Logo: State of New Jersey, Department of Education.

Description automatically generated

Frequently Asked Questions  
New Jersey Educator Certification System (NJEdCert) and Certification

These Frequently Asked Questions (FAQs) are based on feedback from the Summer 2022 Regional Certification Training.

[General Questions 1](#_Toc116905839)

[Application/Case Related 2](#_Toc116905840)

[Logins/Passwords 3](#_Toc116905841)

[Expedites 4](#_Toc116905842)

[Renewal of Provisional and Emergency Certificates 5](#_Toc116905843)

[Local Education Agency (LEA)/Provisional Teacher Process (PTP) 6](#_Toc116905844)

[Substitute Credentials 12](#_Toc116905845)

[Teacher Certification Information System (TCIS) to NJEdCert Transition 12](#_Toc116905846)

[Educator Preparation Program (EPP) Nominations 13](#_Toc116905847)

[Limited Certificate of Eligibility (CE)/Certificate of Eligibility with Advanced Standing (CEAS) 13](#_Toc116905848)

[Contact Information 15](#_Toc116905849)

## General Questions

1. How can an educator’s certification(s) status be viewed?
   1. There is an educator lookup function available for Local Education Agencies (LEAs) once the LEA representatives are logged into their [New Jersey Educator Certification System (NJEdCert)](https://njedcert.force.com/manage/s/) portal and on the NJEdCert home page.
2. LEAs used to have access to verify certifications using the Teacher Certification Information System (TCIS) Application Status Check. Is TCIS no longer available? Is NJEdCert the new site to review certifications?
   1. All certifications held by an educator(s) may be verified in NJEdCert. The LEAs can either log into their LEA portal of NJEdCert to lookup educator licenses or use the public educator lookup function.
3. Do LEAs have access to the regional training presentation?
   1. The [Regional Training Presentation](https://www.nj.gov/education/certification/apply/docs/NJEdCertRegionalTraining.pptx) is available on the New Jersey Department of Education’s (NJDOE) certification website.
4. Can LEAs print educator’s certificates?
   1. No, only educators can print a pdf version of their certificates and provide a printed copy to the LEA, similar to the TCIS process.
5. Is the educator training video available to view?
   1. Yes, the [How to Apply in NJEdCert](https://www.youtube.com/watch?v=UhWtPMBIonA) video is on the NJDOE certification website.
6. What does this message mean, “we found the educator, but they do not hold any licenses,” when looking up a candidate in NJEdCert?
   1. All certificates from TCIS have been migrated to NJEdCert and the LEA can log in to [NJEdCert](https://njedcert.force.com/manage/s/) to lookup educator licenses.
7. Should all current educators create an account?
   1. Yes, all educators should create an account in NJEdCert to view current certificates or apply for additional endorsements.

