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INTRODUCTION

Since 1903, the State of New Jersey has been responsible for regulating the employment of public school teachers. The impetus for the rules as they presently exist, however, was in response to the enactment in 1967 of N.J.S.A. 18A:26-2 which required all school staff to hold valid certificates for employment.

Over the course of the last several decades, rules have been amended to improve requirements of those college academic programs that prepare prospective teachers. In the mid 1980s, a series of reforms were initiated that eliminated the practice of emergency certification from teaching fields and created a system of qualifying examinations for most teaching fields. Particularly noteworthy was the introduction of one of the nation's first "alternate route" to teacher certification. Additional amendments followed in the 1990's that included the issuance of provisional certificates with accompanying induction year requirements for both teachers and administrators.

In January 2004, after comprehensive review of existing rules, the State Board of Education adopted a new chapter, N.J.A.C. 6A:9, Professional Licensure and Standards. With careful consideration of the expansive growth and development of licensure regulations, this new chapter incorporates critical improvements made in the last several years. Moreover, grounded in professional standards, educators are guided by regulations from pre-service preparation to induction year support and certification to professional development to insure improved teaching and learning and, ultimately, high student achievement in New Jersey.

This guide for an educator is designed to provide the necessary information to apply for teaching, administrative or student service certifications in New Jersey. Should you have further questions, please consult: <http://www.nj.gov/njded/educators/license/>

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. See a complete list of endorsements in Appendix G.

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 to seek and accept employment 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 to seek and accept employment 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 employed and part of a state-approved district training program or residency leading to standard certification.

STEP 3: Becoming Permanently Certified – Standard Certification

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

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**
 - 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.

HOW TO APPLY FOR CERTIFICATION

1. NEW JERSEY RESIDENTS

- a. **Applicants in Approved Teacher Education Programs (Seeking CEAS).** Applicants enrolled in teacher education programs in New Jersey colleges must submit applications through the colleges. Applications are available from the college certification officer.
- b. **Applicants for the Alternate Route Certification (Seeking CE).** The alternate route to certification provides an opportunity for applicants who have not completed teacher preparation in a traditional college program to participate in district training programs for licensure. Interested applicants should apply through the county office of education of the county in which they live or work. See Appendix B for a listing of county offices of education.
- c. **Applicants not in (a) or (b) above** should apply through the county office of education of the county in which they live or work.

2. **OUT OF STATE RESIDENTS.** Out of state residents should apply through the Office of Licensure and Credentials at the following address: New Jersey State Department of Education, Office of Licensure and Credentials, P.O. Box 500, Trenton, New Jersey, 08625-0500, Attention: Out-of-State Application.

3. DOCUMENTS AND FEES REQUIRED FOR LICENSURE

- a. **Application for Licensure:** Complete Part A, #1-17 and Part B, #1-16. (Note Part A, #16 Oath of Allegiance must be notarized. Sign and date #17). Out of state residents may have the Oath of Allegiance notarized in their respective states. In Part A, #5A, list the certificate(s) for which you are applying (see Appendix G for available certificates). Complete Part A, #5B if you are applying for evaluations only. Complete Part A, #5C and/or #5D if you are applying for duplicate certificate(s) and/or name change(s).
- b. **Appropriate fee in money order or certified check payable to “Commissioner of Education.” PERSONAL CHECKS ARE NOT ACCEPTED.** The candidate’s Social Security Number must on the front of the money order/certified check. See Appendix A for fee schedule.

- c. **Applicant's official transcript(s)** of all college credits. A transcript is official if it contains the signature of the registrar or designated official, the seal of the college or university and degree conferral (if applicable).
- d. Applicants for initial New Jersey instructional (teaching) certificate(s) who have a minimum of one year of full-time teaching experience in another state under a valid out of state license/certificate, must submit an original letter verifying the teaching experience and a copy of the valid out of state license/certificate under which the experience was completed. Substitute teaching experience is not applicable.

4. TEST REQUIREMENT FOR LICENSURE

- a. Applicants must satisfy the test requirement for certification in designated endorsements. Licensed out of state applicants must also satisfy the test requirement. Applicants in college approved programs must seek advisement from their respective colleges.
- b. The Praxis Series code for the Office of Licensure and Credentials is R7666.
- c. Passing scores are subject to change. Official scores must be presented directly from Educational Testing Service (ETS) to the Office of Licensure and Credentials. Only official score reports are accepted. The applicant's social security number must appear on the score report.
- d. See Appendix D for further information.

