

CAREER AND TECHNICAL EDUCATION CERTIFICATE

Licensure Requirement Details

CULINARY ARTS #4128

Prepared by the Office Career and Technical Education

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INTRODUCTION

The following information is provided by the Department of Education to serve as a self-evaluation guide for individuals interested in applying for a career and technical education teaching certificate in the State of New Jersey using the alternate route program. The guide provides information about eligible degrees, employment experience, and self-employment experience that can be used to apply for a certificate. It also contains information regarding required state-issued licenses or credentials, when applicable. Note that this guide is not meant to be used to determine actual eligibility to apply, and it does not contain all of the requirements for an actual certificate application. For complete application information, visit the Office of Licensure and Credentials website at <http://www.nj.gov/education/educators/license/>. **Individuals who do not hold the required credentials listed on this detail page should consult Part F: Other Credentials.**

PART A: CAREER AND TECHNICAL EDUCATION CERTIFICATE AND PROGRAM

The holder of an Appliance Repair Career and Technical Education Certificate #2639 issued by the New Jersey Department of Education is eligible to teach in the following secondary career and technical education program offered by public school districts in the State of New Jersey:

- ***Baking and Pastry Arts/Baker/Pastry Chef, CIP Code 12.0501:** A program that prepares individuals to serve as professional bakers and pastry specialists in restaurants or other commercial baking establishments. Includes instruction in bread and pastry making, bread and pastry handling and storage, cake and pastry decorating, baking industry operations, product packaging and marketing operations, and counter display and service.*
- ***Institutional Food Workers, CIP Code 12.0508:** A program that prepares individuals in production and service used in governmental, commercial or independently owned institutional food establishments and related food industry occupations. Includes*

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instruction in selecting, storing, preparing, and serving food and food products; basic nutrition; sanitation, and food safety; the use and care of commercial,

- ***Cooking and Related Culinary Arts, General, CIP Code 12.0500:*** *A program that focuses on the general study of the cooking and related culinary arts, and that may prepare individuals for a variety of jobs within the food service industry. Includes instruction in food preparation, cooking techniques, equipment operation and maintenance, sanitation and safety, communication skills, applicable regulations, and principles of food service management.*
- ***Culinary Arts/Chef Training, CIP Code 12.0503:*** *A program that prepares individuals to provide professional chef and related cooking services in restaurants and other commercial food establishments. Includes instruction in recipe and menu planning, preparing and cooking of foods, supervising and training kitchen assistants, the management of food supplies and kitchen resources, aesthetics of food presentation, and familiarity or mastery of a wide variety of cuisines and culinary techniques.*
- ***Food Preparation/Professional Cooking/Kitchen Assistant, CIP Code 12.0505:*** *A program that prepares individuals to serve under the supervision of chefs and other food service professionals as kitchen support staff and commercial food preparation workers. Includes instruction in kitchen organization and operations, sanitation and quality control, basic food preparation and cooking skills, kitchen and kitchen equipment maintenance, and quantity food measurement and monitoring.*
- ***Food Service, Waiter/Waitress, and Dining Room Management/Manager , CIP Code 12.0507:*** *A program that prepares individuals to serve food to customers in formal or informal settings. Includes instruction in the nutritional, sensory, and functional properties of food and its ingredients; food services principles; table and counter services; dining room operations and procedures; service personnel supervision and management; communication skills; business math; safety; and sanitation.*

PART B: REQUIRED STATE-ISSUED OCCUPATIONAL LICENSE OR CREDENTIAL

Currently, there are no state-mandated occupational licenses for this certificate.

PART C: APPLICATION FOR CERTIFICATE USING A DEGREE

Option 1: Bachelor's degree or higher

Applicants using this option must meet all of the following requirements, and should review the requirements prior to submitting an application. The requirements include the following:

- Possession of an eligible degree with an eligible grade point average (GPA)
- Successful completion of an examination in physiology, hygiene and substance abuse issues
- Successful completion of a 24-hour introduction to teaching course

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Requirements:

