Certification Training Workshop

Offices of Certification and Induction
Division of Teacher and Leader Effectiveness

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<td>Provisional Teacher Process (PTP)</td>
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</tr>
</tbody>
</table>
Overview of NJ Certification Process

Teacher Certification information System (TCIS)

Requirements for Initial Certificates:
• Teachers
• Educational Services
• School Leaders

Provisional Teacher Process (PTP)

Administrator Certification
Four Categories of Certificates

1. **Teacher certificates** (classroom teachers)

2. **Educational Services Personnel certificates** (i.e. school social worker, school psychologist, learning disabilities teacher-consultant, student assistance coordinator, etc.)

3. **School Leaders certificates** (i.e. school administrator, principal, and school business administrator)

4. **Career and Technical Education certificates** (i.e. automotive technology, carpentry, graphics)
Overview of Teacher Certification
(A Three-Tiered System*)

<table>
<thead>
<tr>
<th>Initial (CE or CEAS) Certificate</th>
<th>Provisional Certificate</th>
<th>Standard Certificate</th>
</tr>
</thead>
<tbody>
<tr>
<td>A license to seek employment as a teacher</td>
<td>A temporary license to teach</td>
<td>A lifetime valid license to teach</td>
</tr>
<tr>
<td>*issued before candidate seeks employment as a teacher</td>
<td>*issued once a candidate is hired as a teacher and registered in PTP</td>
<td>*issued once a candidate meets all requirements</td>
</tr>
</tbody>
</table>

*The three-tiered system also applies to other categories of certificates (e.g. educational services personnel, school leader/administrator, and Career and Technical Education staff)*
Initial Certificates: *When do you get a CEAS vs CE?*

There are two pathways into the profession:

<table>
<thead>
<tr>
<th>Pathway</th>
<th>Initial Cert. Received</th>
<th>Type of Educator Prep Program (EPP)</th>
<th>Examples of Prep Programs*</th>
</tr>
</thead>
</table>
| 1. Traditional-Route    | Certificate of Eligibility with Advanced Standing (CEAS) | **CEAS – EPP:** a prep program that...  
   • Is provided by a higher education institution  
   • Culminates in student teaching  
   • Occurs primarily before being employed as teacher of record | 1. Montclair University Undergraduate Teacher Education  
2. Rutgers Graduate School of Education  
3. Seton Hall MAT |
| 2. Alternate-Route      | Certificate of Eligibility (CE)            | **CE – EPP:** a prep program that...  
   • Occurs primarily while working as teacher of record | 1. Relay Graduate School of Education / Teach For America  
2. Brookdale Community College  
3. Rowan’s ASPIRE Program |

*a complete list of state-approved preparation programs can be found [here](#)*
CE

• **Certificate of Eligibility Educator Preparation Programs** (CE-EPP, also known as Alternate Route): Offer a path to become and educator for those who did not attend school to become a teacher.
CEAS

Certificate of Eligibility with Advanced Standing (CEAS)

Educator Preparation Programs (CEAS-EPP, also known as Traditional Route):

Offer certification for those who attended an approved teacher preparation program that culminated in student teaching.
Standard

• The standard certificate is a permanent certificate issued to candidates who have met all requirements for State certification.
Resources: Teacher Certification

- The **New Teacher webpage** provides one-page overview documents on the certification requirements for:

1. **CEAS/Traditional-Route Teachers**, and
2. **CE/Alternate-Route Teachers**

![Diagram: New Traditional Route Teachers Certificate of Eligibility with Advanced Standing (CEAS)]
Resources: All Certification

• Code language pertaining to certification can be found at N.J.A.C. 6A:9B

• A list of the certifications/endorsements required for each job title can be found in the 2017-18 Edit Link document that is available from your county office, and which has been shared with you through the Matrix exercise.
Overview of NJ Certification Process

Requirements for CE, CEAS, Standard and Administrator Certificates

Teacher Certification information System (TCIS)

Provisional Teacher Process (PTP)