## Application/Case Related

1. The educator has provided the employer contact information in the [New Jersey Educator Certification System (NJEdCert)](https://njedcert.force.com/manage/s/).t. When does the employer receive directions on how to complete the Record of Professional Experience (ROPE) form?
   1. ROPE forms are now embedded in the system and sent electronically via NJEdCert. The form will be sent directly via email to the employer with an authorization code to allow them to complete the form. Once the form is completed and submitted, it is automatically attached to the educator’s case.
2. How do educators request a transcript review in NJEdCert?
   1. A transcript “review or evaluation only” option is not available in NJEdCert. Instead, the educator can submit a regular certification application for a full review of their credentials for eligibility. Once the review is completed, the educator will receive information about the requirements that are met and those still needed for the endorsement sought. An evaluation fee of $70 is charged and the remaining funds collected will be credited to the educator’s account for a future application.
3. TCIS provides tracking numbers, does NJEdCert also provide tracking numbers?
   1. NJEdCert also creates unique tracking numbers for educators when they apply for their initial certificate. The Teacher Certification Information System (TCIS) tracking number remains with the educators who have pre-existing accounts in TCIS.
4. Can an educator modify the certification application once payment is made? If so, how would one make that modification?
   1. The educator cannot modify the certification they applied for after the payment is made. The checklists available in the online application provide detailed information about each qualification for a certificate. The educator can cancel the application and start over again at any time before payment is made.
5. There are candidates whose colleges/universities are unable to send transcripts. How should the Local Education Agency (LEA) advise the candidate?
   1. Official transcripts are emailed to [certapplication@doe.nj.gov](mailto:certapplication@doe.nj.gov) by the college or clearinghouse. The college or clearinghouse can send official unopened paper transcripts to the [county office of education](https://www.nj.gov/education/about/counties/) if they cannot be sent electronically.
6. Is the checklist only available to the educator?
   1. Yes, currently, the checklist is only available for the educator to see the requirements and items or documents that remain outstanding for completion of their application.
7. Are educator requirements listed in the educator’s account in NJEdCert?
   1. Yes, there is a checklist of requirements that the educators can view in their account.
8. Is the teacher performance assessment (EdTPA) still required?
   1. No. On Friday, December 16, 2022, Governor Phil Murphy signed [S896 w/GR](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fnj.gov%2Fgovernor%2Fnews%2Fnews%2F562022%2Fapproved%2F20221216a.shtml&data=05%7C01%7CLori.Howard%40doe.nj.gov%7C7d43acc24b1e4e4e45d608dafa5ba2a6%7C4b4f7312dd094959b666d5ba6dc8f4b4%7C0%7C0%7C638097568716012716%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=wIEShekW%2BxOc3aCKyqN%2Fjng9n9FbCSSD0jYqas78ziY%3D&reserved=0) into law, which prohibits the State Board of Education from requiring completion of a Commissioner-approved performance-based assessment for certification. Please review the January 18, 2023 [broadcast memo](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.nj.gov%2Feducation%2Fbroadcasts%2F2023%2Fjan%2F18%2FNewLawRegardingCertificationPerformanceAssessmentRequirements.pdf&data=05%7C01%7CLori.Howard%40doe.nj.gov%7C7d43acc24b1e4e4e45d608dafa5ba2a6%7C4b4f7312dd094959b666d5ba6dc8f4b4%7C0%7C0%7C638097568716012716%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=fZ%2FdPk%2BSzHslRR0KVU4b%2BcJKlOFxOwzIUr8ZZTi71JI%3D&reserved=0) for general guidelines of implementation. Candidates currently enrolled in an Educator Preparation Program (EPP) should contact their provider for further information.
9. Does the educator start the process for a Principal certificate of eligibility (CE) through NJEdCert?
   1. Yes, the educator may apply via NJEdCert. Additionally, an educator preparation program (EPP) can nominate an educator for a Principal CE after completion of an approved principal EPP.

## **Logins/Passwords**

1. Where do the Local Education Agencies (LEAs) get login information for the [New Jersey Educator Certification System (NJEdCert)](https://njedcert.force.com/manage/s/)?
   1. Send LEA name, contact name, title and email address to [GeneralCertQuestionsNJEdCert@doe.nj.gov](mailto:GeneralCertQuestionsNJEdCert@doe.nj.gov). LEA licenses will be granted upon request based on the LEA size and the number of licenses still available.
2. Can approved private schools for students with disabilities (APSSD) currently access NJEdCert?
   1. Yes, logins have been provided to APSSDs. If an APSSD has not received a login, send the APSSD name, contact name, title and email address to [GeneralCertQuestionsNJEdCert@doe.nj.gov](mailto:GeneralCertQuestionsNJEdCert@doe.nj.gov).
3. Who will receive the email to create the account in NJEdCert for an APSSD?
   1. The contact list in the Provisional Licensure Registration Management System (PLMRS) was used to contact the APSSDs regarding login credentials.
4. How does an educator change their password?
   1. The educator can email [GeneralCertQuestionsNJEdCert@doe.nj.gov](mailto:GeneralCertQuestionsNJEdCert@doe.nj.gov) and a reset password email will be sent to the educator.
5. The LEA completed the survey to gain access to NJEdCert for other staff in the LEA. However, the LEA not received the extra logins yet, when should they be provided?
   1. All additional login requests have been granted from the survey. Email [generalcertquestionsNJEdCert@doe.nj.gov](mailto:generalcertquestionsNJEdCert@doe.nj.gov) if access has still not been granted.
6. Should the number of NJEdCert licenses be limited within an LEA?
   1. Yes, licenses should only be issued for staff who are working on the provisional process.
7. What if an employee does not work directly on the provisional process, but needs to be able to look up certifications held by employees or prospective employees? Should the LEA request a license for them, or can they look up certifications without holding a license for NJEdCert?
   1. A public lookup feature is available on the [NJEdCert](https://njedcert.force.com/manage/s/) homepage where the employer can look up certifications for prospective employees.

