



STATE OF NEW JERSEY

DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: April 12, 2023
To: Local Educational Agency Leads, Directors of Approved Private Schools for Students with Disabilities
Route To: Human Resources Directors, Certification Staff, Provisional Teachers
From: Christopher Irving, Ed.D., Assistant Commissioner
Division of Field Support and Services

Provisional Teacher Process: Updates and Reminders

The purpose of this memo is to provide local educational agencies (LEA) with updated information and reminders for the Provisional Teacher Process (PTP).

LEAs must initiate the conversion to a standard certificate for all of their eligible provisional teachers in [NJEdCert](#) unless the teacher holds a standard instructional certificate and a provisional certificate with an endorsement in teacher of students with disabilities (TOSD), preschool through grade three, English as a second language (ESL), or bilingual/bicultural Education and have completed a New Jersey-approved [certificate of eligibility educator preparation program](#) (CE-EPP).

Applying for the Standard Certificate

To initiate the conversion to a standard certificate, the LEA must complete the following steps for teachers holding a certificate of eligibility with advanced standing (CEAS) or a certificate of eligibility (CE) by June 30, 2023:

1. Verify the teacher has completed 30 weeks of mentoring; and
2. Verify the teacher has received two effective or highly effective final summative ratings, one per year, that have been entered in NJEdCert by the LEA.

For provisional teachers holding a CE, the LEA must also verify the teacher has completed a New Jersey-approved CE-EPP. Career and technical education (CTE) CE-EPPs will submit a CE verification of program completion ([VOPC](#)) form to verify that educators working under a CTE provisional certificate have met the basic skills requirement or alternate measures pursuant to N.J.A.C. 6A:9B-11.3(a)3.

Initiating a Conversion to Standard Certificate

The status of the application will update as follows:

1. The LEA initiates the conversion to standard certificate process by applying in NJEdCert. While under review, the application status may indicate that the application is “New” for up to six weeks. During which time, the provisional certificate will remain active for six months until the application expires.
2. The New Jersey Department of Education (NJDOE) reviews the application and confirms that the educator has met the requirements for the standard certificate. The application moves to “Pending Payment” status.
3. The educator completes the oath and makes a payment, as applicable. The application moves to “Pending Review” status.
4. The NJDOE conducts a final review of the application and issues the standard certificate. The application moves to “Approved” status.

Applying for a Provisional Renewal

Provisional teachers may be eligible for one provisional certificate renewal; a second provisional certificate renewal may be requested for TOSD, ESL, and bilingual/bicultural education.

LEAs may initiate the provisional certification renewal process for provisional teachers:

- Whose provisional certificates expire on July 31 of the current year,
- Who have not yet met the requirements for a standard certificate, and
- Who are making progress toward CE-EPP completion and have provide the LEA with documentation of progress made while enrolled in a CE-EPP.

Reminders for the Upcoming School Year

- Before hiring an educator, LEAs must confirm that the educator holds the appropriate certification in the endorsement area required for the teaching position. Educator certifications can be found on NJEdCert.
- Educators holding a CE and or CEAS must be registered in PTP within 60 days of beginning employment.
- Educators holding a CE must provide documentation to the district of enrollment in a New Jersey-approved CE-EPP along with the completed VOPC indicating that the 50 hours of preservice were completed prior to employment.

Training and information regarding PTP and NJEdCert can be located at the NJDOE's [County & District Information](#) webpage.

Contact Information

Questions about PTP can be directed to provisional.teacher@doe.nj.gov.

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