally accredited college or university.
2. A baccalaureate degree, post-baccalaureate program or advanced degree conferred:
 - a) before September 1, 2004 with a cumulative grade point average (GPA) of at least 2.50, when a 4.0 equals an A grade;
 - b) on or after September 1, 2004 with:
 - a GPA of at least 2.75;
 - a GPA below 2.75, but at least 2.50 when a GPA of 4.0 equals an A grade, and where the candidate's score in the appropriate State test of subject matter knowledge exceeds the passing score by 10 percent or more; or
 - a GPA that is 3.50 or higher, when a GPA of 4.0 equals an A grade, but where the candidate's score in the appropriate State test of subject matter knowledge falls below the passing score by no more than five percent.
3. Passing score in Praxis or School Leadership Series test(s) for secondary teaching. See information on test requirements in Appendix D for details and for exceptions.
4. For the elementary school endorsement, complete a liberal arts, science, dual content or interdisciplinary academic major or a minimum of 60 semester hour credits in liberal arts and/or science. For subject area endorsements, complete at least 30 credits in a coherent sequence of courses appropriate to the instructional area. At least 12 semester-hour credits must be at the advanced level of study, including junior, senior or graduate level study. (For requirements of other areas of certification, visit our website: <http://www.nj.gov/education/educators/license/>).

5. 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.
6. Successful completion of one of the following:
 - the Provisional Teacher Program (induction/mentoring for alternate route or traditionally prepared first-year teachers)
 - or**
 - a state approved college teacher preparation program and one year of full time teaching under a valid state license.

Reciprocity

Out of state applicants qualifying under any form of reciprocity in accordance with the Interstate Certification Compact will have met the professional education requirements, but all ancillary requirements such as content coursework, prerequisite certificates, grade point average, praxis tests and citizenship must be completed for issuance of an instructional license in a specific field. Transcripts, copies of state licenses, and original documentation of teaching experience will be reviewed to determine eligibility for reciprocity.

Additional Types of Certificates/Credentials

In addition to the certificate of eligibility, the provisional certificate and the standard certificate, the following are available.

- **Emergency Certificate:** a substandard one-year license issued only in limited fields of educational services.
- **County Substitute Credential:** allows the holder to temporarily perform the duties of a fully licensed and regularly employed teacher.

HOW TO APPLY FOR CERTIFICATION

1. NEW JERSEY RESIDENTS

- a. **Applicants in Approved Teacher Education Programs (Seeking CEAS).** Applicants enrolled in teacher education programs in New Jersey colleges must submit applications through the colleges. Applications are available from the college certification officer.
- b. **Applicants for the Alternate Route Certification (Seeking CE).** The alternate route to certification provides an opportunity for applicants who have not completed teacher preparation in a traditional college program to participate in district training programs for licensure. Interested applicants should apply through the county office of education of the county in which they live or work. See Appendix B for a listing of county offices of education.
- c. **Applicants not in (a) or (b) above** should apply through the county office of education of the county in which they live or work.

2. **OUT OF STATE RESIDENTS.** Out of state residents should apply through the Office of Licensure and Credentials at the following address: New Jersey State Department of Education, Office of Licensure and Credentials, P.O. Box 500, Trenton, New Jersey, 08625-0500, Attention: Out-of-State Application.

3. DOCUMENTS AND FEES REQUIRED FOR LICENSURE

- a. **Application for Licensure:** Complete Part A, #1-17 and Part B, #1-16. (Note Part A, #16 Oath of Allegiance must be notarized. Sign and date #17). Out of state residents may have the Oath of Allegiance notarized in their respective states. In Part A, #5A, list the certificate(s) for which you are applying (see Appendix H for available certificates). Complete Part A, #5B if you are applying for evaluations only. Complete Part A, #5C and/or #5D if you are applying for duplicate certificate(s) and/or name change(s).
- b. **Appropriate fee in money order, personal or certified check payable to “Commissioner of Education.”** The candidate’s Social Security Number must on the front of the money order/certified check. See Appendix A for fee schedule.
- c. **Applicant’s official transcript(s)** of all college credits. A transcript is official if it contains the signature of the registrar or designated official, the seal of the college or university and degree conferral (if applicable).

- d. Applicants for initial New Jersey instructional (teaching) certificate(s) who have a minimum of one year of full-time teaching experience in another state under a valid out of state license/certificate, must submit an original letter verifying the teaching experience and a copy of the valid out of state license/certificate under which the experience was completed. Substitute teaching experience is not applicable.

4. TEST REQUIREMENT FOR LICENSURE

- a. Applicants must satisfy the test requirement for certification in designated endorsements. Licensed out of state applicants must also satisfy the test requirement. Applicants in college approved programs must seek advisement from their respective colleges.
- b. The Praxis Series code for the New Jersey Department of Education is R7666.
- c. Passing scores are subject to change. Official scores must be presented directly from Educational Testing Service (ETS) to the Office of Licensure and Credentials. Only official score reports are accepted. The applicant's social security number must appear on the score report.
- d. See Appendix D for further information.

5. "NEW" NEW JERSEY GRADE POINT AVERAGE (GPA) REQUIREMENTS

- a. Candidates who graduated on or **after** September 1, 2004 with:
 - 1. a cumulative Grade Point Average (GPA) of at least 2.75 when a GPA of 4.00 equals an A grade in a baccalaureate degree program, higher degree program or in a State-approved post-baccalaureate certification program with a minimum of 13 semester-hours (See Appendix C for New Jersey colleges and universities);
 - 2. a GPA that is below 2.75, but at least 2.50 when a GPA of 4.00 equals an A grade, and whose score in the appropriate State test of subject matter knowledge exceeds the passing score by 10 percent or more will meet the GPA and State test requirements.

3. a GPA that is 3.50 or higher, when a GPA of 4.00 equals an A grade, but whose score in the appropriate State test of subject matter knowledge falls below the passing score by no more than five percent will meet the GPA and State test requirements.
- b. Candidates who graduated **before** September 1, 2004, a cumulative GPA of at least 2.50 when a GPA of 4.00 equals an A grade in a baccalaureate degree program, higher degree program or in a State-approved post-baccalaureate certification program with a minimum of 13 semester-hours;

or

- c. **For candidates who have teaching experience in another state but who cannot meet the requirements above**, a valid out-of-state teaching certificate with three years of successful teaching under that certificate. Successful teaching experience will be demonstrated by the offer of contract renewal from the employing district or submission of satisfactory performance evaluations.
6. **CITIZENSHIP.** Certificate(s) are issued only to applicants who are citizens or who have declared their intention to become citizens. A notarized affidavit of intent to become a citizen and a notarized non-citizen oath must be submitted with the application of a non-citizen.
7. **DUPLICATE LICENSURE AND NAME CHANGES.** Applicants who seek a duplicate license or name change must complete the **Application for Licensure** PART A, #1-7 and 17 and PART B, #1-16. A notarized statement of loss must be submitted for lost licenses. The required fee for each duplicate or name change on a certificate is \$40.00.
8. **TWO-YEAR COLLEGE CREDITS.** Courses taken at accredited two-year colleges are accepted toward meeting requirements for licensure **only** if such courses appear on an official transcript of a regionally accredited four-year college.
9. **PHYSIOLOGY AND HYGIENE REQUIREMENT.** Applicants applying for instructional certification must pass an examination in physiology and hygiene, including the effects of narcotics and alcohol. The examination is administered in 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.

FREQUENTLY ASKED QUESTIONS

In order to help expedite the processing of an application, an applicant should review the following answers to questions that often arise.

What happens if my application is incorrect or incomplete?

If an application packet is correct and complete, it will be held indefinitely on active file until institutions and individuals submit all required documents, such as college transcripts or PRAXIS/NTE score reports. However, the application packet **will be returned** if it is filled out incorrectly or if it is missing documents that the applicant is responsible for providing directly. The returned packet will include information regarding what is incorrect or incomplete.

Where can I take the courses that are required for licensure?

At any regionally accredited, four-year college or university. You can also contact any of the colleges listed in Appendix C to determine whether they offer an approved program in the area in which you seek certification.

What should I do if I am offered a job before I receive my license?

If offered a job before an applicant has received a certification, the district employer may request an expedited review of the application through the county superintendent of schools. All licensure applicants are entitled to equitable treatment on a first-come, first serve basis. Therefore, no license application will be expedited under any circumstances unless the district superintendent in the hiring district requests a priority evaluation through the county superintendent. No request for a priority evaluation will be accepted without a complete, accurate application packet. Responsibility for assuring the accuracy and completeness of the application packet rests fully with the applicant.