1. Applicants must submit the following:
 - a) An official, sealed copy of their transcript(s) for a bachelor's degree or higher in a Department-approved subject area for the certificate. Applicants must have completed at least 30 credits in a coherent sequence of courses in the subject area from a regionally accredited college or university. Examples of eligible subject areas include the following:
 - *Chef*
 - *Culinary Arts*
 - b) The applicant's GPA must be 2.75 or higher. Applicants with a bachelor's degree or higher who graduate on or after September 1, 2004, with a GPA that is below 2.75 in a four-year degree program, but at least 2.50 when a GPA of 4.00 equals an A grade, are eligible to apply for the career and technical education certificate by submitting evidence of a minimum of two years (4,000 hours) of full-time employment or part-time employment as per the requirements of 1(a) – (c) in **PART D**, below.
2. Applicants must pass an examination in physiology, hygiene and substance abuse issues pursuant to *N.J.A.C. 6A:9-5.9*, including the effects of narcotics and alcohol. The examination is administered at the 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. To obtain details regarding this examination, contact a county office of education: <http://www.state.nj.us/education/counties/>
3. Applicants must complete a 24-hour introduction to teaching course through an authorized provider, which serves as an introduction to the teaching profession for those individuals who are exploring career options. Topics include classroom management, lesson planning, introduction to New Jersey core curriculum content standards, and assessment of pupil progress. To obtain information regarding this requirement, read the section titled, "New Requirement for Certificate of Eligibility," on the following website: <http://www.nj.gov/education/educators/license/advisories/applicant.htm>

Option 2: Associate's degree

Applicants using this option must meet all of the following requirements, and should review the requirements prior to submitting an application. The requirements include the following:

- Possession of an eligible degree with an eligible grade point average (GPA)
- Possession and documentation of an eligible employment experience
- Successful completion of an examination in physiology, hygiene and substance abuse issues
- Successful completion of a 24-hour introduction to teaching course

Requirements:

1. Applicants must submit the following:

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- a) An official, sealed copy of their transcript(s) for an associate's degree in a Department-approved subject area for the certificate. Applicants must have completed at least 30 credits in a coherent sequence of courses in the subject area from a regionally accredited college or university. Examples of eligible subject areas include the following:
- *Culinary Arts*
- b) Applicants with a GPA that is below 2.75 cannot apply for a certificate using their degree. In such cases, applicants must apply in accordance with the requirements of **Part D** or **Part E**, below.
2. Applicants using an associate's degree must also submit evidence of a minimum of two years (4,000 hours) of full-time employment or part-time employment in an eligible occupational area as identified in Part D, below. Documentation of the employment experience must follow the requirements of 1(a) – (c) in **Part D**.
3. Applicants must pass an examination in physiology, hygiene and substance abuse issues pursuant to *N.J.A.C. 6A:9-5.9*, including the effects of narcotics and alcohol. The examination is administered at the 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. To obtain details regarding this test, contact a county office of education: <http://www.state.nj.us/education/counties/>

Applicants must complete a 24-hour introduction to teaching course through an authorized provider, which serves as an introduction to the teaching profession for those individuals who are exploring career options. Topics include classroom management, lesson planning, introduction to New Jersey core curriculum content standards, and assessment of pupil progress. To obtain information regarding this requirement, read the section titled, "New Requirement for Certificate of Eligibility," on the following website:

<http://www.nj.gov/education/educators/license/advisories/applicant.htm>

PART D: APPLICATION FOR CERTIFICATE USING EMPLOYMENT EXPERIENCE

NOTICE: This employment option is only available to applicants with an approved degree listed under PART C, Option 1, above, but who do not meet the GPA requirement identified under **PART C, Option 1**, and to applicants with an approved degree listed under **PART C, Option 2**, who must include two years of employment experience.

Applicants using this option must meet all of the following requirements, and should review the requirements prior to submitting an application. The requirements include the following:

- Possession and documentation of eligible employment experience*
- Successful completion of an examination in physiology, hygiene and substance abuse
- Successful completion of a basic skills assessment (PRAXIS I® exams)
- Successful completion of a 24-hour introduction to teaching course

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***NOTICE:** The New Jersey Department of Education uses the federal Occupational Information Network (O*NET) as its standard for determining eligible employment experience. O*NET lists the following additional applicable job titles for the **Culinary Arts Career and Technical Education Certificate #4128**: *Sous Chef, Kitchen Manager, Chef, Cook, Executive Chef, Banquet Chef, Executive Sous Chef, Head Cook, and Food and Beverage Director.*

Requirements:

1. Applicants must submit evidence of at least four years (8,000 hours) of eligible employment in one or more of the job titles identified above.
 - a) The eligible employment experience must be within 10 years of the date of the application submitted to the New Jersey Department of Education. Employment experience that is older than 10 years will not be accepted.
 - b) The eligible employment experience must be documented by the applicant's employer(s) using the Department of Education's Statement of Employment Experience form. If the applicant's eligible employment experience was obtained from more than one employer during the period of time for which eligible hours will be calculated, then a separate Statement of Employment Experience form must be completed by each employer. Employment experience submitted in any other format will not be accepted. Applicants may download the Statement of Employment Experience form from the Department of Education's website at the following link: http://www.nj.gov/education/educators/license/forms/voc_employer_experience.pdf
 - c) The employer(s) completing a Statement of Employment Experience form(s) will comment on the applicant's work performance and safety practices for the following general occupational competencies and tools as identified in the O*NET Job Description for this occupation, as follows:

