



State of New Jersey  
DEPARTMENT OF EDUCATION  
PO Box 500  
TRENTON, NJ 08625-0500

CHRIS CHRISTIE  
*Governor*

KIM GUADAGNO  
*Lt. Governor*

CHRISTOPHER D. CERF  
*Commissioner*

August 27, 2012

TO: Chief School Administrators  
Charter School Lead Persons

ROUTE TO: School/District Contact Person

FROM: Robert R. Higgins, Ph.D., Director  
Office of Certification and Induction

SUBJECT: Provisional Teacher Program – 2012-2013

Since its inception in 1985, the Provisional Teacher Program (PTP) has been a critical influence on novice teachers and the districts they serve. During the 2011–2012 school year more than 1,200 alternate route and 4,700 traditional route candidates were registered in the program. Moreover, approximately 32,000 alternate route and 68,000 traditional route teachers have been recommended for standard licensure over the life of the program. Your efforts to support novice teachers in the pivotal first year of teaching through quality mentoring and induction programs have contributed to the growth and success of the program.

For your reference, the following information and attachments will provide details of the Provisional Teacher Program for the 2012-2013 academic year. See **Attachment A** for an overview of the two components of the Provisional Teacher Program.

### **CANDIDATE REGISTRATION FORM(S) AND INSTRUCTIONS**

Holders of Certificates of Eligibility (CE - alternate route teachers) or Certificates of Eligibility with Advanced Standing (CEAS - traditional route teachers) who are employed by a public school must be registered in the Provisional Teacher Program. Registration and application for the provisional license will be accomplished by faxing the Registration Application/Statement of Assurance to **609-984-3356**. This number has been assigned **exclusively** for the registration of both traditional and alternate route candidates.

School districts must verify enrollment of alternate route Teacher of Students with Disabilities (TOSD), Bilingual, English as a Second Language (ESL) and Pre-school through Grade 3 (P-3) candidates in a New Jersey college or university program in order for a provisional

certificate to be issued. A Verification of Enrollment form should be faxed with the registration form.

## PROVISIONAL TEACHER PROGRAM FORMS

Provisional Teacher Program forms and information are available for download at <http://www.nj.gov/education/educators/license/ptp/>. This is a password protected site exclusively for the use of school districts. To login, the username will be **ptpforms** and the password will be **district123**. All candidates will be registered using the form available online. **Please discard any old registration forms you may have used previously. We will not process registrations faxed on discontinued forms.**

## MENTORING

All **novice** teachers who hold a Certificate of Eligibility with Advanced Standing or a Certificate of Eligibility and are registered in the Provisional Teacher Program must be mentored in accordance with state regulations. Moreover, all fees associated with providing mentoring services must continue to be satisfied.

**Novice** teachers who hold TOSD CEs are required to be enrolled in the Provisional Teacher Program. Additionally, **novice** teachers who hold the Teacher of the Handicapped standard certificate must be mentored, although **they are not required to be registered** in the Provisional Teacher Program. All special education teachers who are required to be mentored must pay the mentoring fees.

Experienced teachers who hold standard New Jersey certificates and are hired as holders of CEs must be registered in the PTP but do not need to be mentored. For example, a holder of a standard Teacher of Elementary School certificate and a CE for TOSD is registered in the PTP, works under a provisional certificate while completing the TOSD pedagogy, and applies for a standard certificate when the alternate route TOSD formal instruction is completed.

Licensing regulations that were approved on January 7, 2008, removed the language that referred to the requirement of a “20 day mentor” for alternate route novice teachers at the beginning of their employment as provisional teachers. However, the requirement for mentoring alternate route teachers for 34 weeks, as opposed to 30 weeks for traditionally prepared teachers, is still in state regulations, as is the requirement for providing intensive mentoring to alternate route teachers during their initial weeks of employment.

District mentor plans for 2008 – 2011 that were approved by executive county superintendents in August 2008 included plans for providing intensive mentoring to all alternate route teachers at the beginning of their employment if they had not completed an approved pre-service clinical experience. Therefore, districts should be following their approved plans in this regard. Note that existing plans will continue to be used for the 2012-2013 school year.

Mentor fees have not been changed. The fee for the intensive initial mentoring for alternate route teachers is \$450. The fee for the 30 week mentor is \$550. Regulations require

that candidates pay their mentors. Districts may choose to pay the mentor fees for their novice teachers.

