



## Certification Application Checklist

This checklist has been designed as an aid to facilitate applying for state certification. Depending on whether you apply for a new certificate or a name change to an existing certificate, you will be required to complete the processes indicated and/or provide the required attachments to your application.

### For New Certificate:

- Submit [payment online](#) by credit card only.
- Verification of Program Completion, where applicable. Also, see [Guidelines](#) for completing the verification form
  - [CEAS program completion](#)
  - [CE program completion](#)
- Copy of out-of-state certificates (if any).
- Original [Record of Professional Experience](#) form signed by the appropriate school district official, documenting your years of full-time or administrative experience, if applicable.
  - The letter should include your full or part-time status, specific assignment and dates of employment. See [Guidelines for Letters of Employment Experience](#) for completing the form
- Official college transcript(s) sent with degree conferral and grade point average (GPA) listed on the transcript.
- If your academic studies were completed in another country, submit a credentials evaluation from an approved evaluation service in the United States that includes degree equivalency, semester-hour equivalent of each area of college-level study, and the cumulative baccalaureate and advanced degree GPA's.
- Complete the [Oath of Allegiance](#) online through the Teacher Certification Information System (TCIS)
- For non-citizens, signed and notarized [Non-citizen Oath of Allegiance/Verification of Accuracy Statement](#) and [Affidavit of Intent to Become a Citizen](#).
- Take any applicable Praxis II: Subject Assessment/Specialty Area test(s).
  - Test registration procedures and registration form through the [Praxis Web Site](#)
  - School Leadership Series Web Site at [www.ets.org/sls](http://www.ets.org/sls). Online registration is also available.
  - [Additional Praxis information](#)
- Physiology and Hygiene: Applicants applying for instructional certification must pass an examination in physiology and hygiene, including the effects of narcotics and alcohol.
  - The examination is administered at the [County offices of Education](#).
  - In lieu of this examination, the applicant may present basic military training or college level study in areas such as biology, health or nutrition.

### For a name change on the certificate:

- Apply and [submit payment online](#) by credit card only
- Complete and mail the [Name Change Request Form](#)

**Be advised:** No certificates can be issued without a passing score on the required test. Candidates must meet the score in effect at the time of application and determination of certificate eligibility. Scores are subject to change without notice. It is the candidate's responsibility to review the [testing requirements](#) information available on the NJDOE

YOUR APPLICATION WILL NOT BE DATED AS COMPLETE AND SENT TO AN EXAMINER FOR REVIEW UNTIL ALL REQUIRED DOCUMENTATION IS RECEIVED.