What should I do if I receive the wrong license?

It is illegal to knowingly accept employment under a license that was printed or issued erroneously. If you receive such a license, please return the original license with a brief cover letter to the Office of Licensure and Credentials, P.O. Box 500, Trenton, NJ 08625-0500.

If I must call the licensing office, when may I do so?

The daily telephone hours for Customer Service are as follows:

- 3:00 p.m. to 6:00 p.m. during the regular school year - except for major holidays;

The Customer Service telephone number is (609) 292-2070. Other hours of the workday are devoted to the processing of applications and phone calls are not taken.

How can I find out the status of my application?

The New Jersey State Department of Education's home page (<http://www.state.nj.us/education/>) has established a way in which applicants can check the status of their application. Under "Additional DOE Links" click on "Certification Application Status Check."

Where can I obtain additional information about...?

Job Placement/NJ Hire

There is no formal statewide system of job placement for public schools. Each school district has the authority to operate its own employment and recruitment program. However, county offices of education or colleges may provide information about job vacancies or placement information in their respective counties. A county office directory (See Appendix B) and a New Jersey college directory (See Appendix C) are included here.

While no formal job placement system exists, New Jersey has increased its efforts to recruit qualified teachers. The cornerstone of New Jersey's teacher recruitment initiative is the on-line recruitment system, NJHire. NJHire was launched in June 2000. NJHire is free to school districts and teacher candidates. Visit <http://www.njhire.com> to post your resume for viewing by school districts, as well as to search for jobs in the education field.

Teacher Pension

Teacher pensions are administered by the Teachers Pension and Annuity Fund, 1 State Street Square, 50 West State Street, Trenton, New Jersey 08625 or call 609-292-7524.

Tenure and Seniority

Issues of educational tenure and seniority are addressed by the Bureau of Controversies and Disputes, New Jersey Department of Education, 225 East Street, PO BOX 500, Trenton, New Jersey 08625-0500 or call 609- 292-5705.

Nursery School Employment

Employment requirements for private nursery schools and day care centers, including licensing of group teachers and the issuance of day care center licenses, are regulated by the Division of Youth and Family Services, Department of Human Services, 50 East State Street, CN 717, Trenton, New Jersey 08625-0717 or call 609-292-1021.

Substitute Teaching

Most school districts maintain lists of persons who are available to serve as substitutes in the absence of full-time teachers. Information about the requirements and procedures for becoming a substitute teacher must be obtained from the county office of education. See Appendix B for a directory of county offices of education.

PRAXIS Tests

The PRAXIS Subject Assessment test Registration Bulletin may be obtained from: The PRAXIS Series, Educational Testing Service, P.O. Box 6051, Princeton, New Jersey 08541-6051 or call 609-771-7395. Information is also available on the Internet through the Praxis Web Site at <http://www.ets.org/praxis>.

Salary

Teacher salaries in New Jersey are determined by each local school district. Information may be secured from the office of the superintendent of schools for each district.

School Aides

Information concerning service as a school aide may be obtained from your county superintendent of schools (See Appendix B).

Troops to Teachers (TTT)

The purpose of TTT is to assist eligible military personnel to transition to a new career as public school teachers in “high-need” schools. The New Jersey TTT office has been established to provide participants with counseling and assistance regarding certification requirements, routes to state certification, and employment in New Jersey school districts. For more information, please visit www.proudtoserveagain.com, call 1-800-680-0884 or e-mail tttnj@doe.state.nj.us.

APPENDICES

- Appendix A: Fee Schedule
- Appendix B: County Office of Education Directory
- Appendix C: Directory of New Jersey Institutions of Higher Education Offering Teacher Education Programs
- Appendix D: Test Requirement for Certification in New Jersey
- Appendix E: New Jersey's Provisional Teacher Program
- Appendix F: Administrator and SAC Residency Programs
- Appendix G: Residency Programs for School Library Media Specialist (SLMS) and Associate School Library Media Specialist (ASLMS)
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- Appendix J: Applicant Checklist

Appendix A

New Jersey State Department of Education Office of Licensure and Credentials

FEE SCHEDULE: N.J.A.C. 6A:9-5.4

Effective January 8, 2008

The fee schedule below shall be in addition to any tuition and fees that institutions of higher education may charge for courses and credits offered in connection with State approved training programs. **The fees, except as stated, are nonrefundable.**

1. For each **certificate of eligibility** and **certificate of eligibility with advanced standing**, which includes the issuance of the **provisional certificate** and **standard certificate** requiring a test: \$190.00
2. For each **certificate of eligibility** and **certificate of eligibility with advanced standing**, which includes the issuance of the **provisional certificate** and **standard certificate not requiring a test**: \$170.00
3. For each **emergency certificate**: \$ 95.00
4. For each **county substitute credential**: \$ 125.00
5. For each **renewal** of an emergency or provisional certificate: \$ 70.00
6. For each **duplicate copy** of or name change on a certificate: \$ 60.00
7. For each **standard certificate requiring a test**: \$ 115.00
8. For each **standard certificate not requiring a test**: \$ 95.00
9. For each **evaluation of credentials** to determine eligibility to take a particular state certification examination or to obtain information concerning qualifications for certification: \$ 70.00
10. For each letter the office sends in response to a candidate's written request **verifying test scores** that are no longer available from the testing company: \$ 25.00
11. **Administrative fee for all School Leaders** (e.g., Principals, Assistant Principals, Vice-Principals, Directors, Assistant Superintendents, and Superintendents) who complete residency programs: \$ 200.00
12. **Upon completion of a State-approved alternate route formal instruction program** for holders of an instructional CE, a one-time administrative fee - \$100.00; and
13. For each **provisional educational services certificate** - \$75.00.

Appendix B

COUNTY OFFICE OF EDUCATION DIRECTORY

<u>COUNTY</u>	<u>ADDRESS</u>	<u>PHONE NUMBER</u>
ATLANTIC	6260 Old Harding Highway Mays Landing, NJ 08330	609-625-0004
BERGEN	One Bergen County Plaza 3 rd Floor, Room 350 Hackensack, NJ 07601	201-336-6875
BURLINGTON	2 Academy Drive Westampton, NJ 08060-6000 Mailing: P.O. Box 6000 Mount Holly, NJ 08060	609-265-5060
CAMDEN	Jefferson Hall, P.O. Box 200 College Drive Blackwood, NJ 08012	856-401-2400
CAPE MAY	Crest Haven Complex 4 Moore Road, DN 701 Cape May Court House, NJ 08210	609-465-1283
CUMBERLAND	19 Landis Avenue Bridgeton, NJ 08302	856-451-0211
ESSEX	7 Glenwood Avenue, Suite 404 East Orange, NJ 07018	973-395-4677
GLOUCESTER	Office: Tanyard & Salina Road Sewell, NJ 08080 Mailing: 1492 Tanyard Road Sewell, NJ 08080-4222	856-468-6500 Ext. 6021 or 6020

HUDSON	Mailing: 595 Newark Avenue Jersey City, NJ 07306	201-319-3850
	Office: 595 County Avenue Bldg. 3, Secaucus, NJ 07094	
HUNTERDON	Office: 10 Court Street Flemington, NJ 08822	908-788-1414
	Mailing: P.O. Box 2900 Flemington, NJ 08822-2900	
MERCER	1075 Old Trenton Road Trenton, NJ 08690	609-588-5884
MIDDLESEX	1460 Livingston Avenue Building 400, 2 nd floor North Brunswick, NJ 08902	732-249-2900 Ext. 112
MONMOUTH	Mailing: P. O. Box 1264 Freehold, NJ 07728-1264	732-431-7810
	Office: 60 Neptune Boulevard, 2 nd floor Neptune, NJ 07753	
MORRIS	Office: 30 Schuyler Place Morristown., NJ 07960	973-285-8332
	Mailing: PO Box 900 Morristown, N.J. 07963-0900	
OCEAN	212 Washington Street Toms River, NJ 08753	732-929-2078
PASSAIC	501 River Street Paterson, NJ 07524	973-569-2110