## Expedites

1. Is the expedite paperwork and process still the same as it occurred in the past regarding the documents schools send to the county office of education via email?
   1. Yes. Only a complete application can be expedited. Please follow the steps outlined below:
      1. The educator applies for the certificate(s) in the [New Jersey Educator Certification System (NJEdCert)](https://njedcert.force.com/manage/s/)..
      2. The Local Education Agency (LEA) requests an expedite through their county office of education and provides proof of intent to hire the educator.
      3. The executive county superintendent reviews and approves the request.
      4. The county office certification staff will mark the case as urgent in NJEdCert.
2. As of what date can an expedite request be made?
   1. Expedite requests are ongoing and may be requested at when there is an immediate need for hire.
3. Where is the expedite tab?
   1. The expedite tab is only available for county office of education certification staff.

## Renewal of Provisional and Emergency Certificates

1. Why does the renewal of emergency certificates not appear in the Local Education Agency (LEA) cases?
   1. The New Jersey Department of Education (NJDOE) is working with the vendor to address this data migration issue. If educators are missing from the LEA’s portal, send an email with the list of names and tracking numbers of the missing educators to [GeneralCertQuestionsNJEdCert@doe.nj.gov](mailto:GeneralCertQuestionsNJEdCert@doe.nj.gov).
2. How will the LEA know to approve the educator’s emergency certification request?
   1. Upon submission of the emergency certification application in NJEdCert <https://njedcert.force.com/manage/s/>the educator will identify the LEA in which the educator will be employed. The LEA point of contact will receive an email from the New Jersey Educator Certification System (NJEdCert) that an educator has requested an emergency certification.
3. What should a provisional teacher do if they receive an error message when paying to renew their certificate??
   1. Each time an educator applies for a certificate, they are required to complete the Oath of Allegiance and the provisional teachers may not have completed this step. Educators must closely follow the directions in the email they receive from NJEdCert to complete the Oath of Allegiance prior to paying for their provisional renewal.
4. What should an LEA do if staff members appear in the database, but they are not associated with the LEA?
   1. Provisional records of current LEA educators are available to view in NJEdCert, this includes provisional records of their previous LEAs. LEAs who have educators that are not associated with them and who appear in their database should email GeneralCertQuestionsNJEdCert@doe.nj.gov with the list of names and tracking numbers for the DOE to remove from their list.

1. Are provisional and emergency renewals supposed to show up in cases?
   1. Yes, renewals for provisional and emergency applications will show up under the “cases” tab.
2. Are emergency certification applications currently available in NJEdCert?
   1. Yes, educators can apply for emergency certification in the new system.
3. Is the NJDOE extending the timeframe for an LEA to request a provisional or emergency renewal for school year 2022-2023, as well as the time to enter the information into the system?
   1. Yes, all emergency and provisional certificates that have an expiration date of July 2022 will continue to remain in “active” status to ensure continuity of employment for the educators.
4. If an LEA requested a provisional renewal for an educator and the status is only checked off and does not say pending payment. Does that mean the request did not get processed and it needs to be submitted again?
   1. Yes, the LEA must resubmit the provisional renewal request again if the status does not show as pending payment.
5. Are LEAs required to process a provisional renewal application when the educator applies for a standard certificate?
   1. No, LEAs should not request a provisional renewal application for educators eligible for a standard certification. The LEA should initiate the standard process.

