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

Route To: Human Resources Directors/Certification Staff

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Division of Academics and Performance

Provisional Teacher Process and Substitute Teacher Guidance

The following guidance provides updated information and reminders for candidates and districts about the Provisional Teacher Process (PTP) and Substitute Teacher Credential Issuance. Due to the COVID-19 Public Health Emergency and related logistical constraints, some parts of the Provisional Teacher Process have been updated.

Provisional Teacher Process Reminders and Updates

Reminder: Mentoring

All provisional teachers who hold a Certificate of Eligibility with Advanced Standing (CEAS) and Certificate of Eligibility (CE) and are registered in the Provisional Teacher Process (PTP) must be mentored for at least thirty weeks. For additional information related to mentoring during the COVID-19 Public Health Emergency, see the NJDOE's [COVID-19 Mentoring Guidance](#).

Update: Performance Assessment (edTPA)

For certain candidates *applying between April 28, 2020 and September 1, 2020 or the end of the COVID-19 Public Health Emergency*, whichever is earlier, the performance assessment requirement is waived. For additional information related to the temporary performance assessment waiver and candidate eligibility, see the NJDOE's [EdTPA guidance](#).

To apply for a standard certificate:

- **Certificate of Eligibility (CE) provisional teachers** will have their program complete the [Verification of Program Completion for Certificate of Eligibility-Educator Preparation Programs \(CE-EPPs\)](#), noting "COVID-19 Waiver" in the edTPA section for those unable to complete edTPA.
- **Certificate of Eligibility Reciprocity (CE-R) provisional teachers** may apply for a standard certificate through Teacher Certification Information System (TCIS).

Update: Final Summative Ratings for Provisional Teachers for the 2019-20 School Year

The NJDOE's [Educator Evaluation COVID-19 Guidance](#) explains the flexibilities and requirements for educator evaluation for the 2019-2020 school year. Final summative ratings for provisional educators should be entered by authorized district staff into the Provisional Licensure Registration Management System ([PLRMS](#)).

Questions regarding completion of the summative rating for provisional teachers for the 2019-2020 school year can be directed to the Office of Professional Learning's Educator Evaluation Unit at edueval@doe.nj.gov.

Reminder: Standard Certificate Requirements and Application Process

Provisional teachers will continue the established process of applying online for their standard certificate on the [TCIS](#). Provisional teachers can apply online if they have:

- Met mentoring and program completion requirements, and
- Received two effective or highly effective final summative ratings within the past three years.

The Provisional Teacher Process is currently accepting formal instruction documentation electronically. The [Verification of Program Completion](#), [Verification of Program Completion for CE EPPs](#), and official transcripts, when applicable, *are only valid if emailed directly from the college, university, clearinghouse, etc., to certapplication@doe.nj.gov.*

The application process for standard certification is as follows:

1. Candidates who have not previously applied online through the Teacher Certification Information System (TCIS) must register.
2. The candidate must follow all instructions on TCIS and select the standard certificate area for which the candidate is applying.
 - The candidate will be directed to complete the online oath and prompted to pay the appropriate fee, if required.
3. Additional requirements for specific types of certification:
 - Certificate of Eligibility (CE) candidates who complete a 400-hour CE educator preparation program (CE EPP) must submit the [Verification of Program Completion for CE EPPs](#).
 - Candidates who hold CEs in English as a Second Language (ESL), Bilingual/Bicultural and Teacher of Students with Disabilities (TOSD) must submit the [Verification of Program Completion](#) and official transcripts.
 - Candidates who hold a CE in Preschool through Grade 3 (P-3) must submit the [Verification of Program Completion for CE EPPs](#) and official transcripts.
4. After completing the online application, candidates will receive a confirmation email containing a link to an online survey that they must complete.

Update: Provisional Renewal Process

Candidates who are working under a provisional or emergency certificate that will expire July 31, 2020, and who have not yet met the requirements for standard certification will need to be issued a provisional renewal to continue employment in their current role as they work toward their standard certificate. As in past years, the Teacher Certification Information System (TCIS) has a link to the summary of the names and tracking numbers for those candidates with a provisional or emergency certificate that will expire on July 31, 2020.

There are some changes to the remainder of the renewal process:

1. County Offices run Provisional/Emergency Certificate Expiration Analysis Reports (Reports) and email those reports to each school district.
2. Each school district completes their Report and emails the Report back to the County Office.
3. County Offices review Reports for completion and accuracy.
4. County Offices email complete Reports to the Office of Certification and Induction via provisionalrenewal@doe.nj.gov.
5. New: Candidates apply online through the Teacher Certification Information System ([TCIS](#)) for a new certificate type, provisional renewal.
6. New: At the end of the application process, candidates will pay the \$70.00 fee via credit card.
7. The Office of Certification and Induction's Provisional Teacher Process Unit will review all applications and forms and issue renewals to qualifying candidates.
8. Questions about the renewal process can be directed to your [County Office of Education](#).

Reminder: Substitute Teacher Credential Issuance

Substitute credentials are still being issued by the County Offices. There may be some delays due to the variance in office closures and remote work across the state. County Offices are accepting electronic versions of applications, copies of IdentoGO clearance, and transcripts that come directly from a university, college or clearinghouse.

Contact Information

Questions about the Provisional Teacher Process can be directed to provisional.teacher@doe.nj.gov.

Questions concerning the Substitute Teacher Credential can be directed to licensing.requests@doe.nj.gov.

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