SALEM	164 Route 45 Salem, NJ 08079	856-339-8611
SOMERSET	Office: 27 Warren Street Somerville, NJ Mailing: County Administration Building P.O. Box 3000 Somerville, NJ 08876	908-541-5700
SUSSEX	262 White Lake Road Sparta, NJ 07871	973-579-6996
UNION	300 North Avenue East Westfield, NJ 07090	908-654-9860
WARREN	1501 Route 57 Washington, NJ 07882	908-689-0464

Appendix C

DIRECTORY OF NEW JERSEY INSTITUTIONS OF HIGHER EDUCATION OFFERING TEACHER EDUCATION PROGRAMS

<u>College/University</u>	<u>Address</u>	<u>Telephone Number</u>
Bloomfield College	Office of Teacher Education 467 Franklin Street Bloomfield, NJ 07003	(973) 748-9000
Caldwell College	Education Department 9 Ryerson Avenue Caldwell, NJ 07006-6195	(973) 228-4424
Centenary College	Education Department 400 Jefferson Street Hackettstown, NJ 07840	(908) 852-1400
College of Saint Elizabeth	Education Department 2 Convent Road Morristown, NJ 07960	(973) 290-4000
Fairleigh Dickinson University	School of Education 1000 River Road Teaneck, NJ 07666	(201) 692-2000
Felician College	Office of Teacher Education Rutherford Campus 223 Montross Avenue Rutherford, NJ 07070	(201) 559-3549
Georgian Court University	School of Education 900 Lakewood Avenue Lakewood, NJ 08701	(732) 364-2200
Kean University	School of Education 1000 Morris Avenue Union, NJ 07083	(908) 737-2000
Monmouth University	School of Education 400 Cedar Avenue West Long Branch, NJ 07764	(732) 571-3400
Montclair State University	College of Education & Human Services Chapin Hall 106 Upper Montclair, NJ 07043	(973) 655-5167
New Jersey City University	College of Education 2039 Kennedy Boulevard Jersey City, NJ 07305	(201) 200-3111

Princeton University	Teacher Preparation Program 201 Nassau Street Princeton, NJ 08542	(609) 258-3336
Ramapo College of New Jersey	Office of Teacher Education 505 Ramapo Valley Road Mahwah, NJ 07430	(201) 684-7626
Richard Stockton College of New Jersey	Office of Teacher Education Pomona, NJ 08240	(609) 652-4688
Rider University	School of Education College of Liberal Arts, Education & Sciences 2083 Lawrenceville Road Lawrenceville, NJ 08648	(609) 895-5155
Westminster Choir College of Rider University	Department of Music Education 101 Walnut Lane Princeton, NJ 08540-3899	(609) 921-7100
Rowan University	College of Education 201 Mullica Hill Road Glassboro, NJ 08028-1701	(609) 256-4750
Rutgers University Camden College of Arts and Sciences	Education Department 311 North 5 th Street Camden, NJ 08102	(609) 225-6051
Rutgers University Cook College	PO Box 231 Waller Hall Room 206 New Brunswick, NJ 08903	(732) 932-9164
Rutgers University Graduate School of Applied and Professional Psychology	152 Frelinghuysen Road Piscataway, NJ 08854-8085	(732) 445-5062
Rutgers University Graduate School of Education	Office of Teacher Education 10 Seminary Place New Brunswick, NJ 08903	(732) 932-7496
Rutgers University Newark College of Arts and Sciences	Department of Urban Education 110 Warren Street Bradley Hall – Room 174 Newark, NJ 07102	(973) 353-3500

Rutgers University School of Communication and Library Studies Graduate School of Library and Information Studies	4 Huntington Street New Brunswick, NJ 08901-1071	(732) 932-7917
Rutgers University School of Social Work	536 George Street New Brunswick, NJ 08901	(732) 932-7520
Saint Peter's College	Department of Education 2641 Kennedy Boulevard Jersey City, NJ 07306	(201) 915-9257
Seton Hall University	College of Education and Human Services 400 South Orange Avenue South Orange, NJ 07079	(973) 761-9394
The College of New Jersey	School of Education PO Box 7718 Ewing, NJ 08628-0718	(609) 771-2100
William Paterson University	College of Education 300 Pompton Road Wayne, NJ 07470	(973) 720-2138

Appendix D

TEST REQUIREMENT FOR CERTIFICATION IN NEW JERSEY Effective December 1, 2007

INTRODUCTION

Applicants for New Jersey licensure in subject teaching fields and elementary education must pass the appropriate PRAXIS II Subject Assessment/Specialty Area test(s). The tests are required for all applicants including those applicants who are certificated in other states. Certain teaching fields are exempt as noted on the next page.

Applicants for the Speech-language Specialist certificate must pass the Speech-language Pathology Specialty Area test. **Effective September 1, 2006 only official score reports will be accepted from Educational Testing Service for the Speech-Language Pathology test.** Coding the Department of Education (R7666) and your Social Security number precludes delay in certificate issuance.

Applicants for the Principal certificates must pass the School Leadership Series: School Leaders Licensure Assessment test (SLLA). Applicants for the School Administrator certificates must pass the School Leadership Series: School Superintendent Assessment test (SSA). These tests are part of the School Leadership Series.

It is your responsibility to register for the correct test(s). Carefully check test requirements and test code number listed on the next page to assure registration for the correct test.

PASSING SCORE

Passing scores have been raised by the State Board of Education. Applicants must achieve the current required passing score(s) for certificate issuance. Passing scores always are subject to change. A test score must meet the current passing score to satisfy the test requirement. Undergraduates must take Praxis test(s) no earlier than the senior year.

TEST SCORE SERVICE FEE

There is a test score service fee of \$20.00 per endorsement that requires a test. The test score service fee must be submitted with your **Application for Licensure** using a **money order or certified check** payable to "Commissioner of Education". Do not submit this fee to Educational Testing Service with your test registration form.

INSTRUCTIONS FOR TEST REGISTRATION

Register for Praxis II: Subject Assessment/Specialty Area tests directly through The Praxis Series. Register for the School Leadership tests through the School Leadership Series. Test registration procedures, registration form and other information are included in The Praxis Series Registration Bulletin or The School Leadership Series **Bulletin**. The bulletins are available on the Internet through the

Praxis Web Site at www.ets.org/praxis or the School Leadership Series Web Site at www.ets.org/sls. Online registration is also available.

Bulletins are available from Educational Testing Service as follows:

<p>The Praxis Series Educational Testing Service P.O. Box 6051 Princeton, NJ 08541-6051 (800) 772-9476</p>	<p>The School Leadership Series Educational Testing Service P.O. Box 6051 Princeton, NJ 08541-6051 (800) 772-9476</p>
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Scores on Praxis II: Subject Assessment/Specialty Area tests and the School Leadership Series tests taken in the State of New Jersey will automatically be sent to the New Jersey Department of Education. If you are tested in another state you must request to have your score sent to New Jersey by coding R7666 on your registration form. You must also include your Social Security number when completing your registration form and answer sheet. **Only** official score reports from Educational Testing Service are accepted for licensure. Coding the Department of Education (R7666) and your Social Security number precludes delay in certificate issuance.

NOTE:

There are additional Testing Requirements for:

World Languages ;

English as a Second Language ;

Bilingual Bicultural Education ;

Educational Interpreter ; and

Teacher of Deaf or hard of hearing with sign language proficiency .

