NEW JERSEY STATE DEPARTMENT OF EDUCATION

NEW JERSEY

TEACHER CERTIFICATION

INFORMATION SYSTEM

TECHNICAL MANUAL, OPERATING INSTRUCTIONS, & DEFINITIONS

Division of General Education
Office of Licensing and Credentials
March 2005

CONTENTS

Page

INTRODUCTION. Welcome to the new Teacher Certification Information System (TCIS). This online application has been designed for access from a remote personal computer (PC) via the Internet that will allow users to:

- Update your mailing address;
- Update other identification information;
- Apply for a Certificate of Eligibility;
- Apply for a Certificate of Eligibility with Advanced Standing;
- Apply for Standard certification;
- Apply for duplicate certificates;
- Submit a name change;
- Remit any fees via credit card;
- View the status of your applications for certification; and
- View your New Jersey certifications and examination results.

ASSISTANCE. For technical assistance questions regarding accessing the TCIS, please send a brief email describing the problem you have encountered to TCIStechassist@doe.state.nj.us . Please be sure to identify your PC's operating system (e.g., Windows 2000 or XP) and Internet browser (e.g., Internet Explorer, Netscape, or other Internet Service Provider such as AOL or Yahoo).

APPLICANT CHECKLIST

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

This checklist has been designed as an aid to facilitate applying for state certification. Depending on whether you apply for a new certificate, a duplicate, 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 certified check/money order with correct fee payable to "Commissioner of Education" (if payment mode is not credit card).

___   Verification of Program Completion, if applicable (Click here to download).

___   Copy of out-of-state certificates (if any).

___   Original letter on school district letterhead signed by an appropriate school district official, documenting your years fulltime teaching experience, if applicable. The letter should include your full or part-time status, specific teaching assignment and dates of employment.

___   Official college transcript(s) sent directly from your college, 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 that includes degree equivalency, semester-hour equivalent of each are of college-level study, and the cumulative baccalaureate and advanced degree GPAs (Click here to download the list of approved agencies).

___   Signed and notarized Oath of Allegiance/Verification of Accuracy Statement for United States citizens (Click here to download).

___   Signed and notarized Non-citizen Oath of Allegiance/Verification of Accuracy Statement and Affidavit of Intent to Become a Citizen for non-citizens (Click here to download).

    Please be advised that that there is a test requirement for most instructional endorsements, for the Speech-language Specialist endorsement and for the Principal and School Administrator endorsements. 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 information available on the NJDOE website at http://www.nj.gov/njded/educators/license/1112.htm.

Applicants should note that, although required, sitting for a PRAXIS II assessment and reporting of the resulting scores directly from ETS will not delay processing the submitted application for certification.

PRAXIS II Subject Assessment/Specialty Area test(s). Applicants for New Jersey licensure in subject teaching fields and elementary education must pass the appropriate PRAXIS II Subject Assessment/Specialty Area test(s). The tests are required for all applicants including those applicants who are certificated in other states. Undergraduates must take Praxis test(s) no earlier than the senior year. There is a test score service fee of $20.00 per endorsement that requires a test. The test score service fee must be submitted with your Application for Licensure by money order or certified check payable to "Commissioner of Education". Do not submit this fee to Educational Testing Service with your test registration form.

___ Register for Praxis II: Subject Assessment/Specialty Area test(s). Test registration procedures, registration form and other information are available through the Praxis Web Site at www.ets.org/praxis or the School Leadership Series Web Site at www.ets.org/sls. Online registration is also available.

For a duplicate certificate:

___ Certificated Certified check/money order with correct fee payable to "Commissioner of Education" (if payment mode is not credit card).

___ Notarized statement of loss (Click here to download).

___ Signed and notarized Oath of Allegiance/Verification of Accuracy Statement (Click here to download).

For name a name change on the certificate:

___ Certified check/money order with correct fee payable to "Commissioner of Education" (if payment mode is not credit card).

___ Signed and notarized Oath of Allegiance/Verification of Accuracy Statement (Click here to download).

TEACHER CERTIFICATION INFORMATION SYSTEM

TECHNICAL MANUAL

COMPUTER HARDWARE / SOFTWARE REQUIREMENTS.

In order to access the department's Teacher Certification Information System (TCIS) you will need the following:

- A personal computer (PC) running Microsoft Windows 2000 or XP with Internet access. An Internet browser, such as Internet Explorer (IE) or Netscape, is also needed. The browser is software that allows you to view pages on the World Wide Web. Supported browsers are IE 6.0, I.E. 5.5, IE 5.0, and Netscape 7.0. Best viewed with resolution 1024/768 pixels. Please note that the TCIS currently does not support Macintosh users.

- A stand-alone printer connected to your PC.

CONVENTIONS / TIPS

<u>Correcting data entry errors</u>. If you make an error in entering any of the requested information, you may use the mouse to move the cursor to the box with the error and use the BACKSPACE key to erase your entry. You may also use the RESET button at the bottom of the "New User Registration" page.