5. "NEW" NEW JERSEY GRADE POINT AVERAGE (GPA) REQUIREMENTS

- a. **For candidates who graduate on or after September 1, 2004**, a cumulative grade point average (GPA) of at least 2.75 when a GPA of 4.00 equals an A grade in a baccalaureate degree program, higher degree program or in a State-approved post-baccalaureate certification program with a minimum of 13 semester-hours (See Appendix C for New Jersey colleges and universities);
- b. **For candidates who graduate prior to September 1, 2004**, a cumulative GPA of at least 2.50 when a GPA of 4.00 equals an A

grade in a baccalaureate degree program, higher degree program or in a State-approved post-baccalaureate certification program with a minimum of 13 semester-hours;

or

- c. **For candidates who have teaching experience in another state but who cannot meet the requirements above**, a valid out-of-state teaching certificate with three years of successful teaching under that certificate. Successful teaching experience will be demonstrated by the offer of contract renewal from the employing district or submission of satisfactory performance evaluations.
6. **CITIZENSHIP.** Certificate(s) are issued only to applicants who are citizens or who have declared their intention to become citizens. A notarized affidavit of intent to become a citizen and a notarized non-citizen oath must be submitted with the application of a non-citizen.
7. **DUPLICATE LICENSURE AND NAME CHANGES.** Applicants who seek a duplicate license or name change must complete the Application for Licensure PART A, #1-7 and 17 and PART B, #1-16. A notarized statement of loss must be submitted for lost licenses. The required fee for each duplicate or name change on a certificate is \$40.00.
9. **TWO-YEAR COLLEGE CREDITS.** Courses taken at accredited two-year colleges are accepted toward meeting requirements for licensure only if such courses appear on an official transcript of an accredited four-year college.
10. **PHYSIOLOGY AND HYGIENE REQUIREMENT.** Applicants applying for instructional certification must pass an examination in physiology and hygiene, including the effects of narcotics and alcohol. The examination is administered in 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.

FREQUENTLY ASKED QUESTIONS

In order to help expedite the processing of an application, an applicant should review the following answers to questions that often arise.

What happens if my application is incorrect or incomplete?

If an application packet is correct and complete, it will be held indefinitely on active file until institutions and individuals submit all required documents, such as college transcripts or PRAXIS/NTE score reports. However, the application packet **will be returned** if it is filled out incorrectly or if it is missing documents that the applicant is responsible for providing directly. The returned packet will include information regarding what is incorrect or incomplete.

Where can I take the courses that are required for licensure?

Contact any of the colleges listed in Appendix C to determine whether they offer an approved program in the area in which you seek certification.

What should I do if I am offered a job before I receive my license?

If offered a job before an applicant has received a certification, the district employer may request an expedited review of the application through the county superintendent of schools. All licensure applicants are entitled to equitable treatment on a first-come, first serve basis. Therefore, no license application will be expedited under any circumstances unless the district superintendent in the hiring district requests a priority evaluation through the county superintendent. No request for a priority evaluation will be accepted without a complete, accurate application packet. Responsibility for assuring the accuracy and completeness of the application packet rests fully with the applicant.

What should I do if I receive the wrong license?

It is illegal to knowingly accept employment under a license that was printed or issued erroneously. If you receive such a license, please return the original license with a brief cover letter to the Office of Licensure and Credentials, P.O. Box 500, Trenton, NJ 08625-0500.

If I must call the licensing office, when may I do so?

The phone hours of the Office of Licensure and Credentials are 2:00 p.m. to 4:00 p.m. daily at 609-292-2070. Other hours of the workday are devoted to the processing of applications and phone calls are not taken.

How can I find out the status of my application?

The New Jersey State Department of Education's home page (<http://www.state.nj.us/education/>) has established a way in which applicants can check the status of their application. Under "Additional DOE Links" click on "Certification Application Status Check."

Where can I obtain additional information about...?

Job Placement/NJ Hire

There is no formal statewide system of job placement for public schools. Each school district has the authority to operate its own employment and recruitment program. However, county offices of education or colleges may provide information about job vacancies or placement information in their respective counties. A county office directory (See Appendix B) and a New Jersey college directory (See Appendix C) are included here.

While no formal job placement system exists, New Jersey has increased its efforts to recruit qualified teachers. The cornerstone of New Jersey's teacher recruitment initiative is the on-line recruitment system, NJHire. NJHire was launched in June 2000. NJHire is free to school districts and teacher candidates. Visit <http://www.njhire.com> to post your resume for viewing by school districts, as well as to search for jobs in the education field.

Teacher Pension

Teacher pensions are administered by the Teachers Pension and Annuity Fund, 1 State Street Square, 50 West State Street, Trenton, New Jersey 08625 or call 609-292-7524.

Tenure and Seniority

Issues of educational tenure and seniority are addressed by the Bureau of Controversies and Disputes, New Jersey Department of Education, 225 East Street, PO BOX 500, Trenton, New Jersey 08625-0500 or call 609-292-5705.

Nursery School Employment

Employment requirements for private nursery schools and day care centers, including licensing of group teachers and the issuance of day care center licenses, are regulated by the Division of Youth and Family Services, Department of Human Services, 50 East State Street, CN 717, Trenton, New Jersey 08625-0717 or call 609-292-1021.

Substitute Teaching

Most school districts maintain lists of persons who are available to serve as substitutes in the absence of full-time teachers. Information about the requirements and procedures for becoming a substitute teacher must be obtained from the county office of education. See Appendix B for a directory of county offices of education.