Local Education Agency (LEA)/Provisional Teacher Process (PTP)

1. How can the status of an educator newly added into the provisional program be reviewed in the [New Jersey Educator Certification System (NJEdCert)](https://njedcert.force.com/manage/s/).?
   1. The Local Education Agency (LEA) will log into NJEdCert and navigate to “Provisional Teacher Process” where they can view the status of registration and provisional certificates.
2. How does an LEA terminate an educator in NJEdCert?
   1. LEAs will choose the educator’s PTP identification number under the “Provisional Teacher Process” section of NJEdCert where a termination tab is available to enter termination date.
3. An educator was entered into the Provisional Licensure Registration Management System (PLRMS) last year, but the provisional certificate is not appearing in NJEdCert. What should the LEA do to view the provisional certificate?
   1. All of the data from PLMRS was migrated in April 2022 and LEAs that are missing educators and educator license information in NJEdCert must email [GeneralCertQuestionsNJEdCert@doe.nj.gov](mailto:GeneralCertQuestionsNJEdCert@doe.nj.gov) and put in subject line “Missing Educators/License from NJEdCert.” Include the teacher’s name and tracking number in the email.
4. How are educators notified to apply for their standard certification?
   1. After conversion to a standard certificate has been initiated by the LEA, an application is submitted to the NJDOE. After initial review by the Provisional Office, the educator is emailed a link and authorization code to complete the application and make a payment, if necessary. Once completed, the system will automatically route the application to the Provisional Office staff for final review and issuance.
5. Many LEA staff candidates are questioning the need for an EdTPA moving forward. Is there any guidance for EdTPA currently?
   1. On Friday, December 16, 2022, Governor Phil Murphy signed [S896 w/GR](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fnj.gov%2Fgovernor%2Fnews%2Fnews%2F562022%2Fapproved%2F20221216a.shtml&data=05%7C01%7CLori.Howard%40doe.nj.gov%7C7d43acc24b1e4e4e45d608dafa5ba2a6%7C4b4f7312dd094959b666d5ba6dc8f4b4%7C0%7C0%7C638097568716012716%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=wIEShekW%2BxOc3aCKyqN%2Fjng9n9FbCSSD0jYqas78ziY%3D&reserved=0) into law, which prohibits the State Board of Education from requiring completion of a Commissioner-approved performance-based assessment for certification.  Please review the January 18, 2023 [broadcast memo](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.nj.gov%2Feducation%2Fbroadcasts%2F2023%2Fjan%2F18%2FNewLawRegardingCertificationPerformanceAssessmentRequirements.pdf&data=05%7C01%7CLori.Howard%40doe.nj.gov%7C7d43acc24b1e4e4e45d608dafa5ba2a6%7C4b4f7312dd094959b666d5ba6dc8f4b4%7C0%7C0%7C638097568716012716%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=fZ%2FdPk%2BSzHslRR0KVU4b%2BcJKlOFxOwzIUr8ZZTi71JI%3D&reserved=0) for general guidelines of implementation.  Candidates currently enrolled in an Educator Preparation Program (EPP) should contact their provider for further information.
6. How can the LEA see what certificates are being renewed or converted to standard if there is more than one?
   1. When the LEA is converting to a standard, the LEA must select which certificate(s) are being converted. The NJDOE Office of Recruitment, Preparation and Certification will initiate the conversion for all the standards the educator is eligible for. When renewing a provisional, the LEA will see the educator’s provisional licenses listed and choose which certificate(s) is being renewed.
7. The LEA has an educator who appears as active for the provisional but were issued their standard certificate in June 2021. How can this be changed to inactive?
   1. The provisional certificate will automatically change to “inactive” status after the standard certificate is issued.
8. The LEA has entered summative evaluations into the NJEdCert system for the educator and the system shows the evaluations have been entered, but they are not posting to the “Provisional Mentorship & Evaluation” section. How do they get posted to this section?