<u>Use of RESET button</u>. Clicking the RESET button at any point during your online session where displayed will erase all the information appearing on the screen.

<u>Forgot your password</u>? If you have forgotten the password you previously selected, click on the "Forgot Your Password" button at the bottom of the Log-In screen. The Reset Password screen appears. Enter your email address. This address should be the same as that which you entered when you first registered for access to the online system. Once entered, click the CONTINUE button.

You will be prompted to enter the response to the "Secret Question" that you selected and responded to when you first registered. Click on the SUBMIT button. If your response is accepted, the Profile Settings screen appears with the message that your reset password will be emailed to you. Once you enter the system with your new password, you can change your password (see the left column menu) to one that you can remember more easily.

<u>Web-page navigation</u>. In order move between web-pages that display the information residing in the online system, simply click on a sidebar heading at the left of the screen.

ACCESSING THE TEACHER CERTIFICATION INFORMATION SYSTEM.

LOGGING-IN PROCEDURE.

1. Turn on your PC. Select your internet browser (e.g., Internet Explorer or Netscape. See COMPUTER HARDWARE/SOFTWARE REQUIREMENTS on Page 2) from the desktop or programs screen.

2. Enter the web-site address exactly as shown below on the address line of your browser and click "Go." – The address is case sensitive, and please note that there are 'underscore' characters between DOE and TCIS and between TCIS and ONLINEED/login.jsp.

     https://www6.state.nj.us/DOE_TCIS_ONLINEED/login.jsp

The Log-In screen of the Teacher Certification Information System is shown.

For new or first time users.

1. Click on the "New Users Must Register First" message above the box containing the User ID and Password fields. This will take you to the "New User Registration" screen.

2. Enter the requested information.

     PLEASE NOTE THAT ENTERING ANY REQUESTED INFORMATION ABOUT SEX, RACE, AND ETHNICITY IS VOLUNTARY ON YOUR PART AND IS REQUESTED ONLY FOR AFFIRMATIVE ACTION PURPOSES.

     Once all the information has been entered, review your responses for accuracy. Correct any error using the above instructions. YOU MUST ENSURE THAT YOUR SOCIAL SECURITY NUMBER (SSN) IS CORRECT. IF YOU ENTER AN INCORRECT NUMBER, YOU WILL LATER BE REFUSED ADMISSION TO THE SYSTEM AND WILL HAVE TO FILE A SSN CHANGE FORM. THIS FORM IS AVAILABLE AT THE OFFICE'S WEBSITE, AT http://www.state.nj.us/educators/license/ .

     If your information is correct, click on the SUBMIT button at the bottom of the screen. If after clicking SUBMIT you are returned to the same registration page, check both the bottom and the top of the page for error messages that would indicate missing or incorrect information.

Date of birth error. Some users, especially those who received a certificate prior to 1993, may receive a message at the bottom of the page that their "date of birth" is missing which will prevent them from successfully registering. The error message will contain a link to a form that can be used to correct a date of birth in the system. Once the date of birth has been corrected, these users will be able to successfully complete the registration process.

3. Following submission, your User ID and Password will be emailed to the email address you entered. Be sure to note this information for later use.

4. Once you retrieve your User ID and Password, at the Log-In screen enter your User ID (your email address). Next, enter your Password. As the password is case sensitive, please enter it exactly as it appears in your email.

5. Click on the LOGIN button at the bottom of the screen. The welcome screen to the "Teacher Certification Information System Online" appears.

6. Once you are able to login, it is recommended that you change your password to something that will be easy for you to remember. From the sidebar options to the left of the screen, click on the "Change Password" button. You will be prompted to enter the old password that you received via email. Following entry and verification of a new password of your choosing, click the "Submit" button. A message will appear indicating that your password has been changed. Be sure to make a note of the password as you need it to access the TCIS in the future.

For existing users. Go to https://www6.state.nj.us/DOE_TCIS_ONLINEED/login.jsp

1. At this Log-In screen, enter your User ID (your email address). Next, enter your Password. Users who did not change their password following their initial login are advised to enter the password exactly as it appeared in your email. Users who elected to change their password following their initial login should enter the password they selected.

2. Click on the LOGIN button at the bottom of the screen. The welcome screen to the "Teacher Certification Information System Online" appears.

TEACHER CERTIFICATION INFORMATION SYSTEM

OPERATING INSTRUCTIONS

SECTION OVERVIEW.

WELCOME TO TEACHER CERTIFICATION INFORMATION ONLINE page. This page allows the user to view information residing in the system and to perform a variety of functions.

In the sidebar menu on the left of the page, you will see the following headings (links):

- User Manual
- Apply Online
- Profile Settings
- Current Credentials
- Prior Credentials
- Application Status
- Education Summary
- Experience History
- Test Scores
- Change Password
- Logout

In order to select a specific function, use the mouse to move the arrow to that heading, where a pointing hand will appear. Click on the heading. The selected function screen will appear.