PRAXIS/NTE Tests

The PRAXIS II Subject Assessment/NTE test Registration Bulletin may be obtained from: The PRAXIS Series, Educational Testing Service, P.O. Box 6051, Princeton, New Jersey 08541-6051 or call 609-771-7395. Information is also available on the Internet through the Praxis Web Site at <http://www.ets.org/praxis>.

Salary

Teacher salaries in New Jersey are determined by each local school district. Information may be secured from the office of the superintendent of schools for each district.

School Aides

Information concerning service as a school aide may be obtained from your county superintendent of schools (See Appendix B).

School Directory

If you wish to purchase the School Directory, listing the addresses and phone numbers of all school districts in the state, please write to the following address: Department of Education, Office of Distribution Services, 100 River View Plaza, PO BOX 500, Trenton, New Jersey 08625-0500. There is a charge for the directory. Remittance should be made payable to "State Treasurer of New Jersey." For further information call 609-984-0905. Or you may view this information online at <http://www.state.nj.us/njded/directory>

Troops to Teachers (TTT)

The purpose of TTT is to assist eligible military personnel to transition to a new career as public school teachers in "high-need" schools. The New Jersey TTT office has been established to provide participants with counseling and assistance regarding certification requirements, routes to state certification, and employment in New Jersey school districts. For more information, please visit www.proudtoserveagain.com, call 1-800-680-0884 or e-mail tttnj@doe.state.nj.us.

APPENDICES

Appendix A: Fee Schedule

Appendix B: County Office of Education Directory

Appendix C: Directory of New Jersey Institutions of Higher Education
Offering Teacher Education Programs

Appendix D: Test Requirement for Certification in New Jersey

Appendix E: New Jersey's Provisional Teacher Program

Appendix F: Administrator and SAC Residency Programs

Appendix G: Endorsements

Appendix A

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** not 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** not 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

Appendix B

COUNTY OFFICE OF EDUCATION DIRECTORY

<u>COUNTY</u>	<u>ADDRESS</u>	<u>PHONE NUMBER</u>
ATLANTIC	6260 Old Harding Highway Mays Landing, NJ 08330	609-625-0004
BERGEN	One Bergen County Plaza Room 350 Hackensack, NJ 07601	201-336-6875
BURLINGTON	3 Union Street, PO Box 6000 Mount Holly, NJ 08060-6000	609-265-5060
CAMDEN	509 Lakeland Road, Forrest Hall Blackwood, NJ 08012	856-401-2400
CAPE MAY	Crest Haven Complex 4 Moore Drive Cape May Court House, NJ 08210	609-465-1283
CUMBERLAND	19 Landis Avenue Bridgeton, NJ 08302	856-451-0211
ESSEX	7 Glenwood Avenue, Suite 404 East Orange, NJ 07017	973-395-4677
GLOUCESTER	Office: Tanyard & Salina Road Sewell, NJ 08080 Mailing: 1492 Tanyard Road Sewell, NJ 08080-4222	856-468-6500 Ext. 34

HUDSON	Mailing: 595 Newark Avenue Jersey City, NJ 07306 Office: 595 County Avenue Bldg. 3, Secaucus, NJ 07094	201-319-3850
HUNTERDON	Office: 10 Court Street Flemington, NJ 08822 Mailing: P.O. Box 2900 Flemington, NJ 08822-2900	908-788-1414
MERCER	1075 Old Trenton Road Trenton, NJ 08690	609-588-5876
MIDDLESEX	1501 Livingston Avenue North Brunswick, NJ 08902	732-249-2900 Ext. 112
MONMOUTH	3680 Highway 9 P.O. Box 1264 Freehold, NJ 07728-1264	732-431-7816
MORRIS	Office: 300 Mendham Road Morris Twp., NJ 07960 Mailing: PO Box 900 Morristown, N.J. 07963-0900	973-285-8320
OCEAN	212 Washington Street Toms River, NJ 08753	732-929-2078
PASSAIC	501 River Street Paterson, NJ 07524	973-569-2110
SALEM	94 Market Street Salem, NJ 08079	856-935-7510 Ext. 8441

SOMERSET	Office: 40 N. Bridge Street Somerville, NJ Mailing: County Administration Building P.O. Box 3000 Somerville, NJ 08876	908-231-7171
SUSSEX	262 White Lake Road Sparta, NJ 07871	973-579-6996
UNION	300 North Avenue East Westfield, NJ 07090	908-654-9860
WARREN	537 Oxford Street Belvidere, NJ 07823	908-475-6329