Administrator Certification
Teacher Certification Requirements: CE

- **Online Application** including notarized oath and online payment of fees
- **Fees:**
  - $190.00 fee for certificates requiring a test
  - $170.00 fee for certificates not requiring a test
- **Degree:** BA or MA conferral noted on official transcripts
- **GPA:** Achieve a cumulative GPA of at least...
  - 2.75 for students graduating before September 1, 2016
  - 3.00 for students graduating on or after September 1, 2016 (*more info on flexibility [here](#)*
- **Credits/Course Requirements:**
  - A major in the subject to be taught OR
  - Min. of 30 credits in coherent sequence in the subject (12 at advanced levels of study) OR
  - 60 liberal arts credits are required if applying for Elem. Ed. K-6 or Preschool – Grade 3
- **Physiology and hygiene requirement**
- **Praxis II Test Requirement (if applicable)**
- **Basic Skills Test Requirement:** *Praxis CORE or top third on SAT/ACT/GRE* (Effective September 1, 2015)
Teacher Certification Requirements: CEAS

- **Online application** including notarized oath and online payment of fees
- **Fees:** $190 for certs. requiring a test ($170 for all others)
- **Degree:** BA or MA conferral noted on official transcripts
- **GPA:** Achieve a cumulative GPA of at least...
  - 2.75 for students graduating before September 1, 2016
  - 3.00 for students graduating on or after September 1, 2016 (*info on flexibility on prior slide*)
- **Credits/Course Requirements:**
  - A major in the subject to be taught OR
  - Min. of 30 credits in coherent sequence in the subject (12 at advanced levels of study) OR
  - 60 liberal arts credits are required if applying for Elem. Ed. K-6 or Preschool – Grade 3
- **Physiology and hygiene requirement**
- **Praxis II Test Requirement (if applicable)**

**Only Requirements That Are Different from CE:**

- **Basic Skills Req. Already Met** (required for admission to CEAS prep program)
- **Prep Program:** Completion of a state-approved college teacher prep program culminating in supervised student teaching
- **State-Approved Performance Assessment Program** (edTPA; more info [here](#))
## Teacher Certification: *Out-of-State Reciprocity*

<table>
<thead>
<tr>
<th>Out-of-State Certificate Equivalent</th>
<th>Previous Policy</th>
<th>New Policy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate of Eligibility (CE, or “Alternate Route”)</td>
<td>Candidate must hold the equivalent of a CE issued by another state</td>
<td>No reciprocity—candidate must meet all NJ CE requirements</td>
</tr>
</tbody>
</table>
| Certificate of Eligibility with Advanced Standing (CEAS, or “Traditional Route”) | 1. Hold the equivalent of a valid CEAS issued by another state; AND  
2. Demonstrate passage of subject-matter test to receive out-of-state endorsement OR pass appropriate New Jersey subject-matter test.                                                                 | 1. Hold the equivalent of a valid CEAS following the completion of a CEAS educator preparation program that includes clinical practice or “student teaching” AND  
2. No change  
3. **Effective for candidates who start teaching in or after the 2017-2018 school year:** Demonstrate passage of a state-approved performance assessment OR pass approved New Jersey performance assessment (at a later date, the Department will issue additional guidance regarding this rule) |
| Standard Certificate                                                    | 1. Hold valid standard certificate issued by another state and demonstrate three years of effective teaching, as documented by letter from applicant’s supervisor or authorized district representative OR  
2. Hold National Board of Professional Teaching Standards certificate | 1. Hold valid standard certificate issued by another state and demonstrate at least **two effective years of teaching within three consecutive years of the last four calendar years**, as documented by letter from applicant’s supervisor or appropriate district representative OR  
2. No change                                                                                                                      |
Educational Services Certification: *Out-of-State Reciprocity*

- **Effective February 7, 2011**
- An applicant for *educational services certification* who presents a valid educational services certificate issued by any other state shall, upon payment of the appropriate fee, be issued a NJ educational services standard certificate for the equivalent and currently-issued NJ certificate.
- If there is no equivalent current NJ endorsement, then they must meet all current licensure requirements for NJ.
- There are 3 limitations to this rule:
  1. If New Jersey has an equivalent endorsement with required subject matter test for the applicant’s endorsement, the applicant shall have passed a state subject matter test to receive his or her out-of-State endorsement or else must pass the appropriate New Jersey subject matter test. This limitation shall not apply if the applicant has five years of experience in good standing under the out-of-State certificate.
  2. An applicant for interstate reciprocity for a New Jersey educational services endorsement which requires a residency shall receive a CE or CEAS.
  3. Applicants for educational services reciprocity must meet all other requirements in this subchapter for State-issued professional licenses or certificates.
Administrative Certification: *Out-of-State Reciprocity*