SECTION DESCRIPTIONS.

APPLY ONLINE. Enables the user to submit online: an application for a new certificate; request issuance of a duplicate certificate; or request a name change for an existing certificate. The system also allows users to remit any fees associated with the requested services online by credit card.

PLEASE SEE PAGES 11-12 FOR A FULL DESCRIPTION OF THIS FUNCTION.

PROFILE SETTINGS. Displays User ID and assigned Tracking Number. Also includes current identification and contact information and allows the user to correct or update this information. In order to change any of the information included in your profile, click your User ID which appears at the upper left of the page. Once corrected, click the SUBMIT button on the bottom of the page to update your profile (Do not use the BACK button on your browser).

Items preceded by an asterisk (*) are required. Items about sex, race and ethnicity are voluntary and are requested only for affirmative action purposes.

CURRENT CREDENTIALS. Displays the present licensing credentials that the user is recognized as holding. Includes the user's name and tracking number, the certificate identification code, the type of certificate issued, the title of the endorsement, the date the certificate was issued, and the expiration date for any certificate listed. This web page is read-only. Please refer to the Glossary at the end of this manual for definitions.

Displays certificate ID number, certificate type, endorsement code and title, date issued (*month and year*), and date of expiration (*month and year*).

PRIOR CREDENTIALS. Shows past licensing credentials held by the user that are no longer valid. This web page is read-only.

Displays certificate ID number, certificate type, endorsement code and title, date issued (*month and year*), and date of expiration (*month and year*).

APPLICATION STATUS. Enables the user to check the status of an application for certification that was submitted previously. Please note to scroll to the right to view the full record. This web page is read-only.

Displays the applicant's name, the application number, the date that the application was received in the Office of Licensure and Credentials, the type of request, the type of certificate, the code and title of the endorsement, the status of the application, and any comments or notes that may be attached to the record. To view the notes, click on the VIEW option.

EDUCATION SUMMARY. Displays colleges or universities attended as reported by the user. Includes name of institution, the state in which it is located, type of degree pursued, and year in which the degree was conferred. Users will be able to view and update these records. The Licensing Office confirms this information upon receipt of transcripts.

EXPERIENCE HISTORY. Shows last three positions held as reported by the user. Includes position, title, a brief description, beginning and end dates, name of employer, and state where the employment occurred. Users will be able to view and update these records.

TEST SCORES. Shows the various test results (e.g., Praxis) that have been received by the Office of Licensure and Credentials from test contractor on behalf of the user.

Includes the applicant's name and tracking number, the test code and exam type, the score achieved, the passing score for this particular exam, and the date that the test was taken. This web page is read-only.

CHANGE PASSWORD. This feature allows the user to change the password required to access the system. Once you receive the password issued by the system via email and access the TCIS for the first time, it is recommended that you change the password to an entry that you will easily remember.

Displays the User ID (which can not be changed) and requires input of the old password, the new password, and verification of the new password. Once completed, click on the SUBMIT button to update your password information.

LOGOUT. Clicking on this item will exit the user from the system and return the user to the TCIS main web page.

ERROR MESSAGES. The following is a list of possible error messages that may occur during the operation and data entry process.

The error messages are listed in the sequence that they may be encountered by the user.

- For new or first time users, you are required to register. Clicking on this link will result in the *New User Page* appearing. If you enter any of the information incorrectly or leave a required field blank, you will be prompted to enter the correct information. Next, if you change and personalize your password as recommended, all potential error messages appear on the *Change Password Page*.

- For users who have already registered for access to the TCIS, any input errors will appear at the *Register Login Page*.

ERROR CODE	ERROR DESCRIPTION

Login Page

ERR001	Please enter your User ID and Password
ERR002	Please enter your User ID
ERR003	Please enter your Password
ERR004	Please enter a valid Password
ERR005	System could not find user with this User I.D. and Password
ERR036	Login failed due to database error. Please try later.

New User / Registration Page

ERR006	Last Name required
ERR007	First Name required
ERR008	Gender required
ERR009	Date of Birth required
ERR010	SSN required
ERR011	Address Line 1 required
ERR012	City required
ERR013	State required

ERR014	Zip required
ERR015	Email Address required
ERR016	Secret Question required
ERR017	Answer for the Secret Question required
ERR018	SSN invalid
ERR019	Date of Birth format invalid. Should be in mm/dd/yyyy format
ERR020	Date of Birth invalid
ERR021	Date of Birth cannot be a future date.
ERR022	Date of Birth cannot be before 1900
ERR023	Email address invalid
ERR024	Zip invalid
ERR025	Zip invalid
ERR026	Home Phone invalid
ERR027	Work Phone invalid
ERR028	Work Phone Extension invalid
ERR051	Email Addresses provided do not match
ERR051	Reconfirm Email Address required
ERR074	Hispanic Ethnicity required
ERR075	Preferred Mode of Communication required
ERR076	Please indicate if you are a US citizen or not
ERR077	Please indicate if you have filed an Affidavit of Intent and Non-Citizen Oath
ERR078	Please indicate if you hold any degrees from a foreign country or not
ERR079	Please indicate if you have a Foreign Credential Evaluation report
ERR080	Mobile Phone invalid
ERR081	Please enter race information
ERR082	Please enter valid race information
ERR084	Please indicate if you have ever been convicted of a criminal offense in this or any other state or any other jurisdiction outside of the U.S.A
ERR085	Please indicate if you ever had a certificate revoked Or suspended in this or any other country.