Appendix C

DIRECTORY OF NEW JERSEY INSTITUTIONS OF HIGHER EDUCATION OFFERING TEACHER EDUCATION PROGRAMS

<u>College/University</u>	<u>Address</u>	<u>Telephone Number</u>
Bloomfield College	Office of Teacher Education 467 Franklin Street Bloomfield, NJ 07003	(973) 748-9000
Caldwell College	Education Department 9 Ryerson Avenue Caldwell, NJ 07006-6195	(973) 228-4424
Centenary College	Education Department 400 Jefferson Street Hackettstown, NJ 07840	(908) 852-1400
College of Saint Elizabeth	Education Department 2 Convent Road Morristown, NJ 07960	(973) 290-4000
Fairleigh Dickinson University	School of Education 1000 River Road Teaneck, NJ 07666	(201) 692-2000
Felician College	Office of Teacher Education Rutherford Campus 223 Montross Avenue Rutherford, NJ 07070	(201) 559-3549
Georgian Court University	School of Education 900 Lakewood Avenue Lakewood, NJ 08701	(732) 364-2200
Kean University	School of Education 1000 Morris Avenue Union, NJ 07083	(908) 737-2000
Monmouth University	School of Education 400 Cedar Avenue West Long Branch, NJ 07764	(732) 571-3400
Montclair State University	College of Education & Human Services Chapin Hall 106 Upper Montclair, NJ 07043	(973) 655-5167
New Jersey City University	College of Education 2039 Kennedy Boulevard Jersey City, NJ 07305	(201) 200-2101

Princeton University	Teacher Preparation Program 201 Nassau Street Princeton, NJ 08542	(609) 258-3336
Ramapo College of New Jersey	Office of Teacher Education 505 Ramapo Valley Road Mahwah, NJ 07430	(201) 684-7626
Richard Stockton College of New Jersey	Office of Teacher Education Pomona, NJ 08240	(609) 652-4688
Rider University	School of Education College of Liberal Arts, Education & Sciences 2083 Lawrenceville Road Lawrenceville, NJ 08648	(609) 895-5155
Westminster Choir College of Rider University	Department of Music Education 101 Walnut Lane Princeton, NJ 08540-3899	(609) 921-7100
Rowan University	College of Education 201 Mullica Hill Road Glassboro, NJ 08028-1701	(609) 256-4750
Rutgers University Camden College of Arts and Sciences	Education Department 311 North 5 th Street Camden, NJ 08102	(609) 225-6051
Rutgers University Cook College	PO Box 231 Waller Hall Room 206 New Brunswick, NJ 08903	(732) 932-9164
Rutgers University Graduate School of Applied and Professional Psychology	152 Frelinghuysen Road Piscataway, NJ 08854-8085	(732) 445-5062
Rutgers University Graduate School of Education	Office of Teacher Education 10 Seminary Place New Brunswick, NJ 08903	(732) 932-7496
Rutgers University Newark College of Arts and Sciences	Education Department 175 University Avenue Newark, NJ 07102	(973) 353-1766

Rutgers University School of Communication and Library Studies Graduate School of Library and Information Studies	4 Huntington Street New Brunswick, NJ 08901-1071	(732) 932-7917
Rutgers University School of Social Work	536 George Street New Brunswick, NJ 08901	(732) 932-7520
Saint Peter's College	Department of Education 2641 Kennedy Boulevard Jersey City, NJ 07306	(201) 915-9257
Seton Hall University	College of Education and Human Services 400 South Orange Avenue South Orange, NJ 07079	(973) 761-9394
The College of New Jersey	School of Education PO Box 7718 Ewing, NJ 08628-0718	(609) 771-2100
William Paterson University	College of Education 300 Pompton Road Wayne, NJ 07470	(973) 720-2138

Appendix D

TEST REQUIREMENT FOR LICENSURE IN NEW JERSEY Effective September 1, 2004

INTRODUCTION

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. Certain teaching fields are exempt as noted on the next page.

Applicants for the Speech-language Specialist certificate must pass the Speech-language Pathology Specialty Area test.

Applicants for the Principal certificates must pass the School Leadership Series: School Leaders Licensure Assessment test (SLLA). Applicants for the School Administrator certificates must pass the School Leadership Series: School Superintendent Assessment test (SSA). These tests are part of the School Leadership Series.

It is the responsibility of the applicant to register for the correct test(s). Test requirements and test code number listed on the next page must be carefully checked to assure registration for the correct test.

PASSING SCORE

Passing scores have been raised by the State Board of Education. Applicants must achieve the current required passing score(s) for certificate issuance. Passing scores always are subject to change. A test score must meet the current passing score to satisfy the test requirement. Undergraduates must take Praxis test(s) no earlier than the senior year.

TEST SCORE SERVICE FEE

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.

INSTRUCTIONS FOR TEST REGISTRATION

Register for Praxis II: Subject Assessment/Specialty Area tests directly through The Praxis Series. Register for the School Leadership tests through the School Leadership Series. Test registration procedures, registration form and other information are included in The Praxis Series Registration Bulletin or The School Leadership Series Bulletin. The bulletins are available on the Internet 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.

Bulletins are available from Educational Testing Service as follows:

<p>The Praxis Series Educational Testing Service P.O. Box 6051 Princeton, NJ 08541-6051 (800) 772-9476</p>	<p>The School Leadership Series Educational Testing Service P.O. Box 6051 Princeton, NJ 08541-6051 (800) 772-9476</p>
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Scores on Praxis II: Subject Assessment/Specialty Area tests and the School Leadership Series tests taken in the State of New Jersey will automatically be sent to the New Jersey Department of Education. If tested in another state, the applicant must request to have the score sent to New Jersey by coding R7666 on the registration form. The applicant's Social Security number must be included when completing your registration form and answer sheet. **Only** official score reports from Educational Testing Service are accepted for certification. Coding the Department of Education (R7666) and Social Security number precludes delay in certificate issuance.

