

**TEACHER OF BUSINESS: KEYBOARDING/DATA ENTRY  
CERTIFICATE OF ELIGIBILITY  
(ENDORSEMENT CODE: 1303)**

**Please print this page before you apply.**

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

**NJ Department of Education  
Office of Licensure and Credentials  
PO Box 500  
Trenton, NJ 08625-0500**

This endorsement entitles the holder to teach keyboarding, computer data entry, word processing and exploration of related careers in all public schools.

**Degree Requirement**

- A minimum of a bachelor's degree is required from a [regionally accredited college/university](http://www.nj.gov/education/educators/license/usaccred.htm). (<http://www.nj.gov/education/educators/license/usaccred.htm>)

**Cumulative GPA Requirement**

- New Jersey requires that candidates for certification achieve a cumulative GPA of at least 2.75 when a GPA of 4.00 equals an A grade for students graduating on or after September 1, 2004 (2.50 for those graduating before September 1, 2004) in a baccalaureate degree program, higher degree program or a State-approved post-baccalaureate certification program with a minimum of 13 semester-hour credits. Please note that a high praxis test score may offset a GPA that is lower than 2.75 but higher than 2.50. Click on the following link for more details: <http://www.nj.gov/education/educators/license/gpa.htm>

**Subject Matter Preparation**

- Current regulations for the **BUSINESS: KEYBOARDING AND DATA ENTRY** certification require that applicants hold an instructional certification in Business and complete a course in keyboarding and/or word processing applications. Candidates may submit a letter from the college faculty member of the business department verifying proficiency in typing or take a proficiency examination at a State approved examination facility\*. **All credits must appear on a regionally accredited 2 or 4 year college/university transcript.**

**Praxis II Test Requirement**

- **Test Requirement.** Please go to <http://www.nj.gov/education/educators/license/1112.pdf> for testing details. Official scores must be presented directly from Educational Testing Service to the NJ Department of Education. Only official scores are accepted. **The New Jersey Department of Education code (R7666) and your Social Security number must appear on your test score report in order to be accepted. Please submit a copy of your test score report if you have taken the appropriate exam.**

**24 Hour Requirement**

- Effective October 31, 2009, eligibility for the elementary school (K-5) Certificate of Eligibility or instructional area Certificate of Eligibility requires candidates to demonstrate knowledge of basic pedagogical skills appropriate to the area of endorsement prior to the issuance of a certificate. The requirement may be met through successful completion of a minimum of 24 hours of study offered through a state-approved provider or through approved coursework at a NJ State-approved college as documented on a transcript. If submitting a Certificate of Completion for the 24 hour pre-service to meet this requirement, only original documentation will be accepted. Do not send copies or faxes. Please go to <http://www.nj.gov/education/educators/license/> for details and a list of approved courses and providers.

**Physiology and Hygiene Requirement**

- This requirement may be completed by presenting evidence of basic military training, OR by completing a course such as biology, health or nutrition that appears on a regionally accredited 2 or 4 year college or university

transcript, OR by completing a 35 question True/False test administered in the county office of education. Please go to <http://www.nj.gov/education/educators/license/county.htm> in order to contact a county office of education **after** you apply online.

#### Fee Information

- **No checks or money orders will be accepted**
- Please make the payment online at <http://www.nj.gov/education/educators/license/epay.htm>.
- **Please notify your examiner after payment has been made.**
- If you apply and are denied, you will be charged a fee of \$70.
- **All fees, including money left on file, are nonrefundable**

**\*Proficiency in typing or keyboarding may be demonstrated through the completion of a department approved, college administered proficiency examination. The following institutions may be contacted for information regarding testing arrangements, fees and test scheduling:**

**KEYBOARDING PROFICIENCY EXAMINATION  
FOR NEW JERSEY CERTIFICATION  
COLLEGE/UNIVERSITY TESTING SITES & CONTACTS**

February 2008

#### **Rider University**

2083 Lawrenceville Road, Lawrenceville, NJ 08648  
Contact: Dr. Michael G. Curran, Jr., Department of Teacher Education  
Telephone: 609-896-5312  
E-mail: [curran@rider.edu](mailto:curran@rider.edu)

#### **Berkeley College**

44 Rifle Camp Road, West Paterson, NJ 07424  
Contact: Carol Allen Covino  
Telephone: 201 967-9667, Ext. 1704  
E-mail: [cja@berkeleycollege.edu](mailto:cja@berkeleycollege.edu)

#### **Atlantic Cape Community College**

5100 Blackhorse Pike, Mays Landing, NJ 08330  
Testing Office, Christine Gamboa, Director  
609 343-4936; [cgamboa@atlantic.edu](mailto:cgamboa@atlantic.edu)  
Contact: JoAnne Barbieri  
Telephone: 609-343-4988  
E-mail: [barbieri@atlantic.edu](mailto:barbieri@atlantic.edu)

#### **DeVry University**

630 U.S. Highway One, North Brunswick, NJ 08902-3362  
Contact: Pavi Jalloh  
Telephone: 732-220-0031  
E-mail: [pjalloh@devry.edu](mailto:pjalloh@devry.edu)

**IF YOU HAVE MET THE ABOVE REQUIREMENTS, [CLICK HERE](#) TO APPLY ONLINE.**