



Date: April 10, 2024  
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 and Support Services

## **Provisional Teacher Process Updates and Reminders**

The purpose of this memo is to provide local educational agencies (LEAs) and approved private schools for students with disabilities (APSSDs) updated information and reminders for the Provisional Teacher Process.

LEAs and APSSDs must initiate the conversion to standard certification for all of their provisional teachers in the New Jersey Educator Certification online system ([NJEdCert](#)), unless they hold a standard instructional certificate and a provisional certificate 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 [CE Educator Preparation Program](#) (CE-EPP). The CE-EPP will nominate these educators for the standard certificate.

### **Applying for the Standard Certificate**

To initiate the conversion to a standard certificate the LEA or APSSD must verify the following information for teachers holding a Certificate of Eligibility of Advanced Standing (CEAS) or a Certificate of Eligibility (CE):

- The teacher has completed 30 weeks of mentoring;
- The teacher has received two effective or highly effective final summative ratings, one per year, that have been entered in NJEdCert by the school district; and
- For teachers holding a CE, the teacher has completed a New Jersey-approved CE-EPP.

### **Steps for Initiating a Conversion to Standard Certificate**

Step 1: LEA/APSSD initiates the conversion to standard certification process

- The school district representative ensures that evaluations are submitted and verifies all standard certificate requirements have been completed;
- The school district must submit a conversion to standard certification request for each certificate the educator is eligible for;
- The school district must choose type of conversion to standard certification (i.e. CE to standard, CEAS to standard); and
- Automatically, the system sends an email to the educator and the school district representative with directions on completing the application. The standard case and application status is pending payment until Step 2 below is completed.

Step 2: Educator completes Oath, answers background check questions, makes payment, and sends Verification of Program Completion (VOPC). The VOPC is only required for CE to standard conversions.

- For CEAS cases, the system will automatically move the case to pending review.
- For CE cases, the system will automatically move the case to pending applicant response/pending documentation at which point the biographical data must be updated by the educator to complete a VOPC. The Biographical Records tab is located on the top right-hand side of educator's NJEdCert portal. The educator will need to click on "New" and complete the required fields for the VOPC to be sent to the CE-EPP. Once the CE-EPP verifies the VOPC the status will change to pending review.

Step 3: The New Jersey Department of Education (NJDOE) reviews application requirements, prepares for conversion, and processes the application for standard certification.

Please note: Processing time may be 4-6 weeks depending on volume.

### **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 and APSSDs may initiate the provisional certification renewal process for provisional teachers who meet the following criteria:

- The provisional certificate expires on July 31 of the current year;
- The provisional teacher has not yet met the requirements for a standard certificate; and
- The provisional teacher is making progress toward CE EPP completion. Provisional teachers must provide the school district with documentation of progress made while enrolled in a CE EPP.

### **Reminders for the Upcoming School Year**

- Before hiring an educator, LEAs/APSSDs 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.
- In accordance with N.J.A.C. 6A:9B-8.4(b), the employing LEA/APSSD shall register the provisional teacher within 60 days of the date the CE or CEAS holder begins employment. Beginning September 1, 2024, a provisional teacher registration submitted after the 60th day will be marked as out of regulation and denied.
- Teachers holding a CE must provide documentation to the LEA/APSSD 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 the Provisional Teacher Process and NJEdCert can be located at the NJDOE's [County & District Information](#) webpage.

### **Contact Information**

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

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