Change Password Page

ERR029	All required fields missing
ERR030	Old Password required
ERR031	New Password required
ERR032	Verify Password required
ERR033	New Password and Verify Password don't match

New Certificate Page

ERR034	Certificate Type required
ERR035	Endorsement required
ERR073	You can apply only for a Certificate of Eligibility

ERR083   Please select a Certificate Group

Payment Page - Credit Card Page

ERR036   Credit Card Number required
ERR037   Credit Card Number invalid
ERR038   Credit Card Expiry Date required
ERR039   Credit Card Expiry Date invalid
ERR040   Name on Credit Card required
ERR041   Name on Credit Card invalid
ERR041   CVV Code required
ERR042   CVV Code invalid
ERR043   Address Line 1 required
ERR044   Zip required
ERR045   Zip invalid

Payment Page - Certified Check/Money Order

ERR046   Certified Check/Money Order Number required
ERR047   Certified Check/Money Order Number invalid
ERR048   Certified Check/Money Order Date required
ERR049   Certified Check/Money Order Date invalid
ERR050   Certified Check/Money Order Date cannot be a future date
ERR073   Invalid Certified Check/Money Order Date. Please check the
                        date

Experience History Page

ERR051   Employer required
ERR052   Position required
ERR053   State required
ERR054   From Date required
ERR055   From Date invalid
ERR056   From Date cannot be future date
ERR057   From Date cannot be earlier than 1900
ERR058   To Date required
ERR059   To Date invalid
ERR060   To Date cannot be future date
ERR061   To Date cannot be earlier than 1900
ERR090   To Date cannot be earlier than From Date
ERR091   There was an error in trying to compare the From and To dates.
                        Please re-enter the dates and Submit again

Education Summary Page

ERR062   College Name required
ERR063   Degree Type required
ERR064   State required

ERR065	GPA required
ERR066	Year of graduation required
ERR067	Year of graduation invalid
ERR068	Year of graduation cannot be future year
ERR069	Year of graduation cannot be before 1900
ERR070	GPA invalid
ERR071	GPA cannot be greater than 4.00
ERR072	GPA should be in the format x.yz

APPLY ONLINE PROCESS – DESCRIBED IN DETAIL

Introduction

First, register and login at: https://www6.state.nj.us/DOE_TCIS_ONLINEED/login.jsp .
(See pp. 3 – 4 of this manual.)

This section will first ask you to choose whether you want to "Apply Online for New Certificate, Name Change, or Duplicate."

Selecting either "Name Change" or "Duplicate" will call up screens about your records as well as links to appropriate forms that you must fill out, have notarized, and mail in to the address on the forms.

Selecting "Apply Online" will take you through a series of steps and web pages with the following functions, and finishing each page by clicking SUBMIT will take you to the next step.

- **Step 1. Choose a general certification area.** Select one of the choices offered.

  - Instructional
    - P3 Elementary (K-5)
    - Middle School (Elementary School with Subject Matter Certification)
    - Academic Subject Matter Specialization
    - Vocational Education
  - Administrative (principals, superintendents business administrators, etc)
  - Educational Services (school nurses, counselors, etc)

- **Step 2. Determine your eligibility.** Based on your selection in Step 1, this page presents questions about your college or work preparation, grade point average (GPA), and so forth that determine your basic eligibility for the certificate. You must answer all questions. **Please note that high a Praxis test score may offset a borderline low GPA. See the chart at the end of this manual for more information.**

- **Step 3. Results of eligibility screening**. Based on your answers in Step 2, this page will either allow you to proceed or will tell you why you do not qualify for a New Jersey certificate.

  If you are allowed to proceed:

- **Step 4. Select an endorsement code.** This page will ask you to select an "endorsement code", i.e. subject area, for the certificate you seek. You may be asked to go through more than one page to reach the endorsement you seek. For example, Academic Subject Matter endorsement codes are divided into nine groups, and one of

these is further divided into four groups, and one of these is currently further divided into thirteen other groups.

Explore the endorsement codes until you find the subject matter you are seeking. Then, when you click on an endorsement code, you will be taken to the next page.

- **Step 5. Choose the certificate level.** This page asks you to select the level of certificate you seek: Certificate of Eligibility, Certificate of Eligibility with Advanced Standing, or Standard. (See Glossary and Appendix B at the end of this manual.)

