

# TEACHER OF BUSINESS: COMPUTER APPLICATIONS AND BUSINESS-RELATED INFORMATION TECHNOLOGY STANDARD CERTIFICATE

(ENDORSEMENT CODE: 1304)

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 business - related software applications, safety and security policies pertaining to computer use, emerging hardware and operating systems, file management, legal issues related to computer use, and exploration of related business occupations 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 standards require that applicants complete a coherent sequence of 30 credits in Business studies to include proof of typing/keyboarding\* proficiency and a minimum of 12 credits in any of the following areas:
  - Management information systems
  - Business related computer classes
  - Database concepts for business
  - Information management
  - Decision support systems for business
  - Computer management
  - Systems analysis for business
  - Computer networks in business
  - Database development for business
  - Business computer programming
  - Computer science

Related courses may be accepted depending on the course description/content. Please provide a course description if a course is not taken from the **Business** Department. Courses in pedagogy/education are not accepted towards the subject matter preparation. The final determination as to which courses will be counted towards the **Computer Applications and Business-Related Information Technology** subject matter is based on professional and content standards found in the NJ Licensing Code. **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.**

#### **Professional Teacher Preparation**

- Current regulations for certification require that applicants complete a coherent sequence of study in professional education which may be completed in a provisional teacher program or an approved teacher preparation program. This is to advise that courses presented by the applicant in professional education must be a coherent sequence of courses that culminates in supervised student teaching.

#### **State Teaching Certificate**

- Please submit a copy of an out-of-state teaching certificate that is equivalent to a NJ Standard Instructional Certificate. Holders of a NJ Standard Instructional Certificate do not need to send in a copy of their certificate.

#### **Letter of Teaching Experience**

- Please submit an original letter(s) from a school official(s), on school letterhead, documenting 1 year of fulltime teaching experience under a valid out-of-state license. The letter should include information about full or part-time status, specific teaching assignment and dates of employment. Holders of a NJ Standard Instructional Certificate do not need to send in a letter of teaching experience with the exception of those who hold a Standard Teacher of the Handicapped Certificate.

#### **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.