



STATE OF NEW JERSEY

# DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: April 28, 2021  
To: Chief School Administrators, Charter School and Renaissance School Project Leads, Directors of Approved Private Schools for Students with Disabilities  
Route To: Human Resources Directors, Certification Staff, Provisional Teachers  
From: Lisa J. Gleason, Ed.D., Assistant Commissioner  
Division of Academics and Performance

## Provisional Teacher Process Updates and Reminders

This memo provides updated information and reminders for provisional teachers and districts regarding the Provisional Teacher Process (PTP) and the process for obtaining standard certification.

### Provisional Teacher Process Update

*New Provisional Licensure Registration Management System (PLRMS) "Terminate Registration" Tab:*

Prior to this year, districts were unable to indicate when a candidate left employment in their district in PLRMS. PLRMS has been enhanced to include a "Terminate Registration" tab for districts to indicate the date a provisional teacher leaves the district prior to obtaining standard licensure. The provisional teacher's registration will remain in the district's queue until they are hired by another district. The new district will use the transfer feature to bring the teacher to its queue in PLRMS.

### Provisional Teacher Process Requirement Reminders

*Standard Certificate Requirements:*

Provisional teachers will apply online for their standard certificate through the Teacher Certification Information System (TCIS). School personnel should instruct provisional teachers to apply online for their standard certificates if they have:

- Met mentoring and program completion requirements, and
- Received two effective or highly effective final summative ratings within three years. (Final summative ratings for provisional educators should be entered into [PLRMS](#) by authorized district personnel.)

To ensure efficiency in the certification process, the New Jersey Department of Education (NJDOE) has moved to an online certification process and paper documents are no longer accepted for certification purposes. Please have any standard license documentation for alternate route provisional teachers including the [Verification of Program Completion](#), [Verification of Program Completion for Certificate of Eligibility Education Prepartion Providers \(CE-EPP\)](#), and official transcripts, when applicable, emailed to [certapplication@doe.nj.gov](mailto:certapplication@doe.nj.gov). Forms and transcripts are *only valid* if emailed directly from the college, university or clearinghouse.

Please note that while standard certification applications are in process, the online [Application Status Check](#) may state that the application is "incomplete" for at least four to six weeks although a completed online application has been submitted. Once the standard certificate is issued, the status will change from "incomplete" to "issued."

### Contact Information

Questions about the Provisional Teacher Process can be directed to [provisional.teacher@doe.nj.gov](mailto:provisional.teacher@doe.nj.gov).

c: Members, State Board of Education	Statewide Parent Advocacy Network
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