PRAXIS: SUBJECT ASSESSMENT/ SPECIALITY AREA TESTS REQUIRED FOR LICENSURE

INSTRUCTIONAL ENDORSEMENT

Agriculture
 Art
 Bilingual/Bicultural Education*
Business Education: All Endorsements
 Elementary School Teacher K-5
 Elementary School with Specialization:
 Language Arts and Literacy (5-8)
 Elementary School with Specialization:
 Mathematics (5-8)
 Elementary School with Specialization:
 Social Studies (5-8)
 Elementary School with Specialization:
 Science (5-8)

English
 (10041)
 English as a Second Language*
 Family and Consumer Sciences: Comprehensive
 Family and Consumer Sciences:
 Child & Family Development
 Family and Consumer Sciences:
 Foods/Nutrition & Food Science
 Family and Consumer Sciences:
 Apparel, Textiles & Interiors
 French; **and** Elementary School with Specialization:
 World Languages/French (5-8)
 German; **and** Elementary School with Specialization:
 World Languages/German (5-8)
 Spanish; **and** Elementary School with Specialization:
 World Languages/Spanish (5-8)

World Languages: Other
 Health Education
 Health and Physical Education
 Industrial Arts
 Marketing Education
 Mathematics
 Military Science
 Music
 Physical Education
 Preschool through Grade 3*
 Psychology
 Reading
Science
 Biological Science**

**PRAXIS:
 SUBJECT ASSESSMENT /
 SPECIALTY AREA TESTS**

Exempt
 Art: Content Knowledge (10133)
 To Be Announced
 Business Education (10100)
 Elementary Education: Content Knowledge (10014)
 Middle School English Language Arts (10049)

Middle School Mathematics (20069)
 Middle School Social Studies (20089)
 Middle School Science (10439)

English Language, Literature, and Composition: Content Knowledge
 To Be Announced
 Family and Consumer Sciences (10121)
 Family and Consumer Sciences (10121)
 Family and Consumer Sciences (10121)
 Family and Consumer Sciences (10121)
 Family and Consumer Sciences (10121)
 French: Content Knowledge (20173)
 German: Content Knowledge (20181)
 Spanish: Content Knowledge (10191)

Exempt
 Exempt
 Health and Physical Education: Content Knowledge (20856)
 Technology Education (10050)
 Marketing Education (10561)
 Mathematics: Content Knowledge (10061)
 Exempt
 Music: Content Knowledge (10113)
 Physical Education: Content Knowledge (10091)
 Early Childhood: Content Knowledge (10022)
 Exempt
 Introduction to the Teaching of Reading (10200)

Biology: Content Knowledge (20235), and
 General Science: Content Knowledge (10435)

Chemistry**	Chemistry: Content Knowledge (20245); and General Science: Content Knowledge (10435)
Earth Science	Earth Science: Content Knowledge (20571) General Science: Content Knowledge (10435)
Physical Science**	Chemistry: Content Knowledge (20245), Physics: Content Knowledge (10265), and General Science: Content Knowledge (10435)
Physics**	Physics: Content Knowledge (10265), and General Science: Content Knowledge (10435)
Social Studies	Social Studies: Content Knowledge (10081)
Special Education	Exempt
Speech Arts and Dramatics	Speech Communication (10220) and Theatre (10640)
Technology Education	Technology Education (10050)
Theatre	Theatre (10640)
Career and Technical Education* (formerly Vocational Education)	PPST: Reading (10710), PPST: Math (10730), and PPST: Writing (20720)

***Test(s) will be required for these endorsements effective December 1, 2007. For Career and Technical Education, test(s) will be required for these endorsements if the applicant does not have a bachelor's or associate's degree.**

**** New tests for these endorsements are effective December 1, 2007.**

EDUCATIONAL SERVICES ENDORSEMENT

Speech-language Specialist

ADMINISTRATIVE ENDORSEMENT TESTS

Principal
(11010)
School Administrator
(11020)

PRAXIS SPECIALTY AREATEST

Speech-Language Pathology (20330)

SCHOOL LEADERSHIP SERIES

School Leaders Licensure Assessment (SLLA)

School Superintendents Assessment (SSA)

NOTE:

There are additional Testing Requirements for:

World Languages ;

English as a Second Language ;

Bilingual Bicultural Education ;

Educational Interpreter ; and

Teacher of Deaf or hard of hearing with sign language proficiency .

***Praxis I: Academic Skills Assessments ~ Praxis II: Subject Assessments
and The School Leadership Series***

Passing Scores Required for Certification

<u>CODE</u>	<u>TEST</u>	<u>PASSING SCORE</u>
10133	Art: Content Knowledge	150
10100	Business Education	580
10022	Early Childhood: Content Knowledge	159
10014	Elementary Education: Content Knowledge	141
10049	Middle School English Language Arts	156
20069	Middle School Mathematics	152
20089	Middle School Social Studies	158
10439	Middle School Science	145
10041	English Language, Literature, and Composition; Content Knowledge	162
10121	Family and Consumer Sciences	150
20173	French: Content Knowledge	156
20181	German: Content Knowledge	157
10191	Spanish: Content Knowledge	159
20856	Health & Physical Ed: Content Knowledge	151
10561	Marketing Education	158
10061	Mathematics: Content Knowledge	137
10113	Music: Content Knowledge	153
10091	Physical Education: Content Knowledge	148
10200	Introduction to the Teaching of Reading	560
10435	General Science: Content Knowledge	152
20235	Biology: Content Knowledge	152
20245	Chemistry: Content Knowledge	152
20571	Earth Science: Content Knowledge	153
10265	Physics: Content Knowledge	141
10710	PPST: Reading	175
10730	PPST: Math	174
20720	PPST: Writing	173
10081	Social Studies: Content Knowledge	157
10220	Speech Communication	560
10640	Theatre	570
10050	Technology Education	570
20330	Speech-Language Pathology	550
11010	School Leaders Licensure Assessment	148
11020	School Superintendent Assessment	151

Passing test scores are subject to change. Candidates are subject to the passing test score in effect at the time the application is received and eligibility is determined.

NEW JERSEY TEACHER TESTING PROGRAM

**TEST DATES, DEADLINES AND TEST FEES FOR TESTS REQUIRED FOR
CERTIFICATION IN NEW JERSEY: 2009-2010**

**IT IS IMPORTANT TO REVIEW THE INFORMATION INCLUDED IN THIS DOCUMENT
REGARDING THE TEST REQUIRED FOR THE SPECIFIC CERTIFICATE FOR WHICH YOU
ARE APPLYING, AND TO REGISTER FOR THE APPROPRIATE TEST**

PRAXIS II: SUBJECT ASSESSMENT/SPECIALITY AREA TESTS

TEST DATE	REGISTRATION DEADLINE	LATE REGISTRATION (must be received with \$45 late fee)	EMERGENCY REGISTRATION (must be completed online by date with \$75 late fee)	MONDAY CENTERS
07/25/09	06/25/09	07/02/09	07/17/09	06/11/09
09/12/09	08/13/09	08/20/09	09/04/09	07/30/09
11/14/09	10/15/09	10/22/09	11/06/09	10/01/09
01/09/10	12/10/09	12/17/09	01/01/10	11/26/09
03/13/10	02/11/10	02/18/10	03/05/10	01/28/10
04/24/10	03/25/10	04/01/10	04/16/10	03/11/10
06/12/10	05/13/10	05/20/10	06/04/10	04/29/10
07/24/10	06/24/10	07/01/10	07/16/10	06/10/10

SCHOOL LEADERSHIP SERIES TESTS

**School Leaders Licensure Assessment (SLLA)
School Superintendent Assessment (SSA)**

TEST	TEST DATE	REGISTRATION DEADLINE	LATE REGISTRATION (must be received with \$45 late fee)	EMERGENCY REGISTRATION (must be completed online by date with \$75 late fee)	MONDAY CENTERS
SLLA	09/12/09	08/13/09	08/20/09	09/04/09	07/30/09
SSA	11/14/09	10/15/09	10/22/09	11/06/08	10/01/09
SLLA	01/09/10	12/10/09	12/17/09	01/01/10	11/26/09
SSA	04/24/10	03/25/10	04/01/10	04/16/10	03/11/10
SLLA	06/12/10	05/13/10	05/20/10	06/04/10	04/29/10

TESTING FEES

- **Registration Fee:** **\$50.00**

- **School Leadership Series:**
 - School Leaders Licensure Assessment** **\$430.00**
 - School Superintendents Assessment** **\$255.00**

- **Praxis II: Subject Assessment/Specialty Area Test fees:**
 - 2-hour Multiple choice/Constructed response** **\$90.00**
 - 2-hour test** **\$80.00**
 - 1-hour test** **\$65.00**

INFORMATION ABOUT REGISTRATION, TEST CENTERS AND SCORE REPORTING IS INCLUDED IN THE BULLETIN. BULLETINS MAY BE OBTAINED AS FOLLOWS:

The Praxis Series Educational Testing Service P.O. Box 6051 Princeton, NJ 08541-6051 (800) 772-9476	The School Leadership Series Educational Testing Service P.O. Box 6051 Princeton, NJ 08541-6051 (800) 772-9476
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The bulletins are also available online at the Praxis Web Site: <http://www.ets.org/praxis> and at the School Leadership Series Web Site: <http://www.ets.org/sls>.

**CODE R7666 AND YOUR SOCIAL SECURITY NUMBER ACCURATELY TO
PRECLUDE DELAY IN CERTIFICATE ISSUANCE.**

There are additional Testing Requirements for:

World Languages ;

English as a Second Language ;

Bilingual Bicultural Education ;

Educational Interpreter ; and

Teacher of Deaf or hard of hearing with sign language proficiency.

