TEACHER OF BUSINESS: ACCOUNTING
CERTIFICATE OF ELIGIBILITY WITH ADVANCED STANDING
(ENDORSEMENT CODE: 1301)

TO AVOID DELAYS: After applying online, please submit **ALL** necessary documentation **together** in a **single packet** to the address below. If possible, please have transcripts sent to you first and then forward them in the sealed envelope(s) together with any other documents. Please include your tracking number in all correspondence with our office.

NJ Department of Education
Office of Certification and Induction
PO Box 500
Trenton, NJ 08625-0500

This endorsement entitles the holder to teach accounting, bookkeeping, finance and investment, business mathematics and exploration of related careers in all public schools.

Degree Requirement

- A minimum of a bachelor's degree is required from a regionally accredited college/university.

Cumulative GPA Requirement

- New Jersey requires that candidates for certification achieve a cumulative **GPA of at least 3.0 when a GPA of 4.00** equals an A grade for students graduating on or after **September 1, 2016** (**2.75 for those graduating before September 1, 2016**) in a baccalaureate degree program, higher degree program or a State-approved post-baccalaureate certification program with a minimum of 13 semester-hour credits.
- Please note that there are GPA Flexibility Rules where a high praxis score may offset a GPA that is lower than 3.0, but higher than 2.75.

Subject Matter Preparation

- For certification as a **Business: Accounting** teacher, current regulations for certification require that applicants complete a minimum of 30 credits in a coherent sequence in the subject field of Business. A coherent sequence requires that at least 12 credits are completed at the advanced level of study (junior, senior or graduate level). The **Business: Accounting** certificate also requires a minimum of 12 credits in Accounting. Please provide a course description if a course is not taken from the **Accounting** Department. Courses in pedagogy/education are not accepted towards the subject matter preparation. The final determination as to which courses will be counted towards the **Accounting** subject matter is based on professional and content standards found in the NJ Licensing Code. **All credits must appear on a regionally accredited 2 or 4 year college/university transcript.**

Testing Requirements

- **Praxis II Test Requirement**
  Official scores must be presented directly from Educational Testing Service to the NJ Department of Education. Only official scores are accepted. **The New Jersey Department of Education code (R7666) and your Social Security number must appear on your test score report in order to be accepted. Please submit a copy of your test score report if you have taken the appropriate exam.**

Professional Teacher Preparation

- Current regulations for certification require that applicants complete a coherent sequence of study in professional education which may be completed in a provisional teacher program or an approved teacher preparation program. This is to advise that courses presented by the applicant in professional education must be a coherent sequence of courses that culminates in supervised clinical practice.

Teacher Performance Assessment

- Candidates seeking initial certification must pass a Commissioner-approved performance-based assessment of teaching if they graduated on or after September 1, 2017. The *Verification of Program Completion* form needs to be completed in its entirety by your college/university.

NOTE: THIS DOCUMENT IS MADE IN ACCORDANCE WITH THE RULES CURRENTLY IN EFFECT. REQUIREMENTS, PASSING TEST SCORES, AND FEES ARE SUBJECT TO CHANGE WITHOUT NOTICE.

Physiology and Hygiene Requirement

- This requirement may be completed by choosing one of the following options:
  1.) Present evidence of basic military training
  2.) Complete a course such as biology, health or nutrition that appears on a regionally accredited 2 or 4-year college/university transcript
  3.) Complete an online test. You must have a tracking number and an application on file to take this test. Once completed, please email us at Licensing.Requests@doe.nj.gov stating that the test has been taken. You will need to include your name and tracking number in the email.

Fee Requirement

- No checks or money orders will be accepted
- Please make the payment online
- Please notify your examiner after payment has been made.
- If your application expires after six months, you will be charged a fee of $70.
- All fees, including money left on file, are nonrefundable

Online Certificate Information

- All information regarding applications and certifications is now available online, including certificate name, certificate ID number, date of issuance, and expiration date, if applicable. Instructions to view this information can be found here.

- In order to make certification information available more quickly, this information will appear on our website in lieu of the issuance of paper certificates. If you would like to view the status of your application, then please visit our application status check.

You cannot complete the entire application process online. After applying online, please submit ALL necessary documentation together IN A SINGLE PACKET to the NJ DOE in order to complete your application. Please put your tracking number on all documents that you send to our office.

IF YOU HAVE MET THE ABOVE REQUIREMENTS,
THEN **CLICK HERE** TO APPLY ONLINE.

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