## **SPECIAL EDUCATION AND BILINGUAL/BICULTURAL CERTIFICATES**

Pursuant to N.J.A.C. 6A:9-11, the teachers of students with disabilities and teachers of bilingual/bicultural education must hold an instructional certificate appropriate to the subject or grade level to be taught. The subject to be taught and the level of instruction will determine the instructional certificate required for the teacher's assignment. For example, if a TOSD teacher is assigned to teach high school mathematics, the teacher is required to hold the Teacher of Mathematics certificate. Similarly, a bilingual/bicultural teacher assigned to teach high school mathematics is required to hold the Teacher of Mathematics certificate.

The requirements for completion of the Provisional Teacher Program by each novice teacher will depend on the certificates that the teacher holds. A teacher who holds a CE in both TOSD and the instructional area or grade level to be taught is an alternate route teacher in both areas. During the first year of teaching, the teacher will complete four weeks of initial intensive mentoring, and continue being mentored during the remainder of the year while being supervised and evaluated in the district. We suggest that the standards-based pedagogy provided at the regional training centers throughout the state be completed during the first year as well. To obtain the standard TOSD certificate, the teacher must enroll in and complete the required pedagogy through an approved **New Jersey** college program. At the successful conclusion of the first year of teaching and the standards-based pedagogy, the teacher would be eligible for recommendation for the standard subject area or grade level certificate. Upon completion of the TOSD program, the candidate submits an **online application** for the standard certificate and mails an original letter of program completion and an official transcript from the college or university to the Office of Licensure and Credentials.

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

Teachers who hold the Teacher of the Handicapped certificate are not required to obtain an instructional certificate appropriate to the grade level or area to be taught or enroll in the PTP. However, they must meet the "highly qualified" requirements to teach the subject or grade level and, as novice teachers, they must be mentored.

## **CAREER AND TECHNOLOGY EDUCATION (CTE) CERTIFICATES OF ELIGIBILITY**

Alternate route vocational candidates must hold a Certificate of Eligibility prior to being registered in the Provisional Teacher Program. If there is a need to have work experience evaluated, the regular expedite process established by the Office of Licensure and Credentials and in conjunction with the County Superintendent Offices may be followed.

### **FORMAL INSTRUCTION FOR ALTERNATE ROUTE PROVISIONAL TEACHERS** **[Attachments B & C]**

Holders of CEs are required to complete formal instruction in the essential pedagogy required for the preparation of a novice teacher. Satisfactory completion of required formal instruction must be carefully considered with on the job performance when a building principal makes a final recommendation for standard certification.

Requirements for completion of formal instruction vary depending on the certificate sought:

- **Instructional area and elementary candidates** attend 200 hours of instruction at a regional training center or in an approved college-based alternate route program. A list of regional training sites and approved New Jersey college-based alternate route programs is attached.
- In addition to the above, **holders of the Teacher of Elementary School, K-5**, CE who are hired by school districts after October 30, 2009, must complete 45 hours of study in teaching language arts/literacy at the K-5 level, and 45 hours of study in teaching mathematics at the K-5 level. Exceptions include completion of equivalent coursework or teaching the subject for a full year prior to entering the Provisional Teacher Program. A list of approved elementary language arts/literacy and math programs is available at the following link <http://www.nj.gov/education/educators/license/advisories/applicant.htm>.
- **Career and technical education candidates** must complete 200 hours of instruction at a state approved career and technical education professional education center. **The New Jersey CTE Alternate Route Teacher Program began operating in January 2011. Information may be found at <http://www.brookdalecc.edu/pages/4239.asp>** A list of CTE endorsements may be found at <http://www.state.nj.us/education/educators/license/cte/endorsements.htm>
- **Preschool through grade three candidates** attend approved New Jersey college or university alternate route P-3 programs of at least 13 credits. A list of P-3 program providers is attached.