- **Step 6. You have now returned to the "Apply Online" page.** There, you may elect to apply for another certificate (or name change, or duplicate) or you may elect to finish your application by clicking SUBMIT.

    o **Step 6a (optional).** If you want an additional certificate, simply click on "New Certificate" and repeat Steps 1 through 6a again until you have applied for all the certificates you want.

    o **Step 6b (required).** As described above, to finish an application for one or more certificates, click on SUBMIT from the "Apply Online" page.

- **Step 7. Payment registry.** Choose either "Certified Check / Money Order" or "Credit Card." Then complete either Step 7a or Step 7b.

    o **Step 7a. Payment by Check or Money Order.** Fill in the check or money order number, type in the date of the check, or select the date of the check from the date picker. Click SUBMIT. **OR,**

    o **Step 7b. Payment by Credit Card**. Fill in the fields for a credit card payment. Be sure to enter the expiry date as *mm/yyyy,* and for "Address 1", to enter your street address. ***Click SUBMIT only once***. *Credit card transactions are secure, and there will be no refund.*

- **Step 8. Confirmation Page. Please remember to read and follow all instructions on this page carefully. Appendix A reproduces this page. Specifically:**

    o Remember to send in your check or money order if you have not paid by credit card.
    o Remember to send in all required documentation.
    o Remember to click on the links for forms that you may need to print, fill out, and send in.
    o Open the printer-friendly version of this page by using the link at the upper right. Print this page for your records. This page lists your tracking number, application number, and social security number at the top. You may need all of these numbers if you contact our office for information.

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

Appendix A

"CONFIRMATION PAGE" – REQUIRED DOCUMENTATION

Depending on whether you apply for a new certificate, a duplicate, or a name change, you will be required to attach the following items to your application, if they apply, and send them to DOE. Official transcripts are sent to us directly by your college(s). The lists below are as they appear on the actual page.

For New Certificate :

1. Certified Check/Money Order with correct fee payable to "Commissioner of Education" (if payment mode is not credit card)
2. Verification of Program Completion if applicable   (Click here to download)
3. Copy of out of state certificates(if any)
4. Letter from a current or former supervisor, on official stationary, as documentation of years of teaching experience, if applicable.
5. Official college transcript(s) sent directly from your college, with degree conferral and GPA, and must be signed and sealed.
6. Signed and notarized Oath of Allegiance/Verification of Accuracy Statement   (Click here to download)

For Duplicate :

1. Certified Check/Money Order with correct fee payable to "Commissioner of Education" (if payment mode is not credit card)
2. Notarized statement of loss (Click here to download)
3. Signed and notarized Oath of Allegiance/Verification of Accuracy Statement   (Click here to download)

For Name Change :

1. Certified Check/Money Order with correct fee payable to "Commissioner of Education" (if payment mode is not credit card)
2. Signed and notarized Oath of Allegiance/Verification of Accuracy Statement   (Click here to download)

Appendix B

OVERVIEW OF CERTIFICATION IN NEW JERSEY

Definitions

There is a wide variety of endorsements available in New Jersey. The following terms should help the applicant when seeking employment in the state.

- **CERTIFICATE** means one of three types of credentials that the Board of Examiners issues which permits an individual to serve as a teaching staff member.

  - ➢ Instructional
  - ➢ Educational Services
  - ➢ Administrative

  The Board of Examiners will issue a separate endorsement for each subject area that falls under a specific type of certificate. The endorsement shall be considered part of that certificate.

- **ENDORSEMENT** means the specific subject area in which a certificate holder is authorized to serve.

New Jersey's Three-Step Certification Process for Novice Educators

STEP 1: **Establishing eligibility – Certificate or Eligibility and Certificate of Eligibility with Advanced Standing**

Certificate of Eligibility (CE): a credential with lifetime validity issued to persons who have completed a degree program of academic study and the applicable test requirements for certification. The CE permits the applicant <u>to seek and accept employment</u> in positions requiring certification.

- or -

Certificate of Eligibility with Advanced Standing (CEAS): a credential with lifetime validity issued to persons who have completed a degree program of academic study and the applicable test requirements and traditional professional preparation programs for certification. The CEAS permits the applicant <u>to seek and accept employment</u> in positions requiring certification.

NOTE: In addition to the following, see Appendix E and F for more detailed information regarding eligibility requirements.

- A candidate is issued a School Business Administrator **CE** if the degree and/or study requirements are met.

- A candidate is issued a Substance Awareness Coordinator **CE** if the degree requirement is met. A candidate is issued a Substance Awareness Coordinator **CEAS** if the degree **and** study requirements are met.

- A candidate is issued an instructional vocational education **CE** if he/she presents **either** a baccalaureate degree in the appropriate occupation **or** four (4) years of full-time work experience in the appropriate trade of occupation.

STEP 2:   **Legalizing Employment and Induction – Provisional Certificate**

Provisional Certificate: a two-year certificate issued to candidates who have met the requirements for initial employment (holder of a CE or CEAS) and are <u>employed and part of a state-approved district training program or residency</u> leading to standard certification.