   1. The evaluations will not show up under “Provisional Mentorship & Evaluation” section. Once the LEA submits a summative rating in NJEdCert, the rating automatically saves to the educator’s record. To view, click on the educator’s hyperlinked name and the LEA will be able to see all summative ratings entered.
9. The LEA entered an educator into the provisional program twice. How can one of the entries be removed?
   1. Please email [GeneralCertQuestionsNJEdCert@doe.nj.gov](mailto:GeneralCertQuestionsNJEdCert@doe.nj.gov) with the name of the educator and the NJDOE can delete the duplicate entry.
10. How does an LEA handle educators in the database that are not associated with their LEA?
    1. If the educators were never associated with the LEA, please email [GeneralCertQuestionsNJEdCert@doe.nj.gov](mailto:GeneralCertQuestionsNJEdCert@doe.nj.gov) with the name of the educator(s) to be removed. If this is a former educator of the LEA, the educator must be terminated in NJEdCert by going through the "Terminate" process to indicate the last day the educator was employed by the LEA.
11. What does the current LEA do if an educator started in another LEA with partial or incomplete mentoring? Does the current LEA verify even though it was not fully completed (or completed at all) in the older LEA?
    1. The mentoring can transfer to the new LEA once verified by the current LEA on the [Mentoring Transfer Template](https://www.state.nj.us/education/profdev/mentor/).. The new LEA will need to provide mentoring for the remaining 30 weeks and once completed can indicate number of weeks in NJEdCert under the tab for “Final Summative Ratings and Mentoring.”
12. If an educator holds a Certificate of Eligibility -Reciprocity (CE-R) certification, does the educator need to be mentored?
    1. Yes, the educator is required to be mentored.
13. Is the mentoring period for provisional teachers one year or two years?
    1. The provisional period is two years, but one year/30 weeks of mentoring is required for new provisional teachers.
14. If an educator already has their standard certificate, does the educator have to be registered?
    1. No, the LEA does not have to register the educator for a provisional certification.
15. Why are the LEAs seeing educators in their provisional lists that have standard certificates now and have been teaching for over a decade?
    1. All the data was migrated from the Teacher Certification Information System TCIS and the Provisional Licensure Registration Management System (PLMRS). The NJDOE is working with the vendor to correct this issue.
16. Does the 50 hours preservice for CE educators have to be completed prior to the candidate applying in NJEdCert?
    1. No, the educator may apply for a CE in NJEdCert at any time. 50 hours of preservice must be completed before an alternate route (CE) educator can be registered for the provisional program.
17. How are provisional educators who have acquired a new position transferred from one LEA to another? Once a termination date is entered by a prior LEA, what does the new LEA do? Is it the new provisional registration option?
    1. The transfer option is not available in NJEdCert like it was in PLRMS. LEAs will enter a termination date for the educator in the educator’s PTP record in NJEdCert. Once the PTP record has been entered, the new LEA can submit a new provisional registration for that educator.
18. What is the meaning of the status for a standard candidate if it says "new"?
    1. For the conversion to standard process, "new" status means that it has been submitted to the NJDOE and is a new application awaiting review. The status will change to “pending payment” once the initial evaluation has been completed by the Office.
19. When the LEA uploads all the educator evaluations will that populate NJEdCert as well?
    1. No, for provisional educators, summative ratings must be entered by the LEA manually in NJEdCert.
20. An educator who applied for a certificate in TCIS is now showing "system expired." How should the LEA proceed?
    1. The LEA will need to make sure all requirements for the standard certification have been completed and then the LEA can initiate the conversion to the standard certification process through NJEdCert.