PRAXIS II: SUBJECT ASSESSMENT/ SPECIALITY AREA TESTS REQUIRED FOR LICENSURE

INSTRUCTIONAL ENDORSEMENT AREA TESTS **PRAXIS II: SUBJECT ASSESSMENT/SPECIALTY AREA TESTS**

<p>Agriculture Art Bilingual/Bicultural Education* Business Education: All Endorsements Elementary School Teacher K-5 (10014) Elementary School with Specialization: (10049) Language Arts and Literacy (5-8) Elementary School with Specialization: Mathematics (5-8) Elementary School with Specialization: Social Studies (5-8) Elementary School with Specialization: Science (5-8)</p> <p>English Content Knowledge (10041) English as a Second Language* Family and Consumer Sciences French; and Elementary School with Specialization: World Languages/French (5-8) German; and Elementary School with Specialization: World Languages/German (5-8) Spanish; and Elementary School with Specialization: World Languages/Spanish (5-8) World Languages: Other Health Education Health and Physical Education Knowledge (20856) Marketing Education Mathematics Military Science Music Physical Education (10091) Preschool through Grade 3* Psychology Reading (10200) Science Biological Science</p> <p>and</p> <p> Chemistry</p> <p> Earth Science</p>	<p>Exempt Art: Content Knowledge (10133) To Be Announced Business Education (10100) Elementary Education: Content Knowledge Middle School English Language Arts Middle School Mathematics (20069) Middle School Social Studies (20089) Middle School Science (10439) English Language, Literature, and Composition: To Be Announced Family and Consumer Sciences (10120) French: Content Knowledge (20173) German: Content Knowledge (20181) Spanish: Content Knowledge (20191) Exempt Exempt Health and Physical Education: Content Marketing Education (10560) Mathematics: Content Knowledge (10061) Exempt Music: Content Knowledge (10113) Physical Education: Content Knowledge To Be Announced Exempt Introduction to the Teaching of Reading Biology: Content Knowledge, Part 2 (20232), General Science: Content Knowledge, Part I (10431), General Science: Content Knowledge, Part 2 (10432) Chemistry: Content Knowledge (20241); and General Science: Content Knowledge, Part I (10431) Earth Science: Content Knowledge (20571) General Science: Content Knowledge, Part I (10431)</p>
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Physical Science

Chemistry: Content Knowledge (20241),
Physics: Content Knowledge (10261), and
General Science: Content Knowledge, Part I (10431)

Physics

Physics: Content Knowledge (10261), and
General Science: Content Knowledge, Part I (10431)

Social Studies

Social Studies: Content Knowledge (10081)

Special Education

Exempt

Speech Arts and Dramatics

Speech Communication (10220) and
Theatre (10640)

Technology Education

Technology Education (10050)

Theatre

Theatre (10640)

Vocational Education*

To be Announced

***No test required for the 2004-2005 academic year**

**EDUCATIONAL SERVICES ENDORSEMENT
AREATEST**

Speech-language Specialist

PRAXIS SPECIALTY

Speech-Language Pathology (20330)

**ADMINISTRATIVE ENDORSEMENT
TESTS**

Principal
(**SLLA**) (11010)
School Administrator
(**SSA**) (11020)

SCHOOL LEADERSHIP SERIES

School Leaders Licensure Assessment
School Superintendents Assessment

**PRAXIS II: SUBJECT ASSESSMENTS/ SPECIALTY AREA TESTS
AND
SCHOOL LEADERSHIP SERIES TESTS**

Passing Scores Required for Certification

<u>CODE</u>	<u>TEST</u>	<u>PASSING SCORE</u>
10133	Art: Content Knowledge	150
10100	Business Education	580
10014	Elementary Education: Content Knowledge	141
10049	Middle School English Language Arts	156
20069	Middle School Mathematics	152
20089	Middle School Social Studies	158
10439	Middle School Science	145
10041	English Language, Literature, and Composition; Content Knowledge	162
10120	Family and Consumer Sciences	550
20173	French: Content Knowledge	156
20181	German : Content Knowledge	157
10191	Spanish: Content Knowledge	159
20856	Health & Physical Ed: Content Knowledge	151
10560	Marketing Education	630
10061	Mathematics: Content Knowledge	137
10113	Music: Content Knowledge	153
10091	Physical Education: Content Knowledge	148
10200	Introduction to the Teaching of Reading	560
10431	General Science: Content Knowledge, Part 1	152
10432	General Science: Content Knowledge, Part 2	142
20232	Biology: Content Knowledge Part 2	147
20241	Chemistry: Content Knowledge	134
20571	Earth Science: Content Knowledge	145
10261	Physics: Content Knowledge	135
10081	Social Studies: Content Knowledge	157
10220	Speech Communication	560
10640	Theatre	570
10050	Technology Education	570
20330	Speech-Language Pathology	550
11010	School Leaders Licensure Assessment	148
11020	School Superintendent Assessment	151