STEP 3:   **Becoming Permanently Certified – Standard Certification**

Standard Certificate: a permanent certificate issued to persons who have <u>met all certification requirements</u>.

Requirements for a Standard Instructional Certificate

1. Bachelor's degree from a regionally accredited college or university.

2. A baccalaureate degree, post-baccalaureate program or advanced degree cumulative grade point average (GPA) of at least 2.50, when a 4.0 equals an A grade for candidates graduating prior to September 1, 2004; a GPA of at least 2.75 for candidates graduating September 1, 2004 or later.

3. Passing score in Praxis II/NTE Programs Specialty Area test(s) for secondary teaching the Elementary Education: Content Knowledge for elementary teachers. See information on test requirements in Appendix D for details and for exceptions.

4. Completion of a major in the liberal arts or sciences for elementary education. Completion of a major in the subject teaching field for an initial endorsement in a subject teaching field, except for vocational industrial certification. For additional endorsements, completion of at least 30 semester hours in a coherent major in the subject teaching field.

5. Successful completion of one of the following:

   - the Provisional Teacher Program (induction/mentoring for alternate route or traditionally prepared first-year teachers)
     or

imagePage 18

- a state approved college teacher preparation program and one year of full time teaching under a valid state license.

Reciprocity

Out of state applicants qualifying under any form of reciprocity in accordance with the Interstate Certification Compact will have met the content area and professional education requirements but must pass the required test for issuance of an instructional license in a specific field. Transcripts, copies of state licenses, and original documentation of teaching experience will be reviewed to determine eligibility for reciprocity.

Additional Types of Certificates/Credentials

In addition to the certificate of eligibility, the provisional certificate and the standard certificate, the following are available.

- **Emergency Certificate**: a substandard one-year license issued only in limited fields of educational services.

- **County Substitute Credential**: allows the holder to temporarily perform the duties of a fully licensed and regularly employed teacher.

Appendix C

OFFICE OF LICENSURE AND CREDENTIALS
FEE SCHEDULE: N.J.A.C. 6A:9-5.4

Effective January 20, 2004

The fee schedule below shall be in addition to any tuition and fees that institutions of higher education may charge for courses and credits offered in connection with State approved training programs. **The fees, except as stated, are nonrefundable**.

1. For each **certificate of eligibility** and **certificate of eligibility with advanced standing**, which includes the issuance of the **provisional certificate** and **standard certificate** requiring a test: $170.00

2. For each **certificate of eligibility** and **certificate of eligibility with advanced standing**, which includes the issuance of the **provisional certificate** and **standard certificate** <u>not</u> requiring a test: $150.00

3. For each **emergency certificate**: $ 75.00

4. For each **county substitute credential**: $ 75.00

5. For each **renewal** of an emergency or provisional certificate: $ 50.00

6. For each **duplicate copy** of or name change on a certificate: $ 40.00

7. For each **evaluation of credentials** to determine eligibility to take a particular state certification examination or to obtain information concerning qualifications for certification: $ 50.00

8. For each **standard certificate** requiring **a test**: $ 95.00

9. For each **standard certificate** <u>not</u> requiring **a test**: $ 75.00

10. For each letter the office sends in response to a candidate's written request **verifying test scores** that are no longer available from the testing company: $ 25.00

GLOSSARY

"Accreditation" means an institution that has a professional education unit and has completed successfully a review process by a national professional organization recognized by the Council on Higher Education Accreditation and approved by the Commissioner. The institution must meet state, professional and institutional standards as determined by a review of its individual programs and overall capacity to prepare education professionals. This review is substantiated through a site visit to the institution by a team of education professionals trained to assess educator preparation programs.

"Agency" means a Department-approved international agency that recruits foreign teachers for New Jersey school districts in subject areas that the State Board has defined as having a critical shortage.

"ALJ" means an administrative law judge assigned by the Director of the Office of Administrative Law to preside over contested cases pursuant to N.J.S.A. 52:14F-1 et seq.

"Alternate route" means a non-traditional teacher preparation program.

"Approved program" means a Department-approved planned program of professional preparation for educators at an institution of higher education.

"Authorization" means any requirement, other than a teaching certificate, established by the State or Federal government or by a profession that allows an individual to engage in the practice of that profession.

"Board of Examiners" means the New Jersey State Board of Examiners.

"CCCS" means the Core Curriculum Content Standards pursuant to N.J.A.C. 6A:8.

"Career cluster" means one of the vocational-technical program areas recognized nationally and by the New Jersey Department of Education.

"Certificate" means one of three types of credentials, instructional, educational services and administrative, that the Board of Examiners issues which permits an individual to serve as a teaching staff member. The Board of Examiners will issue a separate endorsement for each subject area that falls under a specific type of certificate. The endorsement shall be considered part of that certificate.