If the application in TCIS was for an initial certificate such as CE or CEAS that has expired, the educator must start a new application in NJEdCert.

1. Should the LEA terminate former educators who appear in the current educator list?
   1. Yes, the LEA should terminate the educator(s).
2. Does the educator need to create an account before the LEA initiates the conversion to standard process?
   1. Yes, the educator should create an account in NJEdCert to ensure NJEdCert has the most updated information for the educator.
3. If the LEA has initiated a provisional renewal or a conversion to standard certificate and the educator does not receive an email, how can the educator pay? Can the LEA regenerate the email?
   1. The LEA will need to make sure the educator email address on file is correct. If correct, the educator should check junk/spam mail. If not received, the district will need to reinitiate the provisional renewal and a new email will be sent. If the educator did not receive the email for the conversion to standard certification process, then they can contact the Provisional Office to have the link resent.
4. For standard certification recommendations, should the Verification of Program Completion (VOPC) form be uploaded from the school/program, educator, or LEA official?
   1. The educator must update their biographical records in NJEdCert under “Program Completion” and add the CE educator preparation program (EPP) program. The VOPC/CE VOPC will be emailed to the EPP.
5. Are brand new provisional certificate requests visible in cases prior to issuance?
   1. The certificate requests are not available to view in “cases,” but the LEA can view the status in the “provisional teacher program” tab.
6. Do all educators converting their provisional certificate to a standard certificate or renewing their provisional certificate need to create an account?
   1. Yes, the educator will need to create a new account.
7. The LEA initiated a conversion to standard certificate for an educator who holds a provisional K-6 certificate. This educator also holds a Certificate of Eligibility with Advanced Standing (CEAS) in Math 5-8. Does the educator apply directly for a standard certificate in Math 5-8 in NJEdCert?
   1. When the application is submitted for conversion to a standard certificate by the LEA, both CEAS endorsements should be selected to be converted to the standard.
8. Can an educator with K-6, Bilingual, and Portuguese certifications apply directly for a standard certification in English as a second language (ESL)?
   1. The educator would need to demonstrate that they meet the eligibility requirements for a standard ESL certificate.
9. When is the correct time for the LEA to initiate the conversion to standard certification? Do they still apply for a renewal provisional certification at that time, or just apply for a standard?
   1. Standard certifications should be initiated when educators have met standard certification requirements (mentoring, ratings, EPP program, if required). The provisional period is two years. The LEA should only submit for a provisional renewal if the educator does not meet standard requirements within the first two years.
10. If an educator holds co-certifications or multiple certifications, are they required to have a provisional in all certifications, whether or not they are working under them?
    1. Teachers should only be registered for provisional certifications under the endorsements that are required for their position.
11. How do private schools access the system?
    1. Private schools with access to PLRMS will be given accounts to utilize NJEdCert for the provisional certification process. Private schools should contact [GeneralCertQuestionsNJEdCert@doe.nj.gov](mailto:GeneralCertQuestionsNJEdCert@doe.nj.gov) if the PLRMS representative has not received NJEdCert login information.
12. How do new educators hired by an LEA become a part of our "district educator" list? Does the LEA need to advise someone who was hired?
    1. The LEA will need to register the educator for the provisional teacher process. How to register an educator for the provisional teacher process:
       1. Complete fields for last name, date of birth, and last four digits of social security number.
       2. Verify email address on file.
       3. Complete fields for job type, employment status, start date, and additional job details.
       4. Select the license that matches the position for which you hired the educator.
13. Do educators who hold a Teacher of Students with Disabilities (TOSD) CE need to be enrolled in a 400 hours EPP program even if the educator holds a CEAS in K-6 or PK-3?
    1. CEAS educators adding a TOSD CE only need to complete the 21-27 credits through an approved CE EPP TOSD program. The educator does not have to enroll in a 400-hour EPP program.
14. If the educator holding a TOSD CE does not register for their TOSD certificate because they are not using it, does the TOSD CE expire?
    1. CE and CEAS certificates do not expire.
15. When an effective date of provisional employment is submitted by the LEA, will the provisional certificate issuance date reflect the employment date?
    1. The certificate issuance date will reflect the start date entered in the registration submitted by the LEA.
16. The approved private schools for students with disabilities (APSSD) has an educator who also holds a provisional certificate in a content area endorsement who has met the requirements for the standard content area endorsement. Can the APSSD initiate the standard conversion?
    1. Yes, the APSSD can initiate the standard conversion through NJEdCert for the content area endorsement.
17. If an educator is currently working under a provisional certificate and is eligible for a standard certificate, but the educator has not completed their portion of the conversion to standard application process, can the LEA still employ the educator in a provisional role?
    1. Yes, the LEA can still employ the educator. The provisional certificate will remain in “active” status until the standard certificate is issued to ensure continuity of employment for the educator and LEA. The LEA should initiate the conversion to standard process and follow up with their educators to remind them that the standard conversion process has been initiated.