PASSING SCORES ARE SUBJECT TO CHANGE

NEW JERSEY TEACHER TESTING PROGRAM

**TEST DATES, DEADLINES AND TEST FEES FOR TESTS REQUIRED FOR
CERTIFICATION IN NEW JERSEY – 2004-2005**

**IT IS IMPORTANT TO REVIEW THE INFORMATION INCLUDED IN THIS
DOCUMENT REGARDING THE TEST REQUIRED FOR THE SPECIFIC
CERTIFICATE FOR WHICH YOU ARE APPLYING, AND TO REGISTER FOR THE
APPROPRIATE TEST**

PRAXIS II: SUBJECT ASSESSMENT/SPECIALITY AREA TESTS

TEST DATE	REGISTRATION DEADLINE	LATE REGISTRATION DEADLINE	MONDAY CENTERS
September 11, 2004	August 10, 2004	August 17, 2004	July 21, 2004
November 20, 2004	October 19, 2004	October 26, 2004	Oct 06, 2004
January 8, 2005	December 7, 2004	December 14, 2004	Nov 24, 2004
March 5, 2005	February 1, 2005	February 08, 2005	Jan 19, 2005
April 16, 2005	March 15, 2005	March 22, 2005	March 3, 2005
June 11, 2005	May 10, 2005	May 17, 2005	April 27, 2005

SCHOOL LEADERSHIP SERIES TESTS

**School Leaders Licensure Assessment (SLLA)
School Superintendent Assessment (SSA)**

TEST	TEST DATE	REGISTRATION DEADLINE	LATE REGISTRATION DEADLINE	MONDAY CENTERS
SLLA	September 11, 2004	August 10, 2004	August 17, 2004	July 21, 2004
SSA	November 20, 2004	October 19, 2004	October 26, 2004	Oct 06, 2004
SLLA	January 8, 2005	December 7, 2004	December 14, 2004	Nov 24, 2004
SSA	April 16, 2005	March 15, 2005	March 22, 2005	March 3, 2005
SLLA	June 11, 2005	May 10, 2005	May 17, 2005	April 27, 2005

FEES

- **Registration Fee:** **\$40.00**

- **School Leadership Series:**
 - School Leaders Licensure Assessment** **\$425.00**
 - School Superintendents Assessment** **\$225.00**

- **Praxis II: Subject Assessment/Specialty Area Test fees:**
 - Constructed Response Test** **\$85.00**
 - 2-hour test** **\$75.00**
 - 1-hour test** **\$60.00**

INFORMATION ABOUT REGISTRATION, TEST CENTERS AND SCORE REPORTING IS INCLUDED IN THE BULLETIN. BULLETINS MAY BE OBTAINED AS FOLLOWS:

The Praxis Series Educational Testing Service P.O. Box 6051 Princeton, NJ 08541-6051 (800) 772-9476	The School Leadership Series Educational Testing Service P.O. Box 6051 Princeton, NJ 08541-6051 (800) 772-9476
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The bulletins are also available online at the Praxis Web Site: <http://www.ets.org/praxis> and at the School Leadership Series Web Site: <http://www.ets.org/sls>.

**CODE R7666 AND SOCIAL SECURITY NUMBER ACCURATELY TO PRECLUDE
DELAY IN CERTIFICATE ISSUANCE**

Appendix E

NEW JERSEY'S PROVISIONAL TEACHER PROGRAM

Introduction

The Provisional Teacher Program is the school-based training and evaluation program provided to all novice teachers during the first year of teaching in New Jersey. The building principal makes a recommendation for standard certification at the completion of program requirements. Both alternate and traditionally prepared teacher candidates participate and receive support by veteran teachers in their school.

Establishing Eligibility

To be eligible for employment, the novice teacher must be a holder of a CEAS (if traditionally prepared) or CE (if alternate route).

Establishing eligibility in subject fields (English, Social Studies, etc.), Elementary:

Certificate of Eligibility (CE)	Certificate of Eligibility with Advanced Standing (CEAS)
Bachelor's degree from an accredited college or university	Bachelor's degree from an accredited college or university
GPA of 2.5 for candidates graduating prior to September 1, 2004; GPA of 2.75 for candidates graduating September 1, 2004 and after	GPA of 2.5 for candidates graduating prior to September 1, 2004; GPA of 2.75 for candidates graduating September 1, 2004 and after
60 credits in liberal arts or sciences for elementary and P3 CE; or A 30 credit coherent sequence of study in the teaching field for subject area CEs	60 liberal arts credits for the elementary or P-3 CEAS; or Completion of a major in the subject teaching field for subject area CEASs
Test requirement – A passing score in the appropriate subject matter test (Praxis II).	Test requirement – A passing score in the appropriate subject matter test (Praxis II).
	Completion of a state-approved teacher preparation program culminating in student teaching

