



# STATE OF NEW JERSEY DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: April 13, 2022  
To: Local Educational Agency Leads  
Route to: Human Resources Directors  
From: Angelica Allen-McMillan, Ed.D., Acting Commissioner of Education

## Limited Certificate of Eligibility and Certificate of Eligibility with Advanced Standing Five-Year Pilot Program Guidance

Today, the New Jersey Department of Education (NJDOE) is sharing additional guidance for local educational agencies (LEAs) regarding hiring Limited Certificate of Eligibility (CE) and Limited Certificate of Eligibility with Advanced Standing (CEAS) holders, and guidance for potential candidates applying for limited CEs or limited CEASs. As the New Jersey State Board of Education remains committed to advancing the adoption of regulations to actualize this program, this guidance in sum is applicable during the inaugural period from April 2022 through August 2022. This period begins prior to the publication of the adopted regulations effectuating the Limited CE and CEAS Five-Year Pilot Program targeted for July 2022, which will permit the issuance of limited certifications.

### Background

On March 23, 2022, the NJDOE released its application for LEAs to participate in the Limited CE and CEAS Five-Year Pilot Program authorized by P.L.2021, c.224 (Chapter 224), signed by Governor Murphy in September 2021. This pilot program provides for the issuance of limited CEs and limited CEASs in an instructional area for candidates who meet certain requirements. For additional information on the program, please see the NJDOE's [March 23, 2022 broadcast memo](#).

### Timeline

The NJDOE's proposed regulations effectuating Chapter 224 were published in the New Jersey Register at [proposal level](#) on March 7, 2022, with a 60-day public comment period until May 6, 2022. Pending adoption of the regulations by the State Board of Education at their June 1<sup>st</sup> meeting, the NJDOE anticipates issuing the limited certifications in July 2022 following the earliest publication of the adopted regulations. This publishing of the adoption document permits the NJDOE to issue limited certifications.

### Guidance for LEAs

In order for LEAs approved for participation to submit candidates for a limited CE or limited CEAS to NJDOE, LEAs will be expected to confirm that the recommended candidates have satisfied requirements of the limited CE or CEAS, as applicable. In submitting candidates recommended for certification, the LEA is expected to maintain and provide, at a minimum, the following information to ensure the recommended candidates are placed in expedite status:

- The candidate's name, date of birth, and certification application tracking # (if available);
- The requirement from which the limited CE or limited CEAS candidate is being waived; and
- An attestation of the LEA's intent to hire the candidates.

LEAs maintain these data for their candidates in preparation for submission to the NJDOE in July 2022, to expedite the issuance of a limited CE or limited CEAS. A candidate template for submission is forthcoming to LEA leads through the NJDOE County Offices of Education. Candidates for a limited CE or limited CEAS will complete an online application that will be available no later than July 2022. A completed application is required for all limited certification candidates prior to the issuance of certifications. Starting July 2022, the NJDOE will process all

limited CE and limited CEAS applications submitted by LEAs, as soon as possible and, to the maximum extent possible, within 30 business days of receipt.

While the NJDOE is unable to issue certifications until the applicable regulations are adopted and published, an LEA may extend a qualified candidate an employment offer contingent on the candidate's receipt of appropriate certification before the effective date of employment. The board of education or board of trustees of a LEA may vote to approve such a contingent offer. Pursuant to *N.J.S.A. 18A:26-2*, a LEA may not employ the candidate prior to his or her receipt of the limited CE or limited CEAS.

### **Guidance for Prospective Limited CE and Limited CEAS Candidates**

Candidates planning to apply for a limited CE should note:

- Individuals recommended for a limited CE by a LEA must submit their application through the NJDOE's online certification system. The limited CE application will be available in that system by July 2022. The NJDOE will announce the specific opening date closer to that time.

Candidates planning to apply for a limited CEAS should note:

- While Chapter 224 authorizes the NJDOE to grant a limited CEAS to candidates who do not meet one of either the minimum GPA requirement, or the minimum passing score on an appropriate State test(s) of subject matter knowledge, the law does not prohibit an Educator Preparation Program (EPP) from requiring, as a condition for completion of the program, a CEAS candidate to meet GPA or subject matter assessment requirements.
- While limited CEAS candidates may be recommended for certification by a LEA, as outlined in the "Guidance for LEAs" section above, those candidates must also be recommended for certification by their EPP, just as EPPs must recommend CEAS candidates.
- For individuals pursuing a limited CEAS, the EPP may submit the candidate's documentation on their behalf, at which point the candidate will be required to login to the certification system to accept the EPP's recommendation and pay the application fee to complete their application, as is the case for CEAS applications.

### **Contact Information**

Questions concerning the Limited CE and CEAS Pilot Program can be directed to the Office of Recruitment, Preparation and Certification at [licensing.requests@doe.nj.gov](mailto:licensing.requests@doe.nj.gov).

c: Members, State Board of Education  
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