- **Effective February 7, 2011**
- An applicant for *Administrative certification* who presents a valid administrative certificate issued by any other state shall, upon payment of the appropriate fee, be issued a NJ administrative CE for the equivalent NJ endorsements for school administrator, principal, or school business administrator, or shall be issued the equivalent NJ standard supervisor certificate.
- If there is no equivalent current NJ endorsement, then they must meet all current licensure requirements for NJ.
- There is one limitation to this rule:
  - If NJ has an equivalent endorsement with required subject matter test for the applicant’s endorsement, the applicant shall have passed a state subject matter test to receive his or her out-of-State endorsement or else must pass the appropriate NJ subject matter test. This limitation shall not apply if the applicant has 5 years of experience in good standing under the out-of-state certificate.
# Agenda

## Overview of NJ Certification Process

## Requirements for CE, CEAS, Standard and Administrator Certificates

## Teacher Certification Information System (TCIS)

## Provisional Teacher Process (PTP)

## Administrator Certification
What is TCIS?

• In order to obtain certificates, applicants must apply online through the Teacher Certification Information System (TCIS).

• TCIS provides the status of an application and details on what certificates the applicant holds.

• The application Checklist provides details on the certification requirements.

• For technical assistance questions regarding accessing the TCIS, contact TCIStechassist@doe.state.nj.us.
TCIS: 6 Month Expiration of Certificates and Fees

• All applications expire 6 months from application date.

• Upon expiration, a $70 evaluation fee will be charged. The remaining fee will be credited toward future certifications.

• TCIS will prompt applicant to pay correct fee for reapplication or for application for another certificate if fee is required.
TCIS: Fees (continued)

- If applicant is denied, applicant has 6 months to complete requirements and will not be charged. After 6 months applicant will need to apply again and $70 evaluation fee will be withheld.

- Applicant can choose to have an examiner “close” the application and the remaining fees will be available next day (for new application).

- No refunds will be provided (minor exceptions).
APPLICATION STATUS CHECK (ASC)

• From the Certification and Induction homepage, you can click on the link “How Do I Check Application Status and Verify Certification”. This brings you to the Application Status Check.

• Upon entering the last name and SSN you can see the certifications the applicant holds and the status of any existing applications.
## Agenda

**Overview of NJ Certification Process**

<table>
<thead>
<tr>
<th>Requirements for CE, CEAS, Standard and Administrator Certificates</th>
</tr>
</thead>
</table>

**Teacher Certification information System (TCIS)**

**Provisional Teacher Process (PTP)**

**Administrator Certification**
Provisional Teacher Process (PTP) Components

1. **Mentoring**: provisional teachers must receive 30 weeks of 1:1 mentoring

2. **Supervision & Evaluation**: provisional teachers must evaluated annually under the AchieveNJ system; to earn a standard license provisional teachers must have at least two years of effective or highly effective evaluations

3. **Completion of a State-Approved Alternate-Route Program (CE teachers only)**: this includes passing a state-approved performance assessment
Registering a Teacher in the PTP

1. Before hiring a teacher you must verify correct certification. They must hold a Certificate of Eligibility (CE) or Certificate of Eligibility with Advanced Standing (CEAS) or standard license in the subject to be taught.
   a) The CE or CEAS allows the school to offer employment, but it is not a teaching certificate.
   b) Paper certificates are no longer mailed to candidates. You may go to our Application Status Check page to check the licensing status of CE, CEAS and provisional licenses and download documentation of certificate(s).

2. CE teachers and CEAS teachers who are employed by a district must be registered in the PTP.
   a) After they are hired, in order to legalize their employment new hires must be issued a Provisional Certificate.
   b) The Provisional Certificate will be issued when the district registers the teacher into the Provisional Teacher Process. This is done online by accessing NJDOE Homeroom and then clicking on PLRMS in the list of applications.
Registering a Teacher in the PTP (continued)

• Note: Candidates holding a CE must provide documentation to the district of enrollment in a Department-approved CE educator preparation program (CE EPP) and that the 50 hours of pre-service training in their program has been completed before being hired under their CE and registered into the PTP.
  
  ▪ This can be done using the Verification Form on the next slide. This information is needed to complete the PTP registration process.

