



STATE OF NEW JERSEY

# DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: April 9, 2025  
To: Local Educational Agency Leads, Directors of Approved Private Schools for Students with Disabilities  
Route To: Human Resources Directors, Certification Staff, Provisional Teachers  
From: Ambrose F. Duckett, III, Assistant Commissioner  
Division of Field and Support Services

## Provisional Teacher Process Updates and Reminders

The purpose of this memo is to provide school districts with updated information and reminders for the Provisional Teacher Process (PTP).

School districts must initiate the conversion to a standard certificate for all provisional teachers in [NJEdCert](#), unless the teacher holds 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 has completed a New Jersey Department of Education (Department) approved [Certificate of Eligibility Educator Preparation Program](#) (CE-EPP). The CE-EPP will nominate these teachers for the standard certificate.

### Applying for the Standard Certificate

To initiate the conversion to a standard certificate, the school district 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, which have been entered into NJEdCert by the school district; and,
- For teachers holding a CE, the teacher has completed a Department approved CE-EPP.

### Steps for Initiating a Conversion to Standard Certificate

Step 1: The school district initiates the conversion to the standard certification process:

- The school district representative ensures that teacher evaluations are submitted and verifies all standard certification requirements have been completed;
- The school district must submit a conversion to standard certification request for each certificate the teacher is eligible for; and,
- The school district must choose a type of conversion to a standard certificate (i.e. CE to standard or CEAS to standard). Automatically, the system sends an email to the teacher 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: The teacher completes the Oath of Allegiance, answers the background check questions, and submits a payment. The Verification of Program Completion (VOPC) is also required for submission for CE to standard certificate 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 teacher to initiate a VOPC. The Biographical Records tab is located on the top right-hand side of the teacher's NJEdCert portal. The teacher will need to select "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 Department reviews the application requirements, prepares for the conversion, and processes the application for standard certification.

- Processing time may take between 4 and 6 weeks, depending on the 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.

School districts 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 the progress made while enrolled in a CE-EPP.

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

- Before hiring a teacher, school districts must confirm that the teacher holds the appropriate certification in the endorsement area required for the teaching position which can be verified on NJEdCert.
- In accordance with N.J.A.C. 6A:9B-8.4(b), the employing school district shall register the provisional teacher within 60 days of the date the CE or CEAS holder begins employment. A provisional teacher's registration submitted after the 60th day will be marked as out of regulation and denied.
- Teachers holding a CE must provide documentation to the school district of enrollment in a Department 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 is located on the Department's [County & District Information](#) webpage.

### **Contact Information**

Questions about the PTP 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