Please see Appendix I for these additional requirements

Appendix E

NEW JERSEY'S PROVISIONAL TEACHER PROGRAM

Introduction

The Provisional Teacher Program is the school-based training and evaluation program provided to all novice teachers during the first year of teaching in New Jersey. The building principal makes a recommendation for standard certification at the completion of program requirements. Both alternate and traditionally prepared teacher candidates participate and receive support by veteran teachers in their school.

Establishing Eligibility

To be eligible for employment, the novice teacher must be a holder of a CEAS (if traditionally prepared) or CE (if alternate route).

Exhibits

- Establishing eligibility in subject fields (English, Social Studies, etc.), Elementary – See Exhibit I.
- Establishing Eligibility in Vocational/Technical Education – See Exhibit II.
- Establishing Eligibility in ESL – See Exhibit III.
- Establishing Eligibility in Bilingual/Bi-cultural Education – See Exhibit IV.
- Establishing Eligibility in Special Education – See Exhibit V.

EXHIBIT I: Establishing Eligibility in Subject Fields (English, Social Studies, etc.) and Elementary

Certificate of Eligibility (CE)	Certificate of Eligibility with Advanced Standing (CEAS)
Hold a bachelor’s degree from an accredited college or university	Hold a bachelor’s degree from an accredited college or university
<p>Candidates who graduated before September 1, 2004, achieve a GPA of 2.50</p> <p>Candidates who graduated on or after September 1, 2004 achieve:</p> <ul style="list-style-type: none"> • a GPA of 2.75; • a GPA below 2.75, but at least 2.50 and whose score on the State test of subject matter knowledge exceeds the passing score by 10% or more; -or- • a GPA of 3.50 or higher but whose score on the State test of subject matter knowledge falls below the passing score by no more than 5% 	<p>Candidates who graduated before September 1, 2004, achieve a GPA of 2.50</p> <p>Candidates who graduated on or after September 1, 2004 achieve:</p> <ul style="list-style-type: none"> • a GPA of 2.75; • a GPA below 2.75, but at least 2.50 and whose score on the State test of subject matter knowledge exceeds the passing score by 10% or more; -or- • a GPA of 3.50 or higher but whose score on the State test of subject matter knowledge falls below the passing score by no more than 5%
<p>60 credits in liberal arts or sciences for elementary and P3 CE; -or-</p> <p>A major or 30 credit coherent sequence of study in the teaching field for subject area CEs. A coherent sequence requires that at least 12 of the 30 credits are at the advanced level of study (junior, senior or graduate level).</p>	<p>60 liberal arts credits for the elementary or P-3 CEAS; -or-</p> <p>A major or 30 credit coherent sequence of study in the teaching field for subject area CEs. A coherent sequence requires that at least 12 of the 30 credits are at the advanced level of study (junior, senior or graduate level).</p>
Test requirement – A passing score in the appropriate subject matter test (Praxis II)	Test requirement – A passing score in the appropriate subject matter test (Praxis II)
	Completion of a state-approved teacher preparation program culminating in student teaching
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	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

EXHIBIT II: Establishing Eligibility in Career/Technical Education (CTE)

A. Applying for a CTE – CE Certificate Using a Bachelor’s Degree or Higher	C. Applying for a CTE – CE Using an Associate’s Degree and Employment Experience
<p>Applicants for a CTE – CE using a bachelor’s degree or higher must meet ALL of the following requirements:</p> <ul style="list-style-type: none"> • Demonstrate that the applicant completed a coherent sequence of courses in the occupational field of the endorsement for which the applicant is applying, and, • Demonstrate that the applicant meets the required GPA pursuant to N.J.A.C. 6A:9-8.1. For students graduating before September 1, 2004, the cumulative GPA must be at least 2.50 when a GPA of 4.00 equals an A grade. For students graduating on or after September 1, 2004, achieve a cumulative GPA of at least 2.75 when a GPA of 4.00 equals an A grade. • The applicant must pass an examination in physiology and hygiene, 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 locate a county office of education, visit this link: http://www.nj.gov/education/educators/license/county.htm 	<p>Applicant’s for a CTE – CE using an associate’s degree must meet ALL of the following requirements:</p> <ul style="list-style-type: none"> • Demonstrate that the applicant completed a coherent sequence of courses in the occupational field of the endorsement for which the applicant is applying, and, • Demonstrate that the applicant meets the required GPA pursuant to N.J.A.C. 6A:9-8.1. For students graduating before September 1, 2004, the cumulative GPA must be at least 2.50 when a GPA of 4.00 equals an A grade. For students graduating on or after September 1, 2004, achieve a cumulative GPA of at least 2.75 when a GPA of 4.00 equals an A grade. • The applicant must submit evidence of at least two years of employment experience (approximately 4, 000 hours) in the occupational field of the endorsement. • The employment experience must have occurred within 10 years of the CTE certificate application date; and be documented and verified by the applicant’s employer(s) on the Department of Education’s “Statement of Employment Experience” form. To obtain a copy of this form, visit this link: http://www.nj.gov/education/educators/license/forms.htm
<p>B. Applying for a CTE Certificate Using Employment Experience</p> <ul style="list-style-type: none"> • The applicant must submit evidence of at least four years of employment experience (approximately 8, 000 hours) in the occupational field of the endorsement. • The employment experience must have occurred within 10 years of the CTE certificate application date; and be documented and verified by the applicant’s employer(s) on the Department of Education’s “Statement of Employment Experience” form. To obtain a copy of this form, visit this link: http://www.nj.gov/education/educators/license/forms.htm • The applicant must pass the following three pre-professional state tests (PPST): PPST: Reading 10710, PPST: Math 10730 and PPST: Writing 20720. For information regarding the pre-professional state tests, including test schedules, see page 22 of this booklet or visit this link: http://www.nj.gov/education/educators/license/1112.pdf • The applicant must meet the physiology and hygiene requirement as outlined under ‘A’ above. 	<ul style="list-style-type: none"> • The applicant must pass an examination in physiology and hygiene, 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 locate a county office of education, visit this link: http://www.nj.gov/education/educators/license/county.htm

EXHIBIT III: Establishing Eligibility in ESL

Certificate of Eligibility (CE)	Certificate of Eligibility with Advanced Standing (CEAS)
Hold a bachelor’s degree from an accredited college or university	Hold a bachelor’s degree from an accredited college or university
<p>Candidates who graduated before September 1, 2004, achieve a GPA of 2.50</p> <p>Candidates who graduated on or after September 1, 2004 achieve:</p> <ul style="list-style-type: none"> • a GPA of 2.75; • a GPA below 2.75, but at least 2.50 and whose score on the State test of subject matter knowledge exceeds the passing score by 10% or more; -or- • a GPA of 3.50 or higher but whose score on the State test of subject matter knowledge falls below the passing score by no more than 5% 	<p>Candidates who graduated before September 1, 2004, a GPA of 2.50</p> <p>Candidates who graduated on or after September 1, 2004:</p> <ul style="list-style-type: none"> • a GPA of 2.75; • a GPA below 2.75, but at least 2.50 and whose score on the State test of subject matter knowledge exceeds the passing score by 10% or more; -or- • a GPA of 3.50 or higher but whose score on the State test of subject matter knowledge falls below the passing score by no more than 5%
Test requirement – pass an oral and written English language proficiency test	Test requirement – pass an oral and written English language proficiency test
	Completion of a state approved ESL teacher training program culminating in student teaching
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	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

EXHIBIT IV: Establishing Eligibility in Bilingual/Bi-cultural Education

Certificate of Eligibility (CE)	Certificate of Eligibility with Advanced Standing (CEAS)
Possess a CE, CEAS, or standard instructional certificate with an appropriate endorsement to the subject or grade level to be taught	Possess a CEAS, or standard instructional certificate with an appropriate endorsement to the subject or grade level to be taught
Test requirement – pass an oral and written proficiency test in both English and the target language	Test requirement — pass an oral and written proficiency test in both English and the target language
	Completion of a state approved Bilingual/Bicultural Education teacher training program culminating in student teaching

EXHIBIT V: Establishing Eligibility in Special Education

Certificate of Eligibility (CE)	Certificate of Eligibility with Advanced Standing (CEAS)
Possess a CE, CEAS, or standard instructional certificate with an appropriate endorsement to the subject or grade level to be taught	Possess a CEAS, or standard instructional certificate with an appropriate endorsement to the subject or grade level to be taught
	Completion of a state approved Special Education teacher training program culminating in student teaching

The Application Process

- Applicants enrolled in teacher education programs in New Jersey colleges must submit applications through the colleges.
- Applicants interested in the alternate route may apply online at: <http://www.nj.gov/education/educators/license/tcis>
- See Appendix B for a list of county offices of education.

