TEACHER OF BUSINESS: COMPUTER APPLICATIONS AND BUSINESS-RELATED INFORMATION TECHNOLOGY CERTIFICATE OF ELIGIBILITY (ENDORSEMENT CODE: 1304)

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.

Cumulative GPA Requirement
- New Jersey requires that candidates for certification achieve a cumulative **GPA of at least 3.0 when a GPA of 4.00** equals an A grade for students graduating on or after **September 1, 2016** (**2.75 for those graduating before September 1, 2016**) 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 there are GPA Flexibility Rules where a high praxis score may offset a GPA that is lower than 3.0, but higher than 2.75.

Subject Matter Preparation
- Current standards require that applicants complete a coherent sequence of 30 credits in Business studies to include 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

A coherent sequence requires that at least 12 credits are completed at the advanced level of study (junior, senior or graduate level). 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.**

Testing Requirements
- **Praxis II Test Requirement**
  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.**

- **Basic Skills Assessment Requirement (choose one)**
  All candidates applying for their initial CE must pass a Commissioner-approved test of basic skills. 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 exams.**

  <u>OR</u>

  Score in the top one-third percentile on the SAT, ACT, or GRE for the year the test was taken. Official score reports must be sent directly from the testing agency.

Physiology and Hygiene Requirement
- This requirement may be completed by choosing one of the following options:
    1.) Present evidence of basic military training
    2.) Complete a course such as biology, health or nutrition that appears on a regionally accredited 2 or 4-year college/university transcript
    3.) Complete an online test. You must have a tracking number and an application on file to take this test.

Fee Requirement
- No checks or money orders will be accepted
- Please make the payment online
- Please notify your examiner after payment has been made.
- If your application expires after six months, you will be charged a fee of $70.
- All fees, including money left on file, are nonrefundable

TEACHER OF BUSINESS: COMPUTER APPLICATIONS AND BUSINESS-RELATED INFORMATION TECHNOLOGY CERTIFICATE OF ELIGIBILITY WITH ADVANCED STANDING (ENDORSEMENT CODE: 1304)

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.

Cumulative GPA Requirement
- New Jersey requires that candidates for certification achieve a cumulative **GPA of at least 3.0 when a GPA of 4.00** equals an A grade for students graduating on or after **September 1, 2016** (**2.75 for those graduating before September 1, 2016**) 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 there are GPA Flexibility Rules where a high praxis score may offset a GPA that is lower than 3.0, but higher than 2.75.

Subject Matter Preparation
- Current standards require that applicants complete a coherent sequence of 30 credits in Business studies to include a minimum of 12 credits in any of the following areas:

➢ Management information systems	➢ Systems analysis for business
➢ Business related computer classes	➢ Computer networks in business
➢ Database concepts for business	➢ Database development for business
➢ Information management	➢ Business computer programming
➢ Decision support systems for business	➢ Computer science
➢ Computer management	

A coherent sequence requires that at least 12 credits are completed at the advanced level of study (junior, senior or graduate level). 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.**

Testing Requirements
- **Praxis II Test Requirement**
  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 clinical practice.

Physiology and Hygiene Requirement

- This requirement may be completed by choosing one of the following options:
    1.) Present evidence of basic military training
    2.) Complete a course such as biology, health or nutrition that appears on a regionally accredited 2 or 4-year college/university transcript
    3.) Complete an online test. You must have a tracking number and an application on file to take this test.

Fee Requirement

- No checks or money orders will be accepted
- Please make the payment online
- Please notify your examiner after payment has been made.
- If your application expires after six months, you will be charged a fee of $70.
- All fees, including money left on file, are nonrefundable

TEACHER OF BUSINESS: COMPUTER APPLICATIONS AND BUSINESS-RELATED INFORMATION TECHNOLOGY STANDARD CERTIFICATE (ENDORSEMENT CODE: 1304)

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.

Cumulative GPA Requirement
- New Jersey requires that candidates for certification achieve a cumulative **GPA of at least 3.0 when a GPA of 4.00** equals an A grade for students graduating on or after **September 1, 2016** (**2.75 for those graduating before September 1, 2016**) 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 there are GPA Flexibility Rules where a high praxis score may offset a GPA that is lower than 3.0, but higher than 2.75.

Subject Matter Preparation
- Current standards require that applicants complete a coherent sequence of 30 credits in Business studies to include 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

A coherent sequence requires that at least 12 credits are completed at the advanced level of study (junior, senior or graduate level). 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.**

Testing Requirements
- **Praxis II Test Requirement**
  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 clinical practice.

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.

Record of Professional Experience

- Please submit the Record of Professional Experience form which must be filled out by your employer:

  The New Jersey Department of Education will make the final determination as to whether or not the experience meets NJ reciprocity regulations.

  Please Note: Holders of a NJ standard instructional certificate do not need to send in the above form with the exception of those who hold a standard *Teacher of the Handicapped* certificate.

Physiology and Hygiene Requirement

- This requirement may be completed by choosing one of the following options:
  1.) Present evidence of basic military training
  2.) Complete a course such as biology, health or nutrition that appears on a regionally accredited 2 or 4-year college/university transcript
  3.) Complete an online test. You must have a tracking number and an application on file to take this test.

Fee Requirement

- No checks or money orders will be accepted
- Please make the payment online
- Please notify your examiner after payment has been made.
- If your application expires after six months, you will be charged a fee of $70.
- All fees, including money left on file, are nonrefundable