Establishing Eligibility in Vocational/Technical Education

Certificate of Eligibility (CE)	Certificate of Eligibility with Advanced Standing (CEAS)
Bachelor’s degree with a major in the occupation to be taught from a regionally accredited college or university or four years of approved, relevant occupational experience.	Bachelor’s degree with a major in the occupation to be taught from a regionally accredited college or university or four years of approved, relevant occupational experience.
For candidates presenting a bachelor’s degree, a GPA of 2.5 for candidates graduating prior to September 1, 2004; GPA of 2.75 for candidates graduating September 1, 2004 and after	For GPA of 2.5 for candidates graduating prior to September 1, 2004; GPA of 2.75 for candidates graduating September 1, 2004 and after
	Completion of a state approved teacher training program culminating in student teaching

Establishing Eligibility in ESL

Certificate of Eligibility (CE)	Certificate of Eligibility with Advanced Standing (CEAS)
Bachelor’s degree from an accredited college or university	Bachelor’s degree from an accredited college or university
GPA of 2.5 for candidates graduating prior to September 1, 2004; GPA of 2.75 for candidates graduating September 1, 2004 and after	GPA of 2.5 for candidates graduating prior to September 1, 2004; GPA of 2.75 for candidates graduating September 1, 2004 and after
Test requirement – pass an oral and written English language proficiency test.	Test requirement – pass an oral and written English language proficiency test.
	Completion of a state approved teacher training program culminating in student teaching

Establishing Eligibility in Bilingual/Bi-cultural Education

Certificate of Eligibility (CE)	Certificate of Eligibility with Advanced Standing (CEAS)
Possess a CE, CEAS, or standard instructional certificate with an appropriate endorsement to the subject or grade level to be taught.	Possess a CEAS, or standard instructional certificate with an appropriate endorsement to the subject or grade level to be taught.
Test requirement – pass an oral and written proficiency test in both English and the target language.	Test requirement — pass an oral and written proficiency test in both English and the target language.

Establishing Eligibility in Special Education

Certificate of Eligibility (CE)	Certificate of Eligibility with Advanced Standing (CEAS)
Possess a CE, CEAS, or standard instructional certificate with an appropriate endorsement to the subject or grade level to be taught.	Possess a CEAS, or standard instructional certificate with an appropriate endorsement to the subject or grade level to be taught.
Completion of six semester hour credits in special education.	Completion of a state approved teacher training program culminating in student teaching

The Application Process

- Applicants enrolled in teacher education programs in New Jersey colleges must submit applications through the colleges.
- Applicants interested in the alternate route should apply through the county office of education of the county in which they live or work or through the specialized alternate route program to which they are applying.
- See Appendix B for a list of county offices of education.

The issuance of an appropriate certificate of eligibility authorizes the holder to seek and accept offers of employment and to enter into an employment contract with a public school or approved nonpublic school. When the certificate holder accepts an offer of

employment, the district/school must register the employment to the Training Unit of the Office of Licensure and Credentials (609-984-6377) and request issuance of a provisional license.

The district/school has the following minimum responsibilities to a provisional teacher during the induction year:

- Register the teacher in the Provisional Teacher Program;
- Assign an experienced, mentor teacher who holds a New Jersey instructional certificate to support and assist the new teacher;
- Evaluate the new teacher three times, the last of which includes a recommendation for or against standard licensure; and
- If an alternate route teacher, monitor attendance and progress in the formal instruction component of the program.

A COMPARISON OF ALTERNATE AND TRADITIONAL ROUTE REQUIREMENTS

The following details the training, support, and evaluation required for all beginning teachers and the differences between alternate and traditional route requirements.

PROVISIONAL TEACHER HOLDING A CE – ALTERNATE ROUTE TEACHER	PROVISIONAL TEACHER HOLDING A CEAS – TRADITIONAL ROUTE TEACHER
<p>Mentoring – 20 days of full time mentoring, followed by 30 weeks of less intensive support by district personnel. The mentor must have NJ instructional certification, three years of experience, and no supervisory or evaluative role in the district/school/</p>	<p>Mentoring – 30 weeks of support by an experienced teacher who has New Jersey certification and no supervisory or evaluative role in the district/school</p>
<p>Supervision and Evaluation – by school based professionals for 34 weeks; two formative evaluations and a final, summative evaluation which includes a recommendation for or against standard certification</p>	<p>Supervision and Evaluation – by school based professionals for 30 weeks; two formative evaluations and a final, summative evaluation which includes a recommendation for or against standard certification</p>
<p>Formal Instruction 200 hours at a Regional Training Center or alternate route MAT program for candidates with an elementary or N-12 CE;</p> <p>13-17 credits at colleges or universities offering the specialized alternate route P-3 pedagogy for candidates with P-3 CE;</p> <p>200 hours of formal instruction at a regional training center or alternate route MAT program and completion of an approved college or university program for candidates with a special education, bi-lingual/bi-cultural education, or English as a second language CE</p>	<p>Not applicable</p>

Provisional Teacher Program Fees

Formal Instruction

- Regional Training Center- \$1,300 for the 2004-2005 school year;
- Alternate route MAT program – tuition as charged by the college or university;
- P-3 course work – tuition as charged by the college or university; and
- For special education, English as a second language, and bilingual/bi-cultural education programs tuition as charged by the college or university.