TASKS

- *Check the quality of raw and cooked food products to ensure that standards are met.*
- *Monitor sanitation practices to ensure that employees follow standards and regulations.*
- *Check the quantity and quality of received products.*
- *Order or requisition food and other supplies needed to ensure efficient operation.*
- *Supervise and coordinate activities of cooks and workers engaged in food preparation.*
- *Inspect supplies, equipment, and work areas to ensure conformance to established standards.*
- *Determine how food should be presented, and create decorative food displays.*
- *Instruct cooks and other workers in the preparation, cooking, garnishing, and presentation of food.*
- *Estimate amounts and costs of required supplies, such as food and ingredients.*
- *Collaborate with other personnel to plan and develop recipes and menus, taking into account such factors as seasonal availability of ingredients and the likely number of customers.*
- *Complies with OSHA/Workplace safety and health practices.*

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TOOLS & TECHNOLOGY

- *Commercial use cutlery: Chefs' knives; Kitchen shears; Oyster knives; Paring knives*
- *Commercial use food slicers: Bread slicers; Mandolines; Meat slicers; Slicing machines*
- *Commercial use graters: Box graters; Fruit zesters; Plane graters; Shredders*
- *Commercial use ranges: Electric ovens; Electric stoves; Gas ovens; Gas stoves*
- *Domestic kitchen or food thermometers: Instant-read pocket thermometers; Meat thermometers; Refrigerator thermometers*

Applicants will attach a list of tasks, tools and technology used in the workplace to the Statement of Employment Experience form(s) prior to submitting the form(s) to an employer(s) for completion. Based upon the O*NET Information page 47-2111.00 – Chef and Head Cook, O*NET website: <http://online.onetcenter.org/link/summary/35-1011.00>

2. Applicants must pass an examination in physiology, hygiene and substance abuse issues pursuant to *N.J.A.C. 6A:9-5.9*, including the effects of narcotics and alcohol. The examination is administered at the 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. To obtain details regarding this test, contact a county office of education: <http://www.state.nj.us/education/counties/>
3. Applicants must pass the PRAXIS I[®] basic skills tests*, including the following:
 - Praxis Pre-professional Skills Test Reading (#10710)
 - Praxis Pre-professional Skills Test Writing (#20720)
 - Praxis Pre-professional Skills Test Mathematics (#10730)

For more information regarding the PRAXIS I[®] basic skills tests, visit the “New Jersey: Praxis Test Requirements” page of the Employment Testing Service (ETS) website at the following link: <http://www.ets.org/praxis/nj>. Scroll to the bottom of the page to “Career and Technical Education.” The three required tests are in the column to the right. Test preparation information and materials are also available from ETS. On the webpage, go to the “In This Section” selection in the upper left-hand corner and click on “For Test Takers.” Select the PRAXIS I[®] Pre-Professional Skills Test (PPST) link, which goes to the PRAXIS I[®] Overview page. Click on the light blue “Prepare for the Test” tab. Select one of the three PRAXIS I[®] tests. Each link goes to a page that contains free test prep information as well as test guides that may be purchased.

***NOTICE:** Applicants who have completed a college degree (two-year, four-year or higher) in any subject area, regardless of GPA, are not required to take the PRAXIS I[®] tests.

4. Applicants must complete a 24-hour introduction to teaching course through an authorized provider, which serves as an introduction to the teaching profession for those individuals who are exploring career options. Topics include classroom management,

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lesson planning, introduction to New Jersey core curriculum content standards, and assessment of pupil progress. To obtain information regarding this requirement, read the section titled, "New Requirement for Certificate of Eligibility," on the following website: <http://www.nj.gov/education/educators/license/advisories/applicant.htm>

PART E: APPLICATION FOR CERTIFICATE USING SELF-EMPLOYMENT EXPERIENCE

NOTICE: This employment option is only available to applicants with an approved degree listed under **PART C, Option 1**, above, but who do not meet the GPA requirement identified under **PART C, Option 1**, and to applicants with an approved degree listed under **PART C, Option 2**, who must include two years of employment experience.