Substitute Credentials

1. How can the county office certification staff assist an educator who applied for the incorrect substitute credential in the [New Jersey Educator Certification System (NJEdCert)](https://njedcert.force.com/manage/s/)?
   1. The county office certification staff will have to review the incorrect application that was submitted and mark it as denied. The system will generate a credit minus the evaluation of $70 that can be applied towards the correct substitute credential application. The online application educator portal provides the educators with requirements for each substitute credential up front and the educator has the option to cancel their application at any time before final submission and payment of fees.
2. Will the Local Education Agency (LEA) be notified when an educator has been issued their Substitute Credential?
   1. The educator can login to their educator portal to view the status of their application and issuance of their credential. LEAs can also use the educator lookup on [NJEdCert](https://njedcert.force.com/manage/s/) to confirm and view the educator’s credentials.
3. Who does the LEA reach out to if we have questions about substitute teacher credentials?
   1. Substitute credentials are reviewed by the county office certification staff. Please contact your [County Office of Education](https://www.nj.gov/education/about/counties/) for all questions regarding substitute credentials.
4. If an educator already holds a substitute credential, can the LEA use the tracking number for future educator certifications?
   1. Yes, this is the unique tracking number assigned to the educator for all educator certifications moving forward.
5. Where does an educator apply for a new substitute credential?
   1. The educator must apply directly through [NJEdCert](NJhttps://njedcert.force.com/manage/s/%20).
6. Do official transcripts for substitute credential applications go to the [certapplication@doe.nj.gov](mailto:certapplication@doe.nj.gov) email instead of the County Offices?
   1. Yes, the educator should have their college or clearinghouse submit the official electronic transcripts via email to the [certapplication@doe.nj.gov](mailto:certapplication@doe.nj.gov) email. The county office certification staff can also upload official transcripts for the educator, if the college or clearinghouse is only able to provide an official paper transcript.

Teacher Certification Information System (TCIS) to NJEdCert Transition

1. What happened to open TCIS applications that are still pending test scores or other status on 7/31/22? For example, educators who are taking the Praxis or Oral Proficiency Interview (OPI) over the summer, will the applications move over and become "live" and accessible for completion in NJEdCert, or do educators have to start over if TCIS application is incomplete?
   1. All “incomplete” applications in TCIS expired on August 1, 2022. All other applications in TCIS with a status other than “incomplete” were reviewed and completed in TCIS through August 31, 2022, as long as the NJDOE received the pending requirements needed for finalization prior to August 31, 2022. Any educator whose status was “pending for test score,” the official electronic scores from ETS must have been reported directly to the Office before August 31, 2022. On September 1, 2022, TCIS was completely shut down. If an educator would still like to pursue certification, then the educator must create an account and reapply in [NJEdCert](https://njedcert.doe.nj.gov/). All available credits for fees from TCIS were transferred to NJEdCert.
2. An educator had an existing record in TCIS and created an account in NJEdCert but with a different name. Will the old record be migrated over to NJEdCert if they indicated their prior name during account creation?
   1. The educator should use the same name and email that existed in TCIS. However, if the other personably identifiable information (email, social security number (SSN), date of birth (DOB)) are the same, the accounts should be connected. If a duplicate account is created, the educator should contact our office at [GeneralCertQuestionsNJEdCert@doe.nj.gov](mailto:GeneralCertQuestionsNJEdCert@doe.nj.gov).

Educator Preparation Program (EPP) Nominations

1. What if an educator receives an email stating the educator has been nominated for a certificate by their EPP but does not receive the follow up email to create their account as indicated in the email?
   1. The educator should email[GeneralCertQuestionsNJEdCert@doe.nj.gov](mailto:GeneralCertQuestionsNJEdCert@doe.nj.gov) and provide their name along with the name of their EPP.
2. Will educators from an EPP still receive a Certificate of Eligibility of Advanced Standing (CEAS) completer survey?
   1. Yes, the educator will be required to complete the CEAS completer survey as part of the application process.

Limited Certificate of Eligibility (CE)/Certificate of Eligibility with Advanced Standing (CEAS)