Mentoring

- \$450 for the 20 day mentor, \$550 for the 30 week mentor (Mentoring fees may be paid by the provisional teacher or the school district).

Contacts

- Department of Education website www.state.nj.us/education/
- Office of Licensure and Credentials: 609-292-2070 (between 2 p.m. to 4 p.m.)
- Provisional Teacher Program:
 - Office Telephone – 609-984-6377
 - Office Fax – 609-984-3356
 - Email – altroute@doe.state.nj.us

Appendix F

ADMINISTRATOR AND SAC RESIDENCY PROGRAMS

Administrator Residency Program for School Administrator, Principal, and School Business Administrator

The following seven steps summarize the sequence of events leading to standard **Principal, School Administrator, and School Business Administrator** certification (including 1-2 year residency):

1. Candidate must complete advanced degree in one of the recognized fields of leadership or management, or in curriculum and instruction, including study area requirements. A school business administrator certificate requires either a Master's degree or a certified public accountant license.
2. Candidate must pass a written examination (Note new tests: School Leaders Licensure Assessment) for principal; and School Superintendent Assessment for school administrator). Contact ETS to register at 609-771-7395 and send scores to NJ DOE Office of Licensure and Credentials. Note: NO TEST FOR SBA REQUIRED.
3. Candidate must apply for Certificate of Eligibility (CE) using Application for Licensure and pay the appropriate fees.
4. When a candidate obtains a position requiring principal, school administrator, or school business administrator certification, the school district must call (609) 984-6377 or (609) 292-6378 to register the candidate into the Administrator Training Program (1-2 years in length) and receive the necessary registration materials.
5. The school district must send a Statement of Assurance of Position and Standard Residency Agreement to Coordinator Administrative Training, Office of Licensure and Credentials, Box 500, Trenton , NJ 08625-0500 to initiate the residency period.
6. When a mentor is assigned, a Training Program is developed by the district, the mentor, and candidate, subject to Department of Education approval. A provisional certificate, which expires after two years is then issued to the candidate.
7. Upon satisfactory completion of the residency (candidate is evaluated three times), and recommendation of the mentor, the State Board of Examiners may issue a standard certificate.

Substance Awareness Coordinator (SAC) Residency Program

The following five steps summarize the sequence of events leading to a standard certificate as a **Substance Awareness Coordinator**.

1. Candidate must apply for a SAC Certificate of Eligibility (CE) by following the steps in N.J.A.C. 6A:9-13.2(b) 1, 2, or 3. This can be found on the DOE Website, drop down to Administrative Code to Chapter 9: Professional Licensure and Standards to subsection 13.2.

Or

- Candidate must apply for SAC Certificate of Eligibility with Advanced Standing Advanced (CEAS) by completing 21-27 graduate requirements semester hour credits (see N.J.A.C.6A: 9-13.2(c)i.....ix.).
2. Grandfather Clause: Those students who have matriculated in programs approved prior to Jan. 20, 2004, have until Sept. 1, 2007 to complete requirements under N.J.A.C. 6:11-11. If they do not do so, they must fulfill the new requirements above found under N.J.A.C.6A:9-13.
 3. Upon obtaining a position as a SAC, the candidate's school district must call (609) 292-6378 to register the candidate into the SAC Residency Program. A registration packet will be forwarded to the district.
 4. The school district must complete the following documents and submit them to the New Jersey Department of Education, Office of Licensure and Credentials, Box 500 Trenton, NJ 08625
 - Statement of Assurance of SAC Position
 - Substance Awareness Coordinator Residency Agreement
 - Employment contract specifying candidate's position as a SAC
 - \$50 money order from candidate for the provisional certificate (expires after two years)
 - Resume of residency supervisor
 5. At the end of the 6 month residency (full-time SAC) or 12 month residency (part-time SAC) the residency supervisor submits the three page evaluation recommending SAC certification. The State Board of Examiners may then issue the standard SAC certificate.

APPENDIX G

ENDORSEMENTS

Educational Services Endorsements

- Associate School Library Media Specialist
- Cooperative Education Coordinator
- Cooperative Education Coordinator–Hazardous Occupations
- County Apprenticeship Coordinator
- Educational Interpreter
- Director of School Counseling Services
- School Library Media Specialist
- Learning Disabilities Teacher-Consultant
- Reading Specialist
- School Nurse
- School Nurse/non-instructional
- School Occupational Therapist
- School Physical Therapist
- School Psychologist
- School Social Worker
- School Athletic Trainer
- School Counselor
- Speech-Language Specialist
- Substance Awareness Coordinator

Administrative Endorsements

- Principal
- School Administrator
- School Business Administrator
- Supervisor

Note: All endorsements issued are for grade levels nursery (N) through Grade 12 with the exception of Elementary School Teacher endorsement that allows teaching in Kindergarten through Grade 5 (K-5), Elementary schools with subject-matter specialization that allows teaching in Grades 5 through 8 (5-8) and Preschool through Grade 3 that allows teaching in Preschool through Grade 3 (P-3).