



STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: January 22, 2025
To: Local Educational Agency Leads
Route to: Human Resources Directors
From: Ambrose F. Duckett, III, Assistant Commissioner
Division of Field Support and Services

**Provisional Educator Process
Virtual Training Sessions for School District Certification Staff**

The Office of Recruitment, Preparation, and Certification will be conducting training sessions for staff members of local education agencies (LEAs), focusing on the requirements and procedures for the Provisional Educator Process. These sessions will cover topics such as registering an educator for a provisional certification, submitting a provisional renewal, completing a conversion to the standard certification, entering a final summative rating, and processing a termination in the educator certification system (NJEdCert). Registration is not required.

Training Session Details

Date and Time	Meeting Link
Wednesday, February 5, 2025 10:00 a.m. to 12:00 p.m.	February 5th Training
Wednesday, April 2, 2025 10:00 a.m. to 12:00 p.m.	April 2nd Training

Contact Information

Questions may be directed to customer service by submitting a service case through NJEdCert, contacting the Customer Service Call Center at (609) 292-2070 (Monday to Friday, 8:00 a.m. to 7:00 p.m.), or by emailing altroute@doe.nj.gov.

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