



Vineland Public Schools

Personnel Department

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Frequently Asked Questions about Certification

What steps do I take to complete the certification process?

New Jersey has a 3 step process to certification. Steps are as follows:

1a Establishing Eligibility (requirements for Initial Employment)

-Certificate of Eligibility: a credential with lifetime validity issued to those who have completed a degree program of academic study, the applicable tests required for certification, and the physiology/hygiene coursework or test requirement. This permits the applicant to seek employment in positions requiring a certification. PRAXIS test required.

-Certificate of Eligibility with Advanced Standing: a credential with lifetime validity issued to those who have completed a degree program of academic study, the applicable test requirements and professional preparation for certification usually including a student teaching component. This permits the applicant to seek employment in positions requiring a certification. PRAXIS test required.

1b Legalizing Employment and Induction (Provisional Certificate)

-a two year certificate issued to applicants who have met the requirements for initial employment (listed above), and are employed, and are enrolled in a state-approved district training program or residency leading to a standard certificate.

1c Becoming Permanently Certified (Standard Certificate)

-a permanent certificate issued to those who meet all certification requirements which are as follows:

- a. bachelor's degree from an accredited college or university
- b. a degree conferred with a cumulative GPA of at least 2.50 if the degree was received prior to September 1, 2004 or a cumulative GPA of at least 2.75 if the degree was received on or after September 1, 2004.
- c. passing score on the Praxis II exam.
- d. completion of a liberal arts major for elementary education or completion of a major in the appropriate subject area for an initial endorsement.
- e. passing of an examination in physiology/hygiene and the effects of alcohol and narcotics administered at the county office of education. In lieu of this examination an applicant may present basic military training or college level study of biology, health or nutrition.

f. successful completion of one of the following: Provisional Teaching Program (mentoring, etc) or a state-approved college teacher preparation program and 1 year of full time teaching under a valid state license.

2. How long does the certification process take? The certification process is handled by the state department of education so the length of the process varies depending on how busy the licensure department is at the time your application is received.

3. Where can I obtain an application for licensure? Applications can be obtained in the Personnel department or at the county office.

4. Can I apply online for my certification? Yes, you can apply online at www.state.nj.us/education. Please apply by either paper or electronic application, do not apply both ways.

5. What do I need to apply for an Emergency Certification? To apply for an emergency certification you must have a promise of employment from a school district, a copy of your Praxis score, a \$95.00 money order (payable to the NJ Commissioner of Education), sealed official transcripts from all colleges or universities you attended reflecting the required 6 credits per year, a GPA of at least 2.75 and your completed application for licensure. Emergency certifications must be renewed every year while you work towards your specialty certification and do NOT transfer between districts. Each year a renewal is required and you are notified by the Vineland Board of Education Personnel department of the process. Please note that New Jersey is no longer issuing Emergency certificates in the area of Special Education.

6. What do I need to apply for Standard certification? To apply for a standard certification you must have satisfactorily completed the Provisional Teacher Program, which includes the mentoring component and the observation component, provide a \$115.00 money order (payable to the NJ Commissioner of Education) for certificates requiring a test OR a \$95.00 money order for certificates not requiring a test, sealed official transcripts from all college or universities you attended, a GPA of at least 2.75, and your completed application for licensure. Be advised that it is recommended that you apply for certification online by visiting www.state.nj.us/njded/educators/license and clicking on TCIS button at the bottom of the page. If you paid \$150 or \$170 (before 1/8/08) for the C.E. or C.E.A.S. the fee for the Standard Certificate was included. If you paid \$50 you will need to submit a \$95 money order for the Standard Certificate.

7. What do I need to apply for a specific Middle School Certification?

When applying for a middle school certification you must have completed the following: -K-8 or K-5 certification and 15 credits in the appropriate subject area (i.e. Math, Science, English/Language Arts and Social Studies) -a passing score on the middle school Praxis II exam -taken and passed a course in Adolescent Psychology

8. What do I need to apply for a certification that will allow me to teach at the High School level? To apply for a certification for secondary education, a NJ K-12 certificate, you must provide a copy of your Praxis scores for the appropriate subject area and have completed 30 credit hours in

the subject area. You must also meet all the requirements for a Standard Certificate (please refer to question 1).

9. What do I need to apply for World Language Certification? To apply for a certification in any world language you must take and pass the Oral Proficiency Test and the Written Proficiency Test, provide a copy of your Praxis scores, a \$190.00 money order (payable to the NJ Commissioner of Education), official sealed transcripts from all colleges or universities you attended, a GPA of at least 2.75, 30 credits in the language certification you are applying for (12 of which must be in upper level classes), and your completed application for licensure (applications for this certification can also be completed online.)

10. Do I need a dual certification to teach Special Education? If you were hired as a special education teacher prior to September 2005 and have a Teacher of the Handicapped Certificate you do not need to be dual certified. All special education teachers hired after January 2004 need to hold certificates in Elementary K-5 with an endorsement appropriate to the subject or grade level to be taught as defined in the student's IEP and a Teacher of Disabilities certificate.

11. What do I need to apply for a Speech Therapist Certification? To apply for a speech therapist certification you must have a copy of your Praxis scores, a \$95.00 money order (payable to the NJ Commissioner of Education), official sealed transcripts from all colleges or universities that you attended, and your completed application for licensure.