- **English as a Second Language (ESL) candidates** attend both 200 hours of instruction at a regional training center and complete an approved New Jersey college or university ESL program of at least 15 credits. A list of ESL program providers is attached.
- **Bilingual/bicultural** candidates who have a CE in their instructional area attend both 200 hours of instruction at a regional training center and complete an approved New Jersey college or university bilingual/bicultural program of at least 12 credits. A list of bilingual program providers is attached.
- **Bilingual/bicultural candidates** who have a CEAS in their instructional area complete an approved New Jersey college or university bilingual/bicultural program.
- **Students with disabilities candidates** who have a CE in their instructional area attend both 200 hours of instruction at a regional training center and complete an approved New Jersey college or university students with disabilities program of at least 21 credits. A list of TOSD program providers is attached.
- **Students with disabilities candidates** who have a CEAS in their instructional area complete an approved New Jersey college or university students with disabilities program.
- **Candidates holding a World Language Certificate of Eligibility** must complete at least three credits in second language acquisition theory and related methodologies within 12 months of initial assignment. A standard certificate may not be issued prior to completion of this requirement. A list of approved courses is available at <http://www.state.nj.us/education/aps/cccs/wl/courses.htm>.

## **REGIONAL TRAINING CENTERS FOR THE 2012-2013 ACADEMIC YEAR**

**The 200 hours of formal instruction at regional training centers is offered in three phases: Phases 1 (80 hours), Phases 2 and 3 (60 hours each).** A list of each center's general location is attached in order to select an appropriate site when registering an alternate route candidate in the program. Candidates will be assigned to the closest available site and **a schedule and directions will be emailed** to the district contact person. Please provide first, second and third choices for regional training sites for alternate route teachers.

Please note that P-3, ESL, bilingual-bicultural, and TOSD candidates do not register for regional training center classes; rather, they must enroll in approved New Jersey college/university programs. A list of college/university programs is attached.

## VERIFICATION OF COMPLETION OF FORMAL INSTRUCTION

Completion of formal instruction for alternate route teachers is verified by providers or candidates directly to districts or schools in order that administrators may complete PTP summative evaluations for candidates.

- Regional training centers send reports for each phase of instruction to principals and candidates (and to the PTP Office).
- New Pathways to Teaching in New Jersey provides reports for each stage of instruction to candidates and principals (and to the PTP Office).
- Providers of the 45 hour mathematics and language arts/literacy classes for elementary K-5 teachers send reports to candidates and principals (and to the PTP Office).
- Candidates for the elementary K-5 certificate who are using an equivalent college/university course to satisfy the math and language arts requirement must submit a transcript showing completion of the course and a course description.
- Candidates for the elementary K-5 certificate who are using a year of teaching experience to satisfy the math and language arts requirement must submit a letter signed by the principal/director of the school in which the experience took place. The letter must include the **dates of employment and specify the subject and grade level taught**. The experience must have been completed prior to entrance into the PTP.
- College or university programs, including MAT, P-3, ESL, bilingual-bicultural, and TOSD programs, provide original letters of program completion. The letter should be attached to the summative evaluation along with an official transcript (where applicable) when it is sent to the PTP Office by the district.

Recommendations for certification should consider the successful completion of all phases of instruction or all aspects of a college-based program before submission of the summative evaluation.

## PROVISIONAL TEACHER PROGRAM FEES

### Formal Instruction

- Regional Training Center- \$1,450 for the 2012-2013 school year
- College based alternate route programs, including New Pathways, MAT, P-3, ESL, bilingual-bicultural, and TOSD programs – tuition as charged by the college or university

## Mentoring

- \$450 for the four week or intensive mentor
- \$550 for the 30 week mentor.

Mentoring fees must be paid by the provisional teacher or the school district.

## Administrative Fee – Alternate Route Applications for Standard

As of January 7, 2008, a \$100 administrative fee for alternate route candidates finishing their training center or approved program work was instituted by the State Board of Education. **Please note that this fee will apply only to alternate route candidates who are hired and registered in the Provisional Teacher program on or after January 7, 2008. When these candidates finish all aspects of the alternate route, including training center or college program study, they will be charged this fee. This fee applies only to the application for the initial standard certificate.** The fee may now be paid online when the candidate is filing the application for a standard certificate.

Should you have further questions or need assistance, please contact Betty Sue Zellner, the coordinator of the Provisional Teacher Program at (609)984-6377 or by FAX at (609)984-3356. Thank you for your continued participation and cooperation.

