



STATE OF NEW JERSEY

DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: May 22, 2018

To: Chief School Administrators, Charter School and Renaissance School Project Leads, and Administrators for Approved Private Schools for Students with Disabilities

Route To: Human Resources Directors/Certification Staff

From: Dr. Robert R. Higgins, Ph.D., Director
Office of Certification and Induction
Division of Teaching and Learning

Obtaining Standard Certificates for Novice Teachers

Submitting Final Summative Ratings for Provisional Teachers for the 2017-18 School Year

Provisional teachers' final summative ratings for the 2017-18 school year should be entered by authorized district staff into the [Provisional Licensure Registration Management System](#) (PLRMS). This can be completed by opening the PLRMS application and clicking on "Enter Evaluation Ratings" and selecting from the drop-down list the correct summative evaluation rating for the provisional teacher who was evaluated.

Requirements for Applying Online for the Standard Certificate

School personnel should instruct provisional teachers to apply online for their standard certificates if they have met all requirements of mentoring, have received formal instruction for alternate route candidates, and have received two effective or highly effective final summative ratings – one per year – that have been submitted to the PLRMS database. Please do not have the candidate apply unless all of the requirements have been met. The online application and any payment are only valid for a six-month period. After six months, a new online application and any required payment will need to be submitted.

Instructions on How to Apply Online for the Standard Certificate

To apply online, the candidate must go to the [Teacher Certification Information System \(TCIS\)](#). Candidates who have not previously applied online will have to [register](#) in the TCIS. The candidate must follow all instructions on the online system page and select the standard certificate area for which he or she is [applying](#). The candidate will be directed to complete the online oath and prompted to pay the appropriate fee, if required. In addition, Certificate of Eligibility (CE) candidates who complete programs for Preschool through Grade 3 (P-3), English as a Second Language (ESL), Bilingual and Teacher of Students with Disabilities (TOSD) must submit to the Office of Certification and Induction official transcripts **and** an original certificate of program completion or the verification of program [completion form](#). After completing the online application, they will receive a confirmation email containing a link to an online survey that they must complete.

Please note that the online [Application Status Check](#) will state that the standard application is "incomplete" for at least four to six weeks after a completed online application is made for the standard certificate. The Provisional Teacher Program (PTP) staff will review the application to ensure that all requirements have been completed. Once the PTP staff issues the standard certificate, the status will change from "incomplete" to "issued."

If you have questions or concerns about PLRMS or the requirements for standard certification, contact the NJDOE Office of Certification and Induction at ptp@doe.nj.gov or (609) 984-6377.

c: Members, State Board of Education
Lamont O. Repollet, Ed.D., Acting Commissioner
NJDOE Staff
Statewide Parent Advocacy Network
Garden State Coalition of Schools
NJ LEE Group