  ▪ The 50 hours are part of the 400 total hours of preparation required of CE candidates.
Verification Form for Completion of 50 Hours and CE EPP Program Completion

New Jersey State Department of Education
Office of Certification and Induction

VERIFICATION OF PROGRAM COMPLETION for CE-EPPs

For submission by anyone who has completed a CE educator preparation program.

A. Basic Information
   Please print your name as it appears on any documentation that you are required to submit.

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Name or Initial</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Street Address</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Tracking Number</th>
<th>Date of Birth: (MM/DD/YY)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Phone Number</th>
<th>E-mail Address</th>
</tr>
</thead>
</table>

B. To be Completed by the CE-EPP upon completion of the 50 Hours Pre-professional Experience:

Name of CE-EPP:
This verification of 50 hours must be presented to your hiring school district in order to obtain the Provisional certificate. This is to certify that the above named applicant has completed the 50 hours of Pre-Professional experience.

Printed Name of Individual Completing this Section: ________________________________
Signature of Authorizing Officer: ________________________________

C. To be Completed by the CE-EPP upon completion of the entire program:

The above named applicant has requested New Jersey educator licensure. Please complete information in Section B, regarding this applicant. To be valid, this form must be signed by the chairman of the education department or the applicant completed his/her educator preparation and certification program or appropriate designee of the CE-EPP if not affiliated with a college/university. A stamped
Formal Instruction for CE Holders

• Administrators should ensure that all new teachers hired who hold a Certificate of Eligibility (CE) are
  ▪ Enrolled in an approved teacher preparation program by the start of their first school year and
  ▪ Have received confirmation from the preparation program that the new teachers have completed the pre-professional (50 hours) component of the program.

• When registering please choose the program they are attending under the Program Enrollment in the Homeroom PLRMS site.
  ▪ A verification form for completion of the 50 hours must be presented to the hiring school in order to obtain a provisional certificate.
Formal Instruction FOR CE HOLDERS (cont’d)

There are five possibilities:

- Department-approved CE educator preparation program (CE EPP) for N-12 Subject Area and K-6 Elementary Teachers
- CTE
- P-3
- TOSD
- ESL
- Bilingual/Bicultural

The list of all programs is available online.
Formal Instruction for CE Holders (cont’d)

• **ESL** candidates must complete 400 hours and a 15 - 21 credit **ESL** program; 2 programs must be selected in PLRMS under the program enrollment

• **Bilingual** candidates must complete a program of 15 credits concurrently with the 400 hours CE EPP program if their instructional area certificate is a CE; 2 programs must be selected in PLRMS under the program enrollment

• **TOSD** must complete a program of 21-27 credits concurrently with the 400 hours CE EPP program if their instructional area certificate is a CE; 2 programs must be selected in PLRMS under the program enrollment
New Jersey
DEPARTMENT OF EDUCATION

The Provisional Licensure Registration Management System
To access click the link on the left side of the page: PLRMS
Logging Into PLRMS:
Enter your District Homeroom ID, User ID and password. Click on: Login. Login page is below, landing page is next:
Teacher Status:
Saved: Your district has saved the candidate’s registration to district PLRMS list
Submitted: Candidate’s registration has been submitted to NJ PTP and is being reviewed by staff
Approved: Registration has been approved and provisional license will be issued shortly
Issued: Provisional license has been issued by PTP staff and provisional license information can be accessed at our Application Status Check page.

New Jersey Provisional Licensure Registration Management System

Overview of Existing Records

<table>
<thead>
<tr>
<th>Tracking #</th>
<th>County</th>
<th>District</th>
<th>Submit Date</th>
<th>Name</th>
<th>SSN</th>
<th>Date</th>
<th>Certification</th>
<th>Program Enrollment</th>
<th>End 1</th>
<th>End 2</th>
<th>End 3</th>
<th>Status</th>
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</thead>
<tbody>
<tr>
<td>98752</td>
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<td>1650</td>
<td>07/11/2017</td>
<td>John Test</td>
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<td>Admin</td>
<td>New Jersey Association of School Administrators</td>
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<td></td>
<td>Submitted</td>
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<td>07/13/2017</td>
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<td>07/01/2017</td>
<td>Admin</td>
<td>New Jersey Association of School Administrators</td>
<td>0001</td>
<td></td>
<td></td>
<td>Submitted</td>
</tr>
</tbody>
</table>

Total count of registrations: 134

https://homeroom3.state.nj.us/plrms/RC.do 7/14/2017
Mentoring

• A minimum of thirty weeks.

