



State of New Jersey  
DEPARTMENT OF EDUCATION  
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Governor

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Acting Commissioner

August 12, 2014

**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

A handwritten signature in black ink, appearing to read "Robert R. Higgins".

**SUBJECT:** Provisional Teacher Program 2014-2015

Since its inception in 1985, the Provisional Teacher Program (PTP) has impacted thousands of novice teachers and the districts they serve. During the 2013–2014 school year, almost 1,300 alternate route and more than 6,000 traditional route candidates were registered in the program.

For your reference, the following information and attachments provide details about the PTP for the 2014-2015 academic year. Please see **Attachment A** for an overview of the two components of the 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 PTP. To register and apply for the provisional license, the district must fax 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**

PTP 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 and requires the following log-in information:

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Username: **ptpforms**  
Password: **district123**

All candidates will be registered using the form available online. Please discard any old registration forms you may have used previously, as we will not process registrations faxed on discontinued forms.

### **MENTORING NOVICE TEACHERS**

**Licensing regulations that went into effect on May 5, 2014** made significant changes to requirements for district mentoring programs. Please see the [April 29 Memo: New Professional Teaching Standards and Mentoring Regulations](#) for details.

**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.

All **novice teachers** who hold a CEAS or a CE and are registered in the PTP 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 the Teacher of the Handicapped (TOH) standard certificate must be mentored, although they are not required to be registered in the PTP. All special education teachers who are required to be mentored must pay the mentoring fees.

Mentor fees have not changed. The fee for alternate route teachers is \$1,000. The fee for traditional route teachers is \$550. New regulations require that all payments to mentors by candidates are paid through the district and no payments should be made directly from novices to mentors. 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:9B-8, 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 requirement for completion of the PTP 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. We suggest that the standards-based pedagogy provided at the regional training centers throughout the state be completed during the first year of teaching. 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 is 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 Certification and Induction.

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

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 CE prior to being registered in the PTP. If there is a need to have work experience evaluated, the regular expedite process established by the Office of Certification and Induction 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-6, CE** hired by school districts after October 30, 2009 must complete 45 hours of study in teaching language arts/literacy at the K-6 level, and 45 hours of study in teaching mathematics at the K-6 level. Exceptions include completion of equivalent coursework or teaching the subject for a full year prior to entering the PTP. Please see this [list of approved elementary language arts/literacy and math programs](#).
- **Middle School Specialization candidates** must complete study in the characteristics of early adolescents. This study is included in regional training center and college-based alternate route program curricula.
- **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. Please see more information at <http://www-sbt.brookdalecc.edu/pages/4239.asp> as well as this list of [CTE endorsements](#).
- **Pre-school 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.

- **Teachers of 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 2014-2015 ACADEMIC YEAR**

- **The 200 hours of formal instruction at regional training centers is offered in three phases: Phase 1 (80 hours), Phases 2, and Phase 3 (60 hours each). The cost of regional training will vary by provider beginning in September 2014. Alternate route candidates should investigate prices and locations of classes on the [Department website](#) and give their contact person their first, second, and third choice of training center for inclusion on the PTP registration form. Once placed in a training center, a schedule and directions will be emailed to the district contact person.**

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 - fees vary by provider. Please see the [memo of July 15, 2014](#) with details on the fees.
- College based alternate route programs, including New Pathways, MAT, P-3, ESL, bilingual-bicultural, and TOSD programs – tuition as charged by the college/university.

#### Mentoring

- \$1,000 for alternate route teachers.
- \$550 for traditional route teachers.

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 PTP on or after January 7, 2008. When these candidates finish all aspects**

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**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 must be paid online when the candidate is filing the application for a standard certificate. See page six of the summative evaluation (available for download with other PTP forms at <http://www.nj.gov/education/educators/license/ptp/>) for instructions on how to pay the fee.

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 cooperation.

RRH/JAC/BSZ /08122014 Provisional Teacher Program Information 2014-2015.pdf  
Attachments

c: Members, State Board of Education  
David C. Hespe, Acting Commissioner  
Senior Staff  
Diane Shoener  
Judith A. Cifone  
Betty Sue Zellner  
Harry Lee  
Executive County Superintendents  
Executive Directors for Regional Achievement Centers  
Executive County School Business Administrators  
Members, NJ LEE Group  
Garden State Coalition of Schools  
Deans, Teacher Preparation Programs

## Attachment A

Comparison of alternate and traditional route requirements:

	Teacher holding CE (alternate route)	Teacher holding CEAS (traditional route)
Mentoring	<ul style="list-style-type: none"> <li>• Mentoring support during the initial year of teaching must include a meeting between mentor and mentee once per week for the first eight weeks of teaching</li> <li>• Log of mentor /mentee meetings must be maintained</li> <li>• Mentor must have NJ instructional certification, three years of experience, may not supervise the mentee, and may have no evaluative role in the district/school</li> </ul>	Same
Supervision and Evaluation	<ul style="list-style-type: none"> <li>• Must be done by school based professionals, including two formative evaluations and a final, summative evaluation which includes a recommendation for or denial of standard certification</li> </ul>	Same
Formal Instruction	<ul style="list-style-type: none"> <li>• Candidates with an elementary, ESL, or instructional area CE: 200 hours at a Regional Training Center or college-based alternate-route program</li> <li>• 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</li> <li>• Middle school specialization candidates: A course in child and early adolescent development</li> <li>• P-3 candidates: 13-17 credits at colleges or universities offering the specialized alternate route P-3 pedagogy</li> <li>• TOSD, bilingual/bicultural education, or ESL candidates: completion of an approved New Jersey college or university alternate route program</li> <li>• 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</li> <li>• World language candidates: 3 credits in language acquisition methodologies.</li> </ul>	N/A



# ATTACHMENT B

## PROVISIONAL TEACHER PROGRAM - REGIONAL TRAINING CENTERS Tentative List for 2014 – 2015

### LOCATION

### RTC

#### NORTHEAST

Kearny  
Montclair  
Jersey City  
Elizabeth  
Newark  
Paterson  
Hackensack

#### NORTH CENTRAL

MUJC-New Providence

#### CENTRAL

Trenton  
Sayreville  
Somerset  
Long Branch  
North Plainfield

#### SOUTHWEST

Blackwood  
LEAP Camden  
West Deptford  
Glassboro

#### SOUTHEAST

Toms River  
Atlantic City  
Stockton Campus

# ATTACHMENT C

## **College-based 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

## **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  
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  
Saint Peter’s University  
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