*RRH/JAC/BSZ*

### *Attachments*

c: Members, State Board of Education  
Christopher D. Cerf, Commissioner  
Senior Staff  
Cathy Pine  
Judith A. Cifone  
Betty Sue Zellner  
Executive County Superintendents  
Members, NJ LEE Group  
Garden State Coalition of Schools  
Deans, Teacher Preparation Programs

Attachment A

**A COMPARISON OF ALTERNATE AND TRADITIONAL ROUTE REQUIREMENTS:**

| <b>PROVISIONAL TEACHER HOLDING<br/>A CE – ALTERNATE ROUTE<br/>TEACHER</b>   | <b>PROVISIONAL TEACHER<br/>HOLDING A CEAS – TRADITIONAL ROUTE<br/>TEACHER</b>   |
|---|---|
| <b>Mentoring</b> – four weeks of intensive 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. The mentor must be actively teaching in the district.   | <b>Mentoring</b> – 30 weeks of 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. The mentor must be actively teaching in the district. |
| <b>Supervision and Evaluation</b> – by school based professionals for 34 weeks; two formative evaluations and a final, summative evaluation which includes a recommendation for or denial of standard certification.  | <b>Supervision and Evaluation</b> – by school based professionals for 30 weeks; two formative evaluations and a final, summative evaluation which includes a recommendation for or denial of standard certification   |
| <p><b>Formal Instruction</b><br/>Candidates with an elementary, ESL or instructional area CE: 200 hours at a Regional Training Center or college-based alternate route program;</p> <p>*Elementary K-5 candidates hired on or after October 31, 2009: 45 hours of study in the teaching of language arts/literacy and 45 hours of study in the teaching of mathematics;</p> <p>*P-3 candidates: 13-17 credits at colleges or universities offering the specialized alternate route P-3 pedagogy;</p> <p>*TOSD, bilingual/bicultural education, or ESL candidates: completion of an approved college or university alternate route program;</p> <p>*Career and technical education candidates hired on or after February 1, 2010: 200 hours of instruction at a state approved career and technical education professional education center.</p> <p>*World language candidates: 3 credits in language acquisition methodologies.</p> | <b>Not applicable</b>   |



**PROVISIONAL TEACHER PROGRAM - REGIONAL TRAINING CENTERS**  
**Tentative List for 2012 - 2013**

| <b><u>LOCATION</u></b> | <b><u>RTC</u></b>  |
|------------------------|--|
| <b>NORTHEAST</b>       | <b>Kearny<br/>Montclair<br/>Jersey City<br/>Elizabeth<br/>Newark<br/>Paterson<br/>Hackensack</b> |
| <b>NORTH CENTRAL</b>   | <b>Pequannock<br/>MUJC-New Providence</b>  |
| <b>CENTRAL</b>         | <b>Trenton<br/>Sayreville<br/>Somerset<br/>Long Branch<br/>North Plainfield</b>                  |
| <b>SOUTHWEST</b>       | <b>Blackwood<br/>Gloucester City<br/>West Deptford<br/>Glassboro<br/>Millville</b>               |
| <b>SOUTHEAST</b>       | <b>Toms River<br/>Stockton Campus</b>  |

Attachment C

**College-based Alternate Route Programs**

Drew University Urban Fellows Alternate Route Programs  
Fairleigh Dickinson University Alternate Route MAT  
Kean University Alternate Route Program  
New Jersey City University New Pathways to Teaching in New Jersey  
New Jersey City University World Languages Alternate Route  
Rutgers University Alternate Route Center for World Language Teachers  
William Paterson University/Kean University New Vistas Program

**Alternate Route Programs with Pre-Service Requirements**

New Jersey City University New Pathways to Teaching in New Jersey  
Relay Graduate School of Education  
Teach for America

**P-3 Specialized Alternate Route Programs**

Bloomfield College  
Caldwell College  
Kean University  
Monmouth University  
Montclair State University  
New Jersey City University  
Richard Stockton College  
Rider University  
Rutgers University Camden  
The College of New Jersey  
William Paterson University

**Bilingual/Bicultural Approved Programs**

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

**ESL Approved Programs**

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

The College of New Jersey  
William Paterson University

**Approved Special Education Programs**

Bloomfield College  
Caldwell College  
Centenary College  
College of Saint Elizabeth  
Fairleigh Dickinson University  
Felician College - Rutherford Campus  
Georgian Court University  
Kean University  
Monmouth University  
Montclair State University  
New Jersey City University  
Richard Stockton College of New Jersey  
Rider University  
Rowan University  
Rutgers University – Graduate School of Education  
Seton Hall University  
The College of New Jersey  
William Paterson University

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

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

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

Kean University  
New Jersey City University New Pathways to Teaching in New Jersey