The issuance of an appropriate certificate of eligibility authorizes the holder to seek and accept offers of employment and to enter into an employment contract with a public school or approved nonpublic school. When the certificate holder accepts an offer of employment, the district/school must register the employment to the Training Unit of the Office of Licensure and Credentials (609-984-6377) and request issuance of a provisional license.

The district/school has the following minimum responsibilities to a provisional teacher during the induction year:

- Register the teacher in the Provisional Teacher Program;
- Assign an experienced, mentor teacher who holds a New Jersey instructional certificate to support and assist the new teacher;
- Evaluate the new teacher three times, the last of which includes a recommendation for or against standard licensure; and
- If an alternate route teacher, monitor attendance and progress in the formal instruction component of the program.

A COMPARISON OF ALTERNATE AND TRADITIONAL ROUTE REQUIREMENTS

The following details the training, support, and evaluation required for all beginning teachers and the differences between alternate and traditional route requirements.

PROVISIONAL TEACHER HOLDING A CE – ALTERNATE ROUTE TEACHER	PROVISIONAL TEACHER HOLDING A CEAS – TRADITIONAL ROUTE TEACHER
<p>Mentoring – 20 days of full time mentoring, followed by 30 weeks of less intensive support by district personnel. The mentor must have NJ instructional certification, three years of experience, and no supervisory or evaluative role in the district/school/</p>	<p>Mentoring – 30 weeks of support by an experienced teacher who has New Jersey certification and no supervisory or evaluative role in the district/school</p>
<p>Supervision and Evaluation – by school based professionals for 34 weeks; two formative evaluations and a final, summative evaluation which includes a recommendation for or against standard certification</p>	<p>Supervision and Evaluation – by school based professionals for 30 weeks; two formative evaluations and a final, summative evaluation which includes a recommendation for or against standard certification</p>
<p>Formal Instruction</p> <ul style="list-style-type: none"> • 200 hours at a Regional Training Center or alternate route MAT program for candidates with an elementary or N-12 CE; • 13-17 credits at colleges or universities offering the specialized alternate route P-3 pedagogy for candidates with P-3 CE; • Completion of an approved New Jersey college or university program for candidates with a special education, bi-lingual/bi-cultural education, or English as a second language CE 	<p>Not applicable</p>

Provisional Teacher Program Fees

Formal Instruction

- Regional Training Center- \$1,450 for the 2008-2009 school year;
- Alternate route MAT program – tuition as charged by the college or university;
- P-3 course work – tuition as charged by the college or university; and
- For special education, English as a second language, and bilingual/bi-cultural education programs tuition as charged by the college or university.

Mentoring

- \$450 for the 20 day mentor, \$550 for the 30 week mentor (Mentoring fees may be paid by the provisional teacher or the school district).
- For alternate route candidates hired as provisional teachers on or after January 7, 2008, a one-time processing fee of \$100. This fee is due with the summative evaluation, by certified check or money order payable to “Commissioner of Education.”

Contacts

- Department of Education website www.state.nj.us/education/
- Office of Licensure and Credentials: 609-292-2070 (between 3 p.m. to 6 p.m.); except for major holidays
- Provisional Teacher Program:
 - Office Telephone – 609-984-6377
 - Office Fax – 609-984-3356

Appendix F

ADMINISTRATOR AND SAC RESIDENCY PROGRAMS

Administrator Residency Program for School Administrator, Principal, and School Business Administrator

The following seven steps summarize the sequence of events leading to standard **Principal, School Administrator, and School Business Administrator** certification (including 1-2 year residency):

1. Candidate must complete an advanced degree in one of the recognized fields of leadership or management, or in curriculum and instruction, including study area requirements. A school business administrator certificate requires either a Master's degree or a certified public accountant license.
2. Candidate must pass a written examination (Note new tests: School Leaders Licensure Assessment) for principal; and School Superintendent Assessment for school administrator). Contact ETS (www.ets.org /to register at 609-771-7395) and send scores to NJ DOE Office of Licensure and Credentials. Our test code number is R7666. Note: NO TEST FOR SBA REQUIRED.
3. Candidate must apply for Certificate of Eligibility (CE) using Application for Licensure and pay the appropriate fees.(See new fee schedule)
4. When a candidate obtains a position requiring principal certification, the district registers on WWW.NJL2L.ORG. for the 2 year residency. For school administrator, or school business administrator certification, the school district must call (609) 984-6377 or (609) 292-6378 to register the candidate into the Administrator Training Program (1 year in length) and receive the necessary registration materials.
5. The school district must send a Statement of Assurance of Position and Standard Residency Agreement to Coordinator Administrative Training, Office of Licensure and Credentials, Box 500, Trenton , NJ 08625-0500 to initiate the residency period.
6. When a mentor is assigned, a Training Program is developed by the district, the mentor, and candidate, subject to Department of Education approval. A provisional certificate, which expires after two years is then issued to the candidate.
7. Upon satisfactory completion of the residency (candidate is evaluated formatively three-five times), and recommendation of the mentor, the State Board of Examiners may issue a standard certificate.

APPENDIX F (continued)

SUBSTANCE AWARENESS COORDINATOR (SAC) RESIDENCY PROGRAM

The following five steps summarize the sequence of events leading to a standard certificate as a **Substance Awareness Coordinator**.

1. Candidate must apply for a SAC Certificate of Eligibility (CE) by following the steps in N.J.A.C. 6A:9-13.2(b) 1, 2, or 3. This can be found on the DOE Website, drop down to Administrative Code to Chapter 9: Professional Licensure and Standards to subsection 13.2.

-OR-

Candidate must apply for SAC Certificate of Eligibility with Advanced Standing Advanced (CEAS) by completing 21-27 graduate requirements semester hour credits (See N.J.A.C.6A: 9-13.2(c)i.....ix.).

2. Upon obtaining a position as a SAC, the candidate's school district must call (609) 292-6378 to register the candidate into the SAC Residency Program. A registration packet will be forwarded to the district.
3. The school district must complete the following documents and submit them to the New Jersey Department of Education, Office of Licensure and Credentials, Box 500 Trenton, NJ 08625
 - Statement of Assurance of SAC Position
 - Substance Awareness Coordinator Residency Agreement
 - Employment contract specifying candidate's position as a SAC
 - \$50 money order from candidate for the provisional certificate (expires after two years)
 - Resume of residency supervisor
4. At the end of the 6 month residency (full-time SAC) or 12 month residency (part-time SAC) the residency supervisor submits the three page evaluation recommending SAC certification. The State Board of Examiners may then issue the standard SAC certificate.
5. Note those SAC's not possessing a CEAS need to complete the 21-27 hours in code, see 6A: 9-13.2 (c) 2.

APPENDIX G

School Library Media Specialist (SLMS) Associate School Library Media Specialist (ASLMS)

Residency Programs

In accordance with N.J.A.C. 6A:9-13.14 and N.J.A.C. 6A:9-13.15, the School Library Media Specialist (SLMS) and Associate School Library Media Specialist (ASLMS) are authorized to complete the following functions:

- deliver instruction in information literacy skills;
- develop and coordinate school library media programs and resources; and
- deliver instruction in the evaluation, selection, organization, distribution, creation and utilization of school library media.

THE THREE-TIER CERTIFICATION PROCESS

A three-tier certification process for SLMS and ASLMS includes:

1. Issuance of a SLMS or ASLMS **Certificate of Eligibility (CE)** or **Certificate of Eligibility with Advanced Standing (CEAS)** giving the candidate the right to seek and accept offers of employment.
 - Candidates who meet the degree and library media coursework requirements for this certificate are eligible for the Certificate of Eligibility (CE).
 - Candidates who meet the degree, library media coursework **and** instructional coursework requirements for this certificate are eligible to receive a Certificate of Eligibility with Advanced Standing (CEAS).
2. Issuance of a SLMS or ASLMS **provisional** certificate upon being hired by a district and, thereby, legalizing employment.
 - Under provisional licensure the holder of a CE or CEAS must complete all requirements of a residency including:
 1. Assignment to a residency supervisor;
 2. When possible, mentorship by a trained associate of the New Jersey Association of School Librarians as a professional courtesy of membership in this organization; and
 3. Recommendation for standard certification by appropriate district personnel.
 - Holders of the CE who complete the residency requirement under provisional certification are not eligible for standard certificate issuance until they successfully complete the coursework requirements for this license, including the nine (9) credit study in pedagogy and any outstanding specialized school library media study.
3. Issuance of a **standard** SLMS or ASLMS certificate upon successful completion of a one year residency program.

