

**ROWAN UNIVERSITY
COLLEGE OF EDUCATION**

FEES _____ METHOD OF PAYMENT: <input type="checkbox"/> CK <input type="checkbox"/> M O <input type="checkbox"/> CDT CRD

Due Date: 2/2/12

TERM: SPRING 2012

**APPLICATION FOR CERTIFICATION
NEW JERSEY STATE DEPARTMENT OF EDUCATION**

- Social Security No. _____ 2. Telephone No. _____ 3. Date of Birth _____ 4. Sex M F
- Rowan ID No. _____ (Note: Social Security and Rowan ID Numbers must be supplied to process certification application.)
- Last Name _____ First Name _____ Middle Initial _____ Maiden Name _____
- Home Address (Street Number or Rural Route) _____
City _____ State _____ Zip _____ Email _____
- Are you a U.S. citizen? yes no* * If not, have you filed a Declaration of Intention? yes no
- Certificate requested (Title & Code—refer to pg. 3 on this application for title and code) _____
- Have you any teaching experience? yes no If yes, submit original documentation of years of teaching experience.
- Have you ever held a NJ certificate? yes no If yes, submit copy of certificate(s) with this application.
- Do you hold a valid standard certificate in another state? yes no If yes, submit copy of certificate(s) with application.
- Have you ever had a certificate revoked or suspended in this or any other state? yes no
- Have you ever been convicted of a crime in this or any other state? yes no

15. College Record: (Include All Colleges)* Name of College	Location (State)	Degree Anticipated/ Earned	Mo/ Year	GPA
(Use separate sheet of paper if needed)				

16. Oath of Allegiance (Citizens)*
I, _____, do solemnly swear (or affirm), that I will support The Constitution of the United States and The Constitution of the State of New Jersey, and that I will bear true faith and allegiance to the same and to the governments established in the United States and in this State, under the authority of the people, so help me God.

Sworn and Subscribed to me before this _____ Day of _____ A.D. 20_____.

NOTARY SIGNATURE DATE NOTARY SEAL

17. I certify that the previous statements and data are correct: _____
Date Student Signature

*If you are not a U.S. Citizen, you must fill out a Non-Citizen Oath of Allegiance and an Affidavit of Intent to Become a Citizen. Please request this form from the Student Services Center--College of Education, Education Hall.

18. Rowan Courses in Progress and/or transfer courses: Course Title	s.h.	OFFICE ONLY - DO NOT COMPLETE THIS SECTION		
		Registered	Program Requirement	Not Required

19. Optional: Asian/Pacific Islander African American Cuban Puerto Rican Other Hispanic Native American White Other

20. Academic Advisor's Name: _____

APPLICANTS DO NOT WRITE BELOW THIS LINE ↓ APPLICANTS DO NOT WRITE BELOW THIS LINE ↓ APPLICANTS DO NOT WRITE BELOW THIS LINE

Approved upon successful completion of course work (as determined by the department) in which currently enrolled. Special conditions:

NOT recommended for certification at this time because of the following deficiencies:

Advisor's Signature _____ Date _____

DIRECTIONS – APPLICATION FOR CERTIFICATION

Please read the following directions thoroughly. It is the certification applicant's responsibility to apply for the correct certificate, enclose the proper fee, and meet all deadlines. **You must complete a separate application and write a separate check for each certification requested.** Additional applications may be downloaded at www.rowan.edu/colleges/education/student-services/certification

The deadline for Spring 2012 certification applications is February 2, 2012. Applications will be accepted from Rowan matriculated students completing university-approved certification programs. You must apply for certification during the semester you complete your program. Faxed applications are not acceptable as the signature on the application must be original. Mailing your application to the *Student Services Center/College of Education/Education Hall/Rowan University/201 Mullica Hill Road/Glassboro, NJ 08028* is highly encouraged.

Please pay careful attention to the following items on the application:

- # 9 List the appropriate code and title of certificate. Refer to the certificate list on page 3. *Should you have any question about which certificate(s) you are eligible for, please consult your academic advisor before applying for your certificate(s).*

For those students interested in teaching middle school, please note that in order to be eligible for any Elementary Subject Matter Specialization certificates, you need to hold an Elementary K-5 certificate—even if you do not plan on teaching grades K-5, you still need the Elementary K-5 certificate. Students should also be aware that in addition to 15 hours in the chosen certification area they need to have passed Adolescent Psychology/ Development and have passing Praxis II scores for the appropriate middle school subjects on file before Rowan can recommend for an Elementary Subject Matter Specialization Certificate.

