

TEACHER OF BUSINESS: OFFICE ADMINISTRATION/OFFICE SYSTEMS TECHNOLOGY STANDARD CERTIFICATE (ENDORSEMENT CODE: 1305)

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 office organization, word processing, speed writing, business communication, office and administrative support practices and procedures, keyboarding, data entry 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

- For certification as an **Office Administration/Office Systems Technology** teacher, current regulations require that applicants complete a minimum of 30 credits in a coherent sequence in the subject field of **Business**. A coherent sequence requires that at least 12 credits are completed at the advanced level of study (junior, senior or graduate level). Within the 30 credits, 12 credits must be in ANY of the following areas: managing office systems/office systems administration, keyboarding/word processing, business communications and business related programs/software. (A major in one of these areas would also fulfill the study requirements.) 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 **Office Administration/Office Systems 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

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

Atlantic Cape Community College

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

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