THE RESIDENCY PROGRAM

Should a district hire a candidate who is a holder of a SLMS or ASLMS CE or CEAS, the following steps should be followed:

STEP 1: Registration

A school or district must register a holder of a SLMS or ASLMS CE or CEAS using the registration form provided to districts. The form may be forwarded by fax to the Training Unit of the Office of Licensure and Credentials at 609-984-3356.

APPENDIX G (continued)

Please note:

- No residency program may be undertaken without a valid state-approved agreement.
- The residency may be completed in either a public school district or approved non-public school.
- The residency may be full-time or half-time. **The assignment may not be less than half-time.** Candidates with half-time appointments must extend the residency to two years.
- The candidate must be gainfully employed by a school district/approved private school.

STEP 2: The Residency

The major components of the residency experience for SLMS and ASLMS candidates include:

1. The supervision and final evaluation of a candidate during the provisional year by a certified school administrator, principal or supervisor culminating in a recommendation for standard certification, and
 - Supervision includes assuring that a candidate receives appropriate training, support and experiences including professional guidance in the delivery of instruction in information literacy skills and the development and coordination of a school library media program and resources. In addition, the residency includes the delivery of instruction in the evaluation, selection, organization, distribution, creation and utilization of school library media.
 - The final evaluation form and recommendation regarding licensure must be submitted to the Office of Licensure and Credentials at the end of the residency program. For holders of a CE who must complete additional coursework (see “Formal Instruction for Holders of a CE” below), a college/university verification of program completion and/or transcripts must accompany the evaluation.
2. Where possible, the mentoring of a candidate by a veteran professional peer from the New Jersey Association of School Librarians, and
 - As a benefit of membership in its organization, the New Jersey Association of School Librarians will provide mentoring to all “novice” provisional SLMS and ASLMS candidates who are members of the association. A comprehensive mentoring handbook has been developed by this association for mentors assigned to a holder of a SLMS and ASLMS CE or CEAS and provides guidance to the novice school librarian in the first year as a professional in the field.
3. Formal instruction for holders of a CE.
 - Formal instruction for holders of a CE in order to be recommended for standard licensure include:
 1. Graduate study in school library media topics not included in a candidate’s library media master’s program. A candidate’s evaluation of credentials will indicate the study to be completed; and
 2. A minimum of nine semester hour credits in educational theory, curriculum design and integrating teaching methodologies, student/learning development and behavior management by an approved college or university provider.

Should you have further questions or concerns, please contact Judith A. Cifone, manager of the Office of Licensure and Credentials for further information at 609-984-6377.

APPENDIX H

ENDORSEMENTS

Instructional Endorsements

Agriculture
Art
Bilingual/Bicultural Education

Business Education

Comprehensive Business Education
Accounting
Business-Related Computer Applications and Information Technology
Finance/Economics/Law
Marketing Education
Office Administration/Office Systems Technology
Keyboarding and Data Entry

Dance
Driver Education
Elementary Education

Elementary School w/Subject Matter

Specialization (Middle School)

Mathematics
Science
Social Studies
Language/Arts/Literacy
World Languages (Specific Language)

English
English as a Second Language

Family and Consumer Sciences:

Comprehensive
Child and Family Development
Foods/Nutrition & Food Sciences
Apparel, Textiles, & Interiors

Health Education
Health and Physical Education
Industrial Arts
Mathematics
Military Science (**not available through the Provisional teacher program**)

Music
Physical Education
Preschool through Grade 3
Psychology
Reading

Science

Biological Science
Earth Science
Physical Science
Chemistry
Physics

Social Studies

Instructional Endorsements (cont.)

Special Education

Blind or Visually Impaired
Deaf or Hard of Hearing for Oral/Aural Communication
Deaf or Hard of Hearing for Sign Language Communication
Students with Disabilities

Speech Arts and Dramatics
Swimming and Water Safety
Technology Education
Theater

World Language(s)

American Sign Language
Arabic
Chinese
French
German
Greek
Hebrew
Italian
Japanese
Latin
Portuguese
Russian
Spanish
Other World Languages

Career and Technical Education Endorsements:

Agriculture
Accounting
Adult Care Services
Agricultural Sales and Service
Agricultural Technology
Air Conditioning and Refrigeration
Aircraft Technology
Animal Husbandry
Apparel and Textile Management
Apparel and Textile Production
Apparel and Textile Services
Assembly Machine Operators
Audio Technology
Audio/Visual Broadcast Production Technology
Audio/Visual Equipment Repair
Automotive Technology
Baking
Brick and Stone Masonry/Tile setting
Building Maintenance
Cabinet Making/Millwork
Carpentry
Chemical Technology

Career and Technical Education Endorsements (cont.):

Collision Repair Technology
Commercial Art
Commercial Photography
Comprehensive Business Education
Computer Integrated Manufacturing Systems
Computer Network Systems
Computer Science Technology
Computer Service Technicians
Computer Systems Engineering
Construction Technology
Cosmetology/Hair Styling
Crop Production
Culinary Arts
Custodial Training
Data Management
Dental Assisting
Dental Office Management
Desktop Publishing
Diesel Mechanics
Distribution and Logistical Services
Drafting and Design Technology
Electrical Technology
Electrical Trades
Electrolysis
Electronic Technology
Emergency Medical Technicians
Engineering Technology
Environmental Technology
Estheticians
Finance/Economics
Fire Science
Food Management/Marketing
Food Market Careers
Food Processing and Technology
Food Production
Graphic Design
Greenhouse Management
Health Fitness
Health Occupations
Heating and Ventilation
Heating, Ventilation, Air Conditioning and Refrigeration
Heavy Duty Equipment Technology
Highway Technology
Hospitality and Tourism Management
Human Development & Child Care Services
Information, Support and Services
Instrumentation Technology
Interactive Media
Internet and Online Technology

APPENDIX H (continued)

ENDORSEMENTS

Career and Technical Education Endorsements (cont.)

Laboratory Technology
Landscaping
Laundering, Cleaning and Pressing
Law Enforcement
Legal Assisting
Machine Shop
Maintenance Mechanics
Marine Sciences
Marine Trades Technology
Marketing Education
Massage Therapy
Medical Assisting
Medical Laboratory Technicians
Medical Office Management
Medical Records Technology
Meeting Planners
Metallurgical Technology
Millwrights
Nail Technicians
Natural Resource Occupations
Nursery Management
Nursing Assistants
Office Administration/Office Systems
Technology
Ophthalmic Medical Assisting
Optical Technicians
Painting and Decorating
Phlebotomist/Venipuncture Technicians
Plumbing and Pipefitting
Power Plant Technology
Printing
Recreation
Sheet Metal
Small Engine Technology
Stationary Engineering
Surgical Technicians
Telecommunications Technology Visual Arts
Television Broadcasting
Tool and Die Making
Transportation and Travel Marketing
Travel and Tourism
Turf Management
Upholstering
Vehicles and Petroleum Marketing
Veterinary Technician
Visual Arts

Administrative Endorsements

Principal
School Administrator
School Business Administrator
Supervisor

Vocational Arts/Dance
Vocational Arts/Electronic Music
Vocational Arts/Instrumental Music
Vocational Arts/Theater
Vocational Arts/Vocal Music
Water/Waste Water Management
Welding

Educational Services Endorsements

Associate School Library Media Specialist
Cooperative Education Coordinator
Cooperative Education Coordinator–Hazardous
Occupations
County Apprenticeship Coordinator
Educational Interpreter
Director of School Counseling Services
School Library Media Specialist
Learning Disabilities Teacher-Consultant
Reading Specialist
School Nurse
School Nurse/non-instructional
School Occupational Therapist
School Orientation and Mobility Specialist
School Physical Therapist
School Psychologist
School Social Worker
School Athletic Trainer
School Counselor
Speech-Language Specialist
Substance Awareness Coordinator

Note: All endorsements issued are for grade levels nursery through Grade 12 (N-12) with the exception of the Elementary School Teacher endorsement which allows teaching in Kindergarten through Grade 5 (K-5), Elementary Schools with Subject Matter Specialization which allows teaching in Grades 5 – 8, and Preschool through Grade 3 which allows teaching in Grades P – 3.