• Mentor fees have not changed:
  
  CE teacher $1,000; CEAS teacher $550.

• Regulations require that all payments to mentors by candidates are paid through the district and no payments should be made directly from novices to mentors. Districts may choose to pay the mentor fees for their novice teachers.

• The NJDOE Professional Development website has all information about mentoring and developing a mentoring plan
Mentoring (cont’d)

• If a provisional teacher leaves the district’s employ during the initial provisional year and begins to work in another New Jersey district, the first district will need to report the amount of mentoring that occurred, so that the teacher is able to complete the mentoring requirement in the new district.

• Also the new district and the teacher who is transferring will have to make a determination about the mentoring fees still owed.

• The Mentoring Transfer template to be completed is here. This form also to be used to indicate if mentoring has been completed before transferring.
Evaluating Provisional Teachers

• The evaluation for a standard certificate must adhere to the criteria of AchieveNJ.

• Candidates’ standard certificate determinations shall be based on the provisional teacher’s annual summative evaluations. These ratings are entered by the district in the PLRMS online registration system listed on the Department’s Home Room page.

• Upon opening the PLRMS application, authorized school/district certification staff may click on “Enter Evaluation Ratings” and select from the drop down list of highly effective, effective, partially effective and ineffective for the summative evaluation rating of the provisional teacher who was evaluated.

• You can access information about evaluations here:
Renewal of Provisional Certificates

• County office staff query the Teacher Certification Information System (TCIS) for a summary of the names and tracking numbers for those who’s Provisional will expire on July 31st and who will need a renewal.

• The county office will send a renewal form to your district for teachers who need a renewal and require a $70 fee when the completed application is returned to them.
Renewal of Provisional Certificates (cont’d)

• There is a slight addition to these renewal forms that includes a reference to Student Growth Percentile (SGP) teachers. These are 4th-8th grade Language Arts and 4th-7th grade Math teachers for who, as a part of their summative evaluation, have a measure of how much a student improves his or her NJ ASK score from the previous year as compared to academic peers across the State.

• Provisional teachers and administrators who are eligible to receive a student growth percentile score pursuant to N.J.A.C. 6A:10, may extend beyond the two year provisional period if they are awaiting an annual summative rating that may fulfill the criteria established in N.J.A.C. 6A:9B-8.6.

• These teachers will not be required to pay a fee for the renewal. The Provisional Renewal Form for these teachers and administrators requires the districts to check the box stating this is a SGP person and thus not include the otherwise required $70.00 renewal fee.
Eligibility for Standard License

These requirements must have been met:

1. 30 weeks of mentoring,
2. 2 ratings: one rating from each school year of effective or highly effective within three consecutive summative evaluation ratings. The Department will keep track of provisional teachers’ yearly summative evaluation ratings through the PLRMS.
3. CE candidates must complete all required coursework and pass the teacher performance assessment. VOPC and transcripts (for credit programs) must be submitted by teacher to OCI.
4. If CTE: basic skills test must also have been passed

CAUTION:

If all requirements have not been met, please do not have the candidate apply until the requirements have been completed. The online application including any payment requirements is only valid for a six month period. After six months a $70 fee will be charged and new online application will need to be submitted.
Guide to Earning Standard License

• For further details on how a CE Holder and CEAS Holder earn their standard certificates, please see these web pages:

  ▪ CE Holder

  ▪ CEAS Holder
Contact Us....

For Licensure/Certification questions:
For applicants: Phone # 609-292-2070 Monday through Friday between the hours of 7:45 a.m. and 3:45 p.m.
Also, see our Licensing Website or Email us or write us at:

Office of Certification and Induction
New Jersey Department of Education
P.O. Box 500
Trenton, NJ 08625-0500

For Provisional Teacher Process questions:
Phone #609-984-6377, fax# 609-984-3356, or Email the PTP unit or email questions about the alt route
## Administrator Training Programs

### Three Step Certificate/Residency Program

<table>
<thead>
<tr>
<th>STEP</th>
<th>Certificate Issued</th>
<th>Residency</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Certificate of Eligibility</td>
<td>Seek Employment</td>
</tr>
<tr>
<td>2</td>
<td>Provisional Certificate</td>
<td>1 - 2 Year Residency</td>
</tr>
<tr>
<td>3</td>
<td>Standard Certificate</td>
<td>Recommendation by Mentor</td>
</tr>
</tbody>
</table>
Registration for Residency Program

When a candidate with a CE obtains a position requiring a Principal, School Administrator or School Business Administrator certificate, the district must register the candidate on PLRMS. See the link in PLRMS to add an administrator and use the link at the bottom of the Statement Of Assurance page.