1. Are educators required to eventually meet the requirement they were exempted from after obtaining the limited CE/CEAS or is that waived permanently?
   1. The requirement that the educator was exempted from is completely waived and they do not need to complete this requirement to receive the standard certificate.
2. How do approved private schools for students with disabilities (APSSD's) get approval to participate in the pilot program for the limited CE/ CEAS program?
   1. APSSDs are not eligible for the pilot program, per the enabling legislation.
3. How does the Local Education Agency (LEA) know if they are approved to hire limited CE/CEAS candidates at their school?
   1. LEAs should review the list of  [Approved Limited CE/CEAS Pilot Program](https://www.nj.gov/education/certification/docs/Approved%20CE-CEAS%20Pilot%20Districts.xlsx).
4. If an educator has an account in the Teacher Certification Information System (TCIS), should the educator create an account in NJEdCert to apply for the limited certificate?
   1. Yes, the educator must apply in the [New Jersey Educator Certification System (NJEdCert)](https://njedcert.force.com/manage/s/)for the limited CE. Limited CEASs are only available through the Educator Preparation Program (EPP) nomination process.
5. How many limited CE/CEAS applicants may an LEA apply for?
   1. LEAs approved to participate in the pilot program will be able to hire limited CE/ CEAS holders for instructional positions, not to exceed 10 percent of the LEA’s total teacher population and in accordance with all other requirements of approval and participation.
6. Will it be possible for the Oral Proficiency Interview (OPI) component of the world language certification to be considered waivable for the Limited CE/CEAS?
   1. The OPI component for the world language, English as a Second Language (ESL) or Bilingual certifications are not considered exemptions that can be waived for the Limited CE/CEAS.
7. The certification web page instructs educators to "log in to NJEdCert and apply for the Limited CE." However, the educator has been told that there is no link to apply for the Limited CE when the educator creates an account and logs in.
   1. The Limited CE is available as a selection in the drop-down menu along with the other certificates when selecting the certificate type.
8. How is tenure determined for Limited CE/CEAS certificate holders? If the candidate is still completing requirements, are they not eligible for tenure?
   1. This is a local LEA issue, as the New Jersey Department of Education (NJDOE) views Limited CE/CEAS certificate holders as any other initial CE or CEAS holder.
9. Does the educator apply for a Limited CE/CEAS certificate after an educator applies for a job in the LEA?
   1. The Limited CE/CEAS certificates are available in NJEdCert. Educators can log in to [NJEdCert](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fnjedcert.doe.nj.gov%2F&data=05%7C01%7CLori.Howard%40doe.nj.gov%7C1147798a5cb048956ab808da560fa5c3%7C4b4f7312dd094959b666d5ba6dc8f4b4%7C0%7C0%7C637916922464883282%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=3ZHRzM7KydoUXQqUaewwwyyum9V4FDAq3WPBPKbRNLE%3D&reserved=0) and apply for the Limited CE. Limited CEAS candidates must be nominated by their EPP.

Certificate holders with a Limited CE/CEAS in an instructional area will be eligible to seek employment in an LEA, charter school, or renaissance school that is approved by the NJDOE to hire such candidates.

### Local Education Agency (LEA) Expedite Process

The LEA shall submit an expedite application request to their local New Jersey Department of Education (NJDOE) County Office of Education via email and confirm that recommended candidates have satisfied requirements of the limited CE or CEAS as applicable. The LEA will be expected to hire the recommended candidates upon NJDOE’s granting of the certification. In submitting candidates recommended for certification, the LEA will be expected to provide the following information to ensure that recommended candidates are placed in expedite status:

* The candidate’s name, date of birth, and certification application tracking # (if available);
* An attestation of the LEA’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](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fnjedcert.doe.nj.gov%2F&data=05%7C01%7CLori.Howard%40doe.nj.gov%7C1147798a5cb048956ab808da560fa5c3%7C4b4f7312dd094959b666d5ba6dc8f4b4%7C0%7C0%7C637916922464883282%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=3ZHRzM7KydoUXQqUaewwwyyum9V4FDAq3WPBPKbRNLE%3D&reserved=0). 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 LEA intends to hire, the LEA 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 LEA may not employ the candidate prior to his or her receipt of the limited CE or limited CEAS.

Contact Information

* Customer Service Call Center: (609) 292-2070, Monday through Friday from 8 a.m. to 7 p.m.
* Create an [NJEdCert](https://njedcert.doe.nj.gov/) account to submit questions and communicate directly with customer service staff.  
    
  Case inquiries include:
  + Name update
  + DOB update
  + Social Security Number update
  + Citizenship Status update
    - Test Score Records
    - Application Questions
    - Customer Service Questions
* For technical assistance and support only, contact [GeneralCertQuestionsNJEdCert@doe.nj.gov](mailto:GeneralCertQuestionsNJEdCert@doe.nj.gov).
* Provisional Teacher Process: [provisional.teacher@doe.nj.gov](mailto:provisional.teacher@doe.nj.gov).
* Alternate Route Certification: [altroute@doe.nj.gov](mailto:altroute@doe.nj.gov).
* Office of Educator Evaluation: [edueval@doe.nj.gov](mailto:edueval@doe.nj.gov).
* [Achieve NJ](https://www.state.nj.us/education/AchieveNJ/)
* Mentoring questions: teachpd@doe.nj.gov.