APPENDIX I

Additional Requirements for:

World Languages;

English as a Second Language;

Bilingual Bicultural Education;

Educational Interpreter; and

Teacher of Deaf or hard of hearing with sign language proficiency.

World Languages

World Languages candidates must **complete a minimum of three semester-hour credits** in second language acquisition theory and related methodologies offered by a regionally accredited four-year college or university within 12 months of initial assignment. **For a list of approved methodologies courses**, please see:

<http://www.state.nj.us/njded/aps/cccs/wl/courses.htm>

In addition to passing the appropriate Praxis test, linguistic competency in the designated world language must be demonstrated on a Department-approved, nationally recognized test of oral language proficiency for spoken language, reading/writing proficiency for classical languages or receptive/expressive proficiency for American Sign Language. For most spoken world languages, **a score of “Advanced Low”** or higher is required on the ACTFL Oral Proficiency Interview (OPI). Please see the excerpt below for further clarification on the proficiency assessment policies related to world languages:

The ability of teachers to communicate at high levels of proficiency is an important factor in effectively implementing the world languages standards. With the adoption of the new licensing code in December 2003, candidates for teacher certification in world languages are required to demonstrate oral proficiency at the Advanced-Low proficiency level according to the American Council on the Teaching of Foreign Languages ACTFL Proficiency Guidelines-Speaking.

Since that time, we have received requests by teacher candidates seeking certification in less commonly taught languages, specifically languages with characters (i.e., Chinese), asking that the Intermediate-High proficiency level be accepted to meet the oral testing requirement. In pursuing this matter with experts in the field, we can report the following:

- *The expected level of proficiency for teacher candidates is contingent on the specific target language as well as the native language.*
- *For the majority of teacher candidates, the native language is English.*

- *According to research done by the Foreign Service Institute (FSI), when English is the native language, it takes more time to develop a specific level of oral proficiency in certain target languages than in others; i.e., it takes more time to develop fluency in a language such as Chinese than it does in a language such as Spanish or French.*
- *Therefore, candidates who teach languages such as French, German, Hebrew, Italian, Portuguese, Russian and Spanish (Group I, II and III languages on the FSI scale) must be able to speak at a minimum level of Advanced-Low as defined in the ACTFL Proficiency Guidelines-Speaking (1999).*
- *However, it is acceptable for candidates who teach Arabic, Chinese, Japanese and Korean (Group IV languages on the FSI scale) to be able to demonstrate proficiency in speaking at a minimum level of Intermediate-High as defined by the ACTFL Proficiency Guidelines-Speaking.*

In consideration of the research from language acquisition experts at the FSI that is supported in the American Council on the Teaching of Foreign Languages ACTFL Program Standards for the Preparation of Foreign Language Teachers (2002), a policy change is warranted. Effective immediately, candidates for teaching certificates in Group IV languages that use characters, will be required to attain a minimum score of Intermediate-High to satisfy the oral testing requirement for teacher certification in world languages.

For information on the oral proficiency testing, known as the ACTFL Oral Proficiency Interview, contact Language Testing International at (914) 963-7110.

For information about the Latin proficiency test, please see http://www.state.nj.us/njded/aps/cccs/wl/latin_test.htm

For information on receptive/expressive proficiency for American Sign Language, the test is the Sign Communication Proficiency Interview (SCPI). This test is available at the Lexington Center for the Deaf. This organization maintains a Northeast Satellite office in Morristown, New Jersey, as well as their headquarters in Jackson Heights, New York. Additional information is available at <http://www.lexnyc.com/>.

ESL and Bilingual

For **ESL**, both oral and written proficiency in English are required. For information on the ACTFL Oral Proficiency Interview and the Writing Proficiency Test, contact Language Testing International at (914) 963-7110.

For **Bilingual**, both oral and written proficiency in English and the target language are required. For information on the ACTFL Oral Proficiency Interview and the Writing Proficiency Test, contact Language Testing International at (914) 963-7110.

Educational Interpreter

For the **Educational Interpreter** endorsement, complete the Educational Interpreter Performance Assessment (EIPA) with a minimum score of three. The EIPA is available at the Educational Interpreter Professional Development Centers:

Union County Community College 232 East 2nd Avenue
Plainfield, NJ 07016
Phone: (908) 791-4935 TTY: (908) 412-0294
E-mail: clwilliams@ucc.edu
Coordinator: Ms. Cynthia Williams

Camden County Community College
P.O. Box 200
Blackwood, NJ 08012
Phone: (856) 227-7200 ext 4120 TTY: Same
E-mail: jlcohen@camdencc.edu
Coordinator: Ms. Joan Cohen

Teacher of Deaf or hard of hearing with sign language communication

For the **Teacher of Deaf or hard of hearing with sign language communication** endorsement, achieve an intermediate or higher score on the Sign Communication Proficiency Interview (SCPI). This test is available at the Lexington Center for the Deaf. This organization maintains a Northeast Satellite office in Morristown, New Jersey, as well as their headquarters in Jackson Heights, New York. Additional information is available at <http://www.lexnyc.com>

APPENDIX - J

APPLICANT CHECKLIST

This checklist has been designed as an aid to facilitate applying for state certification. Depending on whether you apply for a new certificate, a duplicate, or a name change to an existing certificate, you will be required to complete the processes indicated and/or provide the required attachments to your application.

For New Certificate:

- ___ Submit check/money order with correct fee payable to “Commissioner of Education” (if payment mode is not credit card).
- ___ Verification of Program Completion, if applicable ([Click here to download](#)). Also, see [Guidelines for Verification of Program Completion form](#)
- ___ Copy of out-of-state certificates (if any).
- ___ Original letter on school district letterhead signed by an appropriate school district official, documenting your years of full-time teaching or administrative experience, if applicable. The letter should include your full or part-time status, specific assignment and dates of employment. [See Guidelines for Letters of Employment Experience](#).
- ___ Official college transcript(s) sent with degree conferral and grade point average (GPA) listed on the transcript.
- ___ If your academic studies were completed in another country, submit a credentials evaluation from an approved evaluation service that includes degree equivalency, semester-hour equivalent of each area of college-level study, and the cumulative baccalaureate and advanced degree GPAs. Please note that it is department policy not to distribute a list of vendors who can provide this service. [Click here for additional information](#).
- ___ Signed and notarized Oath of Allegiance/Verification of Accuracy Statement for United States citizens ([Click here to download](#)).
- ___ Signed and notarized [Non-citizen Oath of Allegiance/Verification of Accuracy Statement](#) and [Affidavit of Intent to Become a Citizen](#) for non-citizens.
- ___ Take any applicable Praxis II: Subject Assessment/Specialty Area test(s). Test registration procedures, registration form and other information are available through the Praxis Web Site at www.ets.org/praxis or the School Leadership Series Web Site at www.ets.org/sls. Online registration is also available.
- ___ **Physiology and Hygiene:** Applicants applying for instructional certification must pass an examination in physiology and hygiene, 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.

APPENDIX - J (continued)

APPLICANT CHECKLIST (continued)

Please be advised that there is a test requirement for most instructional endorsements, for the Speech-language Specialist endorsement and for the Principal and School Administrator endorsements. No certificates can be issued without a passing score on the required test. Candidates must meet the score in effect at the time of application and determination of certificate eligibility. Scores are subject to change without notice. It is the candidate's responsibility to review the [testing requirements](#) information available on the NJDOE website.

For a duplicate certificate:

___ Check/money order with correct fee payable to "Commissioner of Education" (if payment mode is not credit card).

___ Duplicate Request Form and Notarized statement of loss ([Click here to download](#)).

___ Signed and notarized Oath of Allegiance/Verification of Accuracy Statement ([Click here to download](#))

For a name change on the certificate:

___ Check/money order with correct fee payable to "Commissioner of Education" (if payment mode is not credit card).

___ Name Change Request Form ([Click here to download](#))

___ Signed and notarized Oath of Allegiance/Verification of Accuracy Statement ([Click here to download](#)).