- **For Principal:** See Leader to Leader to register with NJPSA/FEA for the two-year residency.
- **For School Administrator:** See this page to register with NJASA for the one-year residency.
- **For School Business Administrator:** See this page to register for the one-year residency.

When the above is completed, return to PLRMS and complete the process. A provisional certificate will be issued.
New Jersey Provisional Licensure Registration Management System

Statement of Assurance

District ID: 9999

Tracking Number: 445867

This is to certify that Test/Admin Principal, SS# 123-23-2345, has been assured of a position requiring New Jersey certification and that they hold the appropriate certification for that position.

I verify that this employee is enrolled or intends to enroll in an in-state, NJ DOE approved program, if applicable.

I verify this employee has registered with the appropriate administrative organization in order to be assigned or select a mentor as required in N.J.A.C. 8A:9B -12.14, 12.5 and 12.7

Enter date this position is effective (mm/dd/yyyy) 07/10/2017

☑ I certify that I have the authority to verify the submitted information is both accurate and correct.

For Principal Registration: www.njifl.org

Validate and Submit

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For questions about the Provisional Teacher Process please contact Provisional Teacher Process
For access or technical questions please contact User Support at: DOEIT@doe.state.nj.us

DOE Homepage
NJ Department Of Education
## Statement of Assurance

<table>
<thead>
<tr>
<th>District ID: 9999</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tracking Number: 445667</td>
</tr>
<tr>
<td><strong>This is to certify that TestAdmin Principal, SS# 123-23-2345, has been assured of a position requiring New Jersey certification and that they hold the appropriate certification for that position.</strong></td>
</tr>
<tr>
<td>I verify that the employee meets the requirements for a provisional license pursuant to N.J.A.C. 6A:9B-8.4.</td>
</tr>
<tr>
<td>I verify that this employee has been assigned a mentor who meets the requirements in N.J.A.C. 6A:9C-5.</td>
</tr>
<tr>
<td>I verify that this employee will be included in the evaluation process, allowing for standard certification under 6A:9B-8.6 and conducted pursuant to N.J.A.C. 6A:10.</td>
</tr>
<tr>
<td>I verify, if this is a CE candidate, that they are enrolled in a CE educator preparation program (CE EPP) and have completed a minimum amount of 50 hours of pre-professional experience pursuant to N.J.A.C. 6A:9A-5.3 at a CE EPP prior to employment. A verification of the completion of the 50 hours was presented to our school so that the candidate can obtain a provisional certificate. This 50 hour pre-professional experience requirement shall not apply to candidates with a CE who also hold a Standard or CEAS instructional teaching certificate or are exempt under reciprocity rules at N.J.A.C. 6A:9B-8.8.</td>
</tr>
<tr>
<td>Enter date this position is effective (mm/dd/yyyy): 07/10/2017</td>
</tr>
<tr>
<td>☑️ I certify that I have the authority to verify the submitted information is both accurate and correct.</td>
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</tbody>
</table>

Finish
Role of NJPSA in Principal Residency Program

• The New Jersey Principal and Supervisor Association and the Foundation for Educational Administration and (NJPSA/FEA) are authorized by the New Jersey Department of Education to operate the two year Leader to Leader Program (L2L) for principal residency candidates.

• Contact Leader to Leader

• The Coordinator is Mr. Jim Sarto at (609) 860-1200
Role of NJASA and NJASBO in School Administrator and School Business Admin. Residency Programs

• The **New Jersey Association of School Administrators (NJASA)** assigns authorized mentors to school administrator residency candidates.
  - See the [NJASA web page](#) or call Dr. Mark Stanwood at 609-599-2900

• The **New Jersey Association of School Business Officials (NJASBO)** provides a list of authorized mentors for school business administrator residency candidates.
  - See the [NJASBO web page](#) or contact Dr. Michele Roemer at 609-689-3870
School Library Media Specialist (SLMS)  
Associate School Library Media Specialist (ASLMS)

• District will register candidate through the Homeroom on PLRMS

• If the candidate only has a CE, must list college where courses will be taken (drop-down menu on registration page)

• One year residency is required under the provisional certificate

• Fax Residency Agreement to 609-984-5876 or email it.

