



STATE OF NEW JERSEY

DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: August 24, 2022
To: Local Educational Agency Leads
Route to: Human Resources Directors, Contracted Preschool Private Providers and Head Start Programs
From: Christopher Irving, Ed.D.
Acting Assistant Commissioner, Division of Field Support and Services

Preschool Private Provider and Head Start Program Limited Certificate of Eligibility and Certificate of Eligibility with Advanced Standing Five-Year Pilot Certification Guidance

On March 23, 2022, the New Jersey Department of Education (NJDOE) released its application for Local Educational Agencies (LEAs) to participate in the Limited Certificate of Eligibility (CE) and Certificate of Eligibility with Advanced Standing (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](#).

Today, the NJDOE is sharing additional guidance regarding contracted preschool private providers and Head Start programs. Contracted preschool private providers and Head Start programs may hire teachers holding limited CEs or limited CEASs if the contracted preschool private provider or Head Start program is under contract with an LEA that is approved to participate in the pilot program. The educators that are hired by the contracted preschool private provider or Head Start program shall be included as part of the LEA's annual pilot program data reporting required at N.J.A.C. 6A:9B-8A.2(d), as the total number of limited CE and limited CEAS holders shall not exceed 10 percent of the LEA's total teacher population and must meet all other requirements for approval and participation. Subsequently, the LEA will be responsible for registering the limited CE or limited CEAS holders hired by the contracted preschool private provider or Head Start program for the provisional teacher process, ensuring adequate mentoring and submission of evaluations necessary for certificate holders to obtain a standard certificate.

Timeline

The Limited CE and Limited CEAS Five-Year Pilot Program regulations were adopted by the State Board of Education on June 1, 2022. Applications for the limited CE and limited CEAS are now available in the new educator certification system, [NJEdCert](#).

Guidance for participating LEAs with contracted preschool private providers and Head Start programs

The contracted preschool private providers and Head Start programs must submit candidates for a limited CE or limited CEAS to their LEA to ensure that the total number of teachers hired by an LEA does not exceed 10 percent of the LEA's total teacher population. The LEA must submit an expedite application request to their NJDOE [County Office of Education](#), via email, and confirm that the recommended candidates have satisfied requirements of the limited CE or CEAS, as applicable. In submitting candidates recommended for certification, the contracted preschool private provider or Head Start program will be expected to provide the following information to ensure that the recommended candidates are placed in expedite status:

- The candidate's name, date of birth, and certification application tracking # (if available);
- An attestation of the preschool provider's intent to hire the candidates; and,

- The requirement from which the limited CE candidate is being waived.

Candidates recommended for a limited CE by an LEA must submit their application through the NJDOE's online certification system, [NJEdCert](#). Upon submission of all required documentation, the certification application that is recommended by the LEA and approved by the NJDOE's County Office of Education will be placed in expedite status.

Upon identifying a limited CE or limited CEAS candidate that the contracted preschool private provider or Head Start program intends to hire, the contracted preschool private provider or Head Start program may extend that 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 an LEA may vote to approve such a contingent offer. Pursuant to N.J.S.A. 18A:26-2, the contracted preschool private provider or Head Start program may not employ the candidate prior to his or her receipt of the limited CE or limited CEAS. The contracted preschool private provider or Head Start program will be expected to hire the recommended candidates upon NJDOE's granting of the limited certification.

Additional guidance for prospective candidates seeking a [Limited CE or CEAS](#), including eligibility requirements, timelines, and frequently asked questions, is available on the [NJDOE website](#).

Contact Information

Questions concerning the Limited CE and CEAS Pilot Program can be directed to the Office of Recruitment, Preparation and Certification at generalcertquestionsnjedcert@doe.nj.gov.

c: Members, State Board of Education
NJDOE Staff
Statewide Parent Advocacy Network
Garden State Coalition of Schools
NJ LEE Group