"Certificate of Eligibility" (CE) means a credential with lifetime validity issued to persons who have completed degree, academic study and applicable test requirements for certification. The CE permits the applicant to seek and accept employment in positions requiring certification.

"Certificate of Eligibility with Advanced Standing" (CEAS) means a credential with lifetime validity issued to persons who have completed degree, academic study, applicable test requirements and traditional professional preparation programs for certification. The CEAS permits the applicant to seek and accept employment in positions requiring certification.

"Coherent sequence of courses" means a sequence of at least 30 semester-hour credits of college level coursework in a subject field that includes study at the introductory, intermediate and advanced levels.

"Commissioner" means the Commissioner of Education or the Commissioner's designee.

"Consortium" means a joint sponsorship between one or more public school districts and a college or university providing formal instruction to provisional teachers.

"County superintendent" means a county superintendent of schools pursuant to N.J.S.A. 18A:7-7.1 et seq.

"Department" means the New Jersey State Department of Education.

"District boards of education" means all providers of publicly-funded preschool, elementary, secondary, and adult high school education programs, including county vocational schools, educational services commissions, jointure commissions, charter schools, regional day schools, adult high schools, county special services school districts, the Marie H. Katzenbach School for the Deaf, the Department of Human Services, the Department of Corrections, the Juvenile Justice Commission, and approved private schools for the disabled whose staff hold appropriate certificates.

"Dual content major" means any college major that combines two of the Core Curriculum Content Standards.

"Early Childhood Program Expectations" means the standards set forth in N.J.A.C. 6A:8-2.1(a)3.

"Education preparation program" means a program approved by the Commissioner to prepare individuals for educator certification.

"Endorsement" means the specific subject area in which a certificate holder is authorized to serve.

"Field experience" means a course designed to permit pre-service students to engage in observation of teachers in a classroom setting and to assume some level of teaching responsibility that shall take place prior to the culminating student teaching experience.

"Full-time teaching" means the equivalent of 900 clock-hours of teaching per year.

"GPA" means grade point average.

"IEP" means an individualized education program. It is a written plan developed at a meeting pursuant to N.J.A.C. 6A:14-2.3(i)2 which sets forth present levels of performance, measurable annual goals and short-term objectives or benchmarks and describes an integrated, sequential program of individually designed instructional activities and related services necessary for a student with disabilities to achieve the stated goals and objectives. This plan shall establish the rationale for the student's educational placement, serve as the basis for program implementation and comply with the mandates set forth in N.J.A.C. 6A:14.

"Interdisciplinary major" means any college major that combines two or more academic, scientific or artistic disciplines, permitting students to explore an area of interest from several perspectives.

"Liberal arts major" means any college major such as philosophy, history, literature, sociology or world language that is intended primarily to provide general knowledge and to develop an individual's general intellectual capacities to reason and evaluate, as opposed to professional or vocational skills.

"Mentor teacher" means a New Jersey certified experienced teacher who is assigned to provide support and guidance to a novice teacher.

"NASDTEC" means the National Association of State Directors of Teacher Education and Certification.

"NCATE" means the National Council for the Accreditation of Teacher Education. NCATE is a national professional accrediting body for educator preparation.

"Non-public school" means an elementary or secondary school within the State, other than a public school, offering education for grades kindergarten through 12, or any combination thereof, wherein any child may legally fulfill compulsory school attendance requirements and which complies with the requirements of Title VI of the Civil Rights Act of 1964 (P.L. 88-352). For purposes of this chapter, preschools licensed by the Division of Youth and Family Services that are not under contract to provide services to Abbott districts shall be considered non-public schools.

"Novice teacher" means any full-time or part-time teacher who has not completed one year of full-time teaching under a standard state teaching certificate.

"OAL" means the Office of Administrative Law established pursuant to N.J.S.A. 52:14F-1 et seq.

"Office" means the office within the Department that is assigned to provide staff support to the State Board of Examiners in the exercise of its statutory and regulatory responsibilities.

"Paraprofessional" means a school aide or classroom aide who assists appropriately certified personnel with the supervision of pupil activities.

"Practicum" means a course of study designed especially for the preparation of educational services candidates that involves the practical application of previously studied theory under the supervision of college/university faculty. As part of the practicum, candidates write diagnostic and instructional reports.

"Professional Development Committee" means the local committee established by the district board of education pursuant to N.J.A.C. 6A:9-15.3(d) to plan and implement local district professional development programs.

"Professional development standards" means the standards that govern the creation and review of district professional development plans and guide teachers in the selection of professional development activities.

"Professional Standards for School Leaders" means the knowledge, skills and dispositions that all new school administrators must acquire and describes what all school administrators should know and be able to do. See N.J.A.C. 6A:9-3.4.

"Professional Standards for Teachers" means the knowledge, skills and dispositions that all new teachers must acquire and describes what all teachers should know and be able to do. See N.J.A.C. 6A:9-3.3.

"Program approval" means State authorization of an educator preparation program or its sponsoring organization to endorse and recommend program completers for certification.