Applicants using this option must meet all of the following requirements, and should review the requirements prior to submitting an application. The requirements include the following:

- Possession and documentation of eligible self-employment experience*
- Successful completion of an examination in physiology, hygiene and substance abuse
- Successful completion of a basic skills assessment (PRAXIS I exams)
- Successful completion of a 24-hour introduction to teaching course

***NOTICE:** The New Jersey Department of Education uses the federal North American Industry Classification System (NAICS) as its standard for determining eligible self-employment experience. NAICS lists the following applicable code for the **NAME Career and Technical Education Certificate #NUMBER**:

NAICS Codes:

- *Caterers: NAICS# 722320*
- *Food Service Contractors: NAICS# 722310*
- *Restaurant: NAICS# 722110 or NAICS# 722211*

NAICS Website: <http://www.census.gov/cgi-bin/sssd/naics/naicsrch?chart=2007>

Requirements:

1. The candidate shall present a notarized letter from a tax preparer and/or an attorney verifying the following:
 - a) The applicant has at least four years (8,000 hours) of eligible self-employment in one or more of the NAICS codes identified above.
 - b) The eligible self-employment experience is within 10 years of the date of the application submitted to the New Jersey Department of Education. Self-employment experience that is older than 10 years will not be accepted.
2. Applicants must pass an examination in physiology, hygiene and substance abuse issues pursuant to *N.J.A.C. 6A:9-5.9*, including the effects of narcotics and alcohol. The examination is administered at the county offices of education. In lieu of this examination, the applicant may present basic military training or college level study in

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areas such as biology, health or nutrition. To obtain details regarding this test, contact a county office of education: <http://www.state.nj.us/education/counties/>

3. Applicants must pass the PRAXIS I[®] basic skills tests*, including the following:
 - a) Praxis Pre-professional Skills Test Reading (#10710)
 - b) Praxis Pre-professional Skills Test Writing (#20720)
 - c) Praxis Pre-professional Skills Test Mathematics (#10730)

For more information regarding the PRAXIS I[®] basic skills tests, visit the “New Jersey: Praxis Test Requirements” page of the Employment Testing Service (ETS) website at the following link: <http://www.ets.org/praxis/nj>. Scroll to the bottom of the page to “Career and Technical Education.” The three required tests are in the column to the right. Test preparation information and materials are also available from ETS. On the webpage, go to the “In This Section” selection in the upper left-hand corner, and click on “For Test Takers.” Select the PRAXIS I[®] Pre-Professional Skills Test (PPST) link, which brings you to the PRAXIS I[®] Overview page. Click on the light blue “Prepare for the Test” tab. Select one of the three PRAXIS I[®] tests. Each link goes to a page that contains free test prep information as well as test guides that may be purchased.

***NOTICE:** Applicants who have completed a college degree (two-year, four-year or higher) in any subject area, regardless of GPA, are not required to take the PRAXIS I[®] tests.

4. Applicants must complete a 24-hour introduction to teaching course through an authorized provider, which serves as an introduction to the teaching profession for those individuals who are exploring career options. Topics include classroom management, lesson planning, introduction to New Jersey core curriculum content standards, and assessment of pupil progress. To obtain information regarding this requirement, read the section titled, “New Requirement for Certificate of Eligibility,” on the following website: <http://www.nj.gov/education/educators/license/advisories/applicant.htm>

PART F: OTHER CREDENTIALS

Individuals who possess a degree and/or employment or self-employment experience not listed on this worksheet may submit their degree and/or employment or self-employment experience along with an application for a career and technical education certificate to the Department of Education, which will review the submission in order to determine eligibility. There is a fee associated with this service. However, the Department of Education does not guarantee that credentials submitted will be accepted by the Department of Education as satisfying the requirements for a career and technical education certificate. For more information, visit the Office of Licensure and Credentials homepage at <http://www.nj.gov/education/educators/license/>

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PART G: MILITARY SERVICE/TROOPS TO TEACHERS

Individuals with military service may have obtained qualifying employment experience, education, and/or training during their military service via the New Jersey Troops to Teachers program. The Troops to Teachers program (TTT) assists eligible military personnel with the transition to a new career as public school teachers. The New Jersey TTT office will provide participants with counseling and assistance regarding certification requirements, routes to state teacher certification and employment leads. For information, contact the New Jersey Department of Education Troops to Teachers office at 800-680-0884 or e-mail ttnj@doe.state.nj.us
New Jersey Troops to Teachers Website: <http://www.nj.gov/njded/ttnj>

PART H: ARE YOU LOOKING FOR A TEACHING JOB IN NEW JERSEY?

Visit NJHire today, the New Jersey Department of Education's free education recruitment website. NJ HIRE Website: <http://www.njhire.com>