12. How do I sign up to take the Praxis exam?

Subject Assessment/Specialty Area tests are done 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. Bulletins can be also be obtained by writing to or calling The Praxis Series or The School Leadership Series. Online registration is also available. Information regarding registration, test centers, and score reporting can also be found online and in the bulletins.

The Praxis Series The School Leadership Series Educational Testing Service Educational Testing Service P.O. Box 6051 P.O. Box 6051 Princeton, NJ 08541-6051 Princeton, NJ 08541-6051 (800) 772-9476 (800) 772-9476

13. What are endorsements? Under each type of certificate, there are endorsements. The endorsement identifies the specific type of subject that the holder is allowed to teach. A candidate who holds an instructional certificate with an endorsement to teach mathematics is allowed to teach mathematics alone. If the candidate also holds an instructional certificate with an endorsement to teach biological science, the candidate is allowed to teach both mathematics and biological science. New Jersey

currently has 75 possible endorsements for the instructional certificate and an additional 135 possible endorsements that are considered Vocational-Technical Instructional Endorsements. The full list of endorsements can be viewed on the NJ Department of Education website under Licensure and Credentials.

14. What are the additional requirements for an Administrative Certificate?

Administrative Certificate-All candidates for administrative and supervisory certification must hold a master's or higher degree from a regionally accredited college or university. With the administrative certificate the endorsements and their details are as follows: -School Administrator: Required for any position that involves services at a district-wide level. Such positions include superintendent, assistant superintendent, and director. Holders of this endorsement are authorized to provide educational leadership by directing the formulation of district-wide goals, plans, policies and budgets, by recommending their approval by the district board of education and by directing their district-wide implementation. -Principal: Required for any position that involves service as an administrative officer of a school or other comparable unit within a school or district. Such positions shall include assistant superintendent for curriculum and instruction, principal, assistant principal, vice-principal and director. For this endorsement the applicant must pass the Leadership Praxis. -Supervisor (Standard only): Required for both supervisors of instruction and athletic directors who do not hold a standard principal's endorsement. The supervisor is defined as any school officer who is charged with authority and responsibility for the continuing direction and guidance of the work of instructional personnel. This endorsement also authorizes appointment as an assistant superintendent in charge of curriculum/instruction. -School business administrator: Required for the chief financial officer of a district. Such positions include assistant superintendent for business and school business administrator.

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

Daily telephone hours for Customer Service are 3:00pm to 6:00pm, Monday through Friday during the regular school year (except major holidays). Customer Service can be reached at (609) 292-2070. Other hours of the workday are devoted to the processing of applications. Phone calls are not taken during these hours.

16. Who must be considered a Highly Qualified Teacher?

According to NCLB teachers who teach in the following core curriculum subjects must be considered High Qualified: Language Arts, Reading, English, Science, Mathematics, History, Government, Geography, Economics, Art, Civics, and World Languages. Also, elementary and special education teachers who teach all subject areas to a specific grade or class must be Highly Qualified (HQ). The subject areas of Health/Physical Education, Technical Literacy, Career Education, Consumer, Family and Life Skills as well as Vocational Services are NOT required to satisfy the HQ definition. Additionally, teachers not assigned to Title 1 schools, Vineland High School and Impact, do not need to be Highly Qualified.

17. What defines a Highly Qualified Teacher?

Elementary: -Bachelors Degree from an accredited college or university
-Valid NJ Teachers Certificate with no requirements waived (i.e. no Emergency certificate)
-Demonstrates content preparation/expertise by either passing the Praxis

or other rigorous exam or accruing 10 points on NJ HOUSE Standards Content Matrix

Middle/Secondary: -Bachelors Degree from an accredited college or university

-Valid NJ Teachers Certificate with no requirements waived

-Demonstrates content preparation/expertise by either passing the

Praxis or other rigorous exam or holding a major in the subject

area or having 30 credits equivalent to a major (with 12 of the credits

in upper level classes) in the subject area or a graduate degree in the

subject area or a National Board certificate in the subject area or

accruing 10 points on the NJ HOUSE Standards Content Matrix

18. What is the time frame for becoming Highly Qualified?

Teachers hired after the 2002-2003 school year must be HQ at the time of hire. This applies to first-year teachers AND experienced teachers who are new hires in the district. Teachers hired before the 2002-2003 school year have until the end of the 2005-2006 school year to meet the requirements.

19. What is the process for determining who satisfies the Highly Qualified Teacher requirements?

A teacher must be HQ in all subjects that they teach and a form must be completed for each subject. A packet containing all the forms needed for making the HQ determination can be acquired from the New Jersey Department of Education website for Highly Qualified Teachers and No Child Left Behind. The forms can also be obtained from our Personnel Office.

20. What do I need to complete the Highly Qualified Teacher form?

To complete the form you must have a copy of your college transcript and documentation of content related Professional Development activity occurring within the last 4 years for EACH current core academic area or teaching assignment.

21. How often must I fill out these forms?

Forms must be filled out once for each area of instruction. Additional forms will need to be filed if there is a change in certificate or teaching assignment.

22. What happens once the forms are filed?

Once forms are complete have them reviewed and signed by your principal or supervisor. Keep a copy for your records and bring a copy into the Personnel office. They will be used to compile data about Highly Qualified Teachers for district and state report purposes required by NCLB. You will also receive a letter from the Executive Director of Human Resources, Maryann Greenfield, which indicates your Highly Qualified status.

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