• You will be contacted by our office and provided with a Program Completion Evaluation Form when it is due

• SLMS/ASLMS contact: Leslie Foster (609-292-5054)
Student Assistance Coordinator (SAC)

• District registers candidate through the Homeroom on PLRMS
• If the candidate only has a CE, must list college where courses will be taken (drop-down menu on registration page)
• Six-month residency is required under the provisional certificate (provisional issued when documents are submitted)
• Fax the Residency Agreement and copy of employment contract to 609-984-6377 or email them to us.
• Forms and final evaluation document are found on this web page.
• SAC candidate applies for the standard on-line when final evaluation is submitted.
NJDOE Residency Program Contact Information

Administrator Training Program or SAC questions:
Ken Figgs, Manager
Jermaine Page, Assistant

Phone # 609-376-3478 or 609-984-6377, Fax# 609-984-3356, or email us.
THANK YOU!

We will stay for your questions.
APPENDIX
CE Requirements and Guidance for Districts
Overview of Alternate Route (CE) Changes

<table>
<thead>
<tr>
<th>Former Alternate Route</th>
<th>Current Alternate Route</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Duration of at least <strong>1 year</strong></td>
<td>• Duration of at least <strong>2 years</strong></td>
</tr>
<tr>
<td>• Minimum <strong>200-290 hours</strong> of programming</td>
<td>• Minimum <strong>400-hour program</strong></td>
</tr>
<tr>
<td>• 24 hours of preservice <em>outside of in-service</em> programming</td>
<td>• Including 20 hours of <em>clinical experience in preservice</em></td>
</tr>
<tr>
<td>• Preservice disconnected from the rest of programming</td>
<td>• Embedded 50 hours of <em>preservice within programming</em></td>
</tr>
<tr>
<td>• No requirement for clinical component during preservice</td>
<td>• All programming offered through <strong>one cohesive program</strong></td>
</tr>
<tr>
<td>• No performance assessment required</td>
<td>• Performance assessment required</td>
</tr>
</tbody>
</table>

Rationale: Alternate route candidates will engage in comprehensive preparation programming that allows for continuity between preservice and in-service coursework and clinical experiences before becoming teacher of record, culminating in a performance assessment to confirm that candidates have acquired necessary pedagogical skills.
Changes Impacting Districts

- Hiring New CE Teachers
- Provisional License Requirements
- Performance Assessment for Standard
- Evaluation of all New Teachers
District Responsibilities

1) **If you hire CE teacher(s):**
   - CE holders are eligible for hire in a position aligned with CE endorsement area

2) **Register new hire for Provisional License:**
   - District request a copy of the **CE- Verification of Program Completion** (VOPC) from the candidate to verify completion of the 50 hour preservice requirement
     - Note: **Only part B must be filled out.** The remainder of the form will be completed after the entire program has been completed and submitted for standard licensure
   - District must verify candidate’s enrollment in an **approved CE program**

3) **Mentor teacher:**
   - Districts are responsible for assigning a mentor to each new teacher and entering in PLRMS
   - See the **mentoring transfer form** for candidates changing districts

4) **Evaluate teacher:**
   - Provisional teachers must receive 2 summative evaluations of effective or highly effective within three consecutive years before applying for their standard license
Typical Process for CE Holders

There are teacher responsibilities and district responsibilities. Unless noted otherwise, the flow chart below are responsibilities of the teacher.

COMPLETE PREPARATION PROGRAM

START EMPLOYMENT

- Be Registered in the PTP Program by your District
- In order for your district to register you for a Provisional Certificate, you must provide the completed CE-VOPC for 50 hour coursework.
  - Your school district* must register you in the online system (PLRMS)
  - You can verify your provisional license by the TCIS database
  - A Provisional Certificate is valid for a period of two years and may be renewable for another provisional period
  - There is no cost to register in PTP for a provisional license