"Progress toward completion" means that the emergency certified teaching staff member must demonstrate before renewal of the emergency certificate that he/she has completed the share of study needed per year to earn full certification within the years allowed for certificate renewal. The required "share of study" shall be equal to the number of credits remaining for full certification divided by the maximum number of years the specific certificate can be renewed. A minimum of six credits must be completed each year.

"Provisional certificate" means a two-year certificate issued to candidates who have met the requirements for initial employment and are employed as part of a State-approved district training program or residency leading to standard certification.

"Provisional Teacher Program" means the school-based training and evaluation program provided to all novice teachers during the first year of teaching in New Jersey.

"Provisional teaching year" means a year of full-time teaching under provisional certification required of all novice teachers before they can be approved for standard teacher certification.

"Regionally accredited college or university" means an institution of higher education accredited by one of the following regional accreditation associations:

1. Middle States Association of Colleges and Schools:
2. New England Association of Schools and Colleges;
3. North Central Association of Colleges and Schools;
4. Northwest Association of School and Colleges;
5. Southern Association of Colleges and Schools; and
6. Western Association of School and Colleges.

"Science major" means a college major in any of the physical or natural sciences.

"School leader" means an administrator whose position requires possession of a school administrator, principal, or supervisor endorsement.
"Secretary" means the Secretary of the New Jersey State Board of Examiners.

"Standard certificate" means a permanent certificate issued to a person who has met all certification requirements.

"State Board" means the New Jersey State Board of Education.

"SLE" means a structured learning experience. An SLE is any experiential, supervised educational activity designed to provide students with exposure to the requirements and responsibilities of specific job titles or job groups, and to assist them in gaining employment skills and making career and educational decisions.

"Support resource program" means an educational program in which the primary instructional responsibility for the student shall be the regular classroom teacher with input from the special education teacher. The special education teacher shall provide modifications to the instructional strategies or testing procedures necessary in accordance with the student's IEP. A support resource program provided in the student's regular class shall be at the same time and in the same activities as the rest of the class.

"TEAC" means the Teacher Education Accreditation Council. TEAC is a national professional accrediting body for educator preparation.

"Teaching staff member" means a member of the professional staff of any district or regional board of education, or any board of education of a county vocational school, holding office, position or employment of such character that the qualifications, for such office, position or employment require him or her to hold a valid and effective standard, provisional or emergency certificate, appropriate to his or her office, position or employment issued by the State Board of Examiners and includes a school nurse and a school athletic trainer.

"Traditional route" means an approved collegiate teacher preparation program.

"Vocational-technical education" means an organized educational program that offers a sequence of courses that provides individuals with the academic and technical knowledge and skills that individuals need to prepare for further education and for careers in current or emerging employment sectors.

Appendix E

A HIGH PRAXIS TEST SCORE MAY OFFSET A LOW GPA

GPA / CERTIFICATION TEST REQUIREMENTS							
Effective November 1, 2004, the following information is necessary in applying the new flexibility in GPA / certification test requirement.							
				Where the GPA is less than 2.75, but equal to or higher than 2.50, and the passing score meets or exceeds the following scores, the GPA requirement will be met.		Where the GPA is 3.50 or higher, and the passing score is no less than the following scores, the test requirement will be met.	
CODE	**TEST**	**Current Passing Score**		**Passing Score + 10%**		**Passing Score - 5%**	
10133	Art: Content Knowledge	150		165		143	
10100	Business Education	580		638		551	
10014	Elementary Education: Content Knowledge	141		155		134	
10049	Middle School English Language Arts	156		172		148	
20069	Middle School Mathematics	152		167		144	
20089	Middle School Social Studies	158		174		150	
10439	Middle School Science	145		160		138	
10041	Eng. Lang., Lit., & Comp.: Content Knowledge	162		178		154	
10120	Family and Consumer Sciences	550		605		523	
20173	French: Content Knowledge	156		172		148	
20181	German: Content Knowledge	157		173		149	
10191	Spanish: Content Knowledge	159		175		151	
20856	Health & Physical Ed: Content Knowledge	151		166		143	
10560	Marketing Education	630		693		599	
10061	Mathematics: Content Knowledge	137		151		130	
10113	Music: Content Knowledge	153		168		145	
10091	Physical Education: Content Knowledge	148		163		141	
10200	Introduction to the Teaching of Reading	560		616		532	
10431	General Science: Content Knowledge, Part 1	152		167		144	
10432	General Science: Content Knowledge, Part 2	142		156		135	
20232	Biology: Content Knowledge Part 2	147		162		140	
20241	Chemistry: Content Knowledge	134		147		127	
20571	Earth Science: Content Knowledge	145		160		138	
10261	Physics: Content Knowledge	135		149		128	
10081	Social Studies: Content Knowledge	157		173		149	
10220	Speech Communication	560		616		532	
10640	Theatre	570		627		542	
10050	Technology Education	570		627		542	