- #10 Instructional certification applicants answer “no” (Clinical Practice and Substitute Teaching are not considered teaching experience.) Official documentation means verification of experience acquired on your school's official letterhead. This letter cannot be a copy.
- #16 READ, then print name on the Oath. Do not fill out or sign anything else under item #16.
- #17 Applications must be signed in the presence of a notary. (See list of University notaries on page 4 for your convenience—you may also use your own.) Non-citizens may obtain the Non-Citizen Oath of Allegiance and Affidavit of Intent from the Student Services Center, College of Education, Education Hall.
- #18 Complete by writing in the name of the course and credits for courses in which you are currently enrolled. If there is not enough room to list your courses, then feel free to attach another sheet.

Please note that the State Department of Education, not Rowan University, charges the fee for the certificate. Payment may be made by check or money order (payable to Rowan University), MasterCard, Visa, American Express, or Discover and must accompany the certification application(s). The fee schedule is on page 3 of this application.

Graduation and certification are two separate processes. If you are in a degree-granting certification program, you **must** apply for graduation as well as certification. You will not be certified if you do not have a degree. Students should apply for graduation online using their Banner Self-Service Accounts. Contact the Registrar if you have questions about the graduation application process.

Codes and Fees of New Jersey Certificates processed through Rowan University

Certificate of Eligibility with Advanced Standing (CEAS): Fee \$170 or \$190

\$170 fee includes Provisional Certificate and Standard Certificate. All certificates with a * require a Praxis II test. Add \$20 to the certificate fee for this one-time test score service fee charged by the State. For example, an Elementary Education Certificate fee is \$190--\$170 for the certificate fee plus \$20 for the test score service fee.

2845 Associate School Library Media Specialist
1200 Art*
1480 Bilingual/Bicultural Education (grad)
2210 Biological Science*
2270 Chemistry*
1610 Driver Education
1001 Elementary School Teacher Grades K-5*

ELEMENTARY SCHOOL SUBJECT MATTER SPECIALIZATION (Middle School) Grades 5-8

1106 ESSMS Language Arts/Literacy*
1102 ESSMS Mathematics*
1103 ESSMS Science*
1104 ESSMS Social Studies*
1150 ESSMS World Language/Spanish*

1410 English*
1475 English as a Second Language (grad)
1510 French*
1605 Health and Physical Education*
1900 Mathematics*
2100 Music Comprehensive*
1013 P-3 (Early Childhood)*
2240 Physical Science*
2260 Physics*
0200 Principal*
1430 Reading*
0109 School Business Administrator
2855 School Library Media Specialist
2300 Social Studies*
1550 Spanish*
2475 Teacher of Students with Disabilities
1451 Teacher of Theatre*

Standard Certificates: Fee \$95

2930 Athletic Trainer
3300 Learning Disabilities-Teacher Consultant
3310 Reading Specialist
2702 School Counselor
3000 School Nurse
3100 School Psychologist
0106 Supervisor

Notaries on campus

(Note: You do not have to use these on-campus notaries. If you are in Clinical Practice this semester, know that the Main Office of your school will most likely have a secretary who is a notary. Banks also have notaries. This list is provided as a service to our applicants.)

Name	Department/Office	Building
Dorothy Comer	Strategic Enrollment Management	Savitz
Marty Cucinotta	Provost Office	Bole
Nancy Fox	Student Government Association	Chamberlain Student Center
Tonya Lashley	Art Department	Westby
Dorothy Mastranduono	College of Liberal Arts & Sciences	Robinson
Lynne Musick	Media & Public Relations	Bole
Susan Patterson	Chemical Engineering Dept.	Rowan
Paula Pilitowski	Art Department	Westby
Jean Riebe	Institutional Effectiveness & Planning	Memorial
Annabel Rolon	Civic & Governmental Relations	Bole
Helen Scull	College of Business-Dean's Office	Bunce