MAINTAIN EMPLOYMENT: Mentoring

- Be Mentored During Your 1st 30 weeks of Teaching
  - Your district must assign a mentor during your 1st year of teaching for a minimum of 30 weeks.
  - Should you change districts mid-year, please use this mentor tracker to show your next district how many weeks you have left
  - If you are a part-time teacher, mentoring is extended until you have completed 1 year of mentoring or 30 weeks (district’s should include this info when registering you in the PTP Program)

MAINTAIN EMPLOYMENT: Evaluation

- Be Evaluated by your district supervisor each year
  - Annually, you must be evaluated by your district in accordance with AchieveNJ using your district’s approved rubric
  - As a non-tenured teacher, you must receive a minimum of 3 observations (at least 20 minutes each) by your district and have multiple measures of student achievement (SGOs and mSGP where applicable)
  - You must earn at least 2 years of effective or highly effective final evaluation ratings under a provisional license, which your district will enter into the online PLRMS system
  - There is no cost to be evaluated

APPLICATION FOR YOUR STANDARD CERTIFICATE

- Apply for your Standard Certificate
  - You must apply online using TCIS once you have successfully completed the Provisional Teacher Process
  - You must have met all of the following:
    1) Completed 30 weeks of mentoring
    2) Complete and pass teacher performance assessment ($300)
    3) Earn 2 years of effective or highly effective final evaluation ratings on a provisional license
    4) Complete your preparation program and submit your completed CE-VOPC form
  - There is $100 fee for a standard license if you hold a CE

*Note that if you change school districts (not schools within a district) during the provisional year and begin teaching in a new school district, a new provisional certificate will be required.
1. Can a teacher be hired before they complete the 50-hour preservice requirement?
   - Yes, as long as the teacher completes the 50 hours or preservice prior to beginning employment as a provisional teacher
     - Example: Hired in June, complete requirement in July, begin school in September
   - If necessary, they can be hired as a substitute until they have completed the preservice requirement
     - Example: Hired end of September as sub, complete preservice in first 2 weeks of October, hired as provisional teacher in mid-October
   - Candidates that have completed programs prior to the effective date of new program requirements (July 31, 2017) do not need to meet the 50-hour requirement

2. How can districts verify enrollment in a program?
   - Require candidates to provide proof of enrollment (letter, registration, VOPC)
   - Ask your new teacher for email address of prep program’s point of contact
3. How can districts handle CE teachers hired if prep program offers limited cohorts (eg. one cohort starts September 1 and the next in January) and 50 hours not offered right away?

- Hire CE teacher as a long-term sub/leave replacement
- Become aware of various programs and cohorts they offer (some available more frequently than others)

4. Who is advising CE candidates of their responsibilities in this process?

- Shared responsibility
  - Districts
  - Prep programs
  - NJDOE
- NJDOE email once they receive their CE
- Our ask: Share CE New Teacher Guidance and CEAS New Teacher Guidance
Frequently Asked Questions

5. During this transition from old regulations to new, how do districts handle CE teachers that did not finish the previous 200-hour program?
   - You can advise them of the new requirements and direct them to email Provisional.Teachers@doe.state.nj.us
   - Must complete the new requirements, though programs can accept up to 100 hours from the former program
   - Direct questions to Provisional.Teachers@doe.state.nj.us

6. How will districts know if a candidate does not continue in a program?
   - Based on your partnership or working arrangement with local programs, you can request:
     - A mailed letter identifying the stop in programming
     - An emailed communication
     - A phone call
     - All of the above
     - Mid-year meeting to review enrollment of your new teachers in the preparation program
7. How does this process differ for teachers holding a standard and adding a new endorsement through the alternate route?
   - Teachers adding a new endorsement that already possess a standard do NOT need to go through the 2 year, 400hr program or complete the performance assessment.
   - If they are pursuing a TOSD or Bilingual endorsement, then they must complete the required coursework at an approved program.

8. How does this process differ for teachers pursuing 2 endorsements concurrently like Teacher of Students with Disabilities (TOSD) and Elementary K-6?
   - Teachers must apply for both CE’s and be enrolled in the 2 year alternate route program as well as the special education or bilingual program, concurrently.
   - Teachers have the option to go to a program that provides coursework for both pathways and that information can be found on our Preparation programs page.

9. What are the consequences for a novice teacher that is not evaluated?
   - Novice teachers that are not evaluated each year are ineligible for their standard certificate after their second year of teaching.
   - Their provisional certificate expires after two years. They will be required to renew their provisional license as a result of not being evaluated.