



**New Jersey Department of Education
Office of Certification and Induction**

Certification Application Checklist

This checklist facilitates applying for state certification. Depending on whether you apply for a new certificate or a name change to an existing certificate, you will be required to complete the processes indicated and/or provide the required attachments via email. Your application will *not* be marked as complete and sent to an examiner for review until *all* required documentation is received. Candidates may need to submit additional documentation based on the examiner’s review.

How to Apply for Certification:

1. Take and pass any applicable tests.
 - Visit the New Jersey Department of Education (NJDOE) website for information on [certification testing requirements](#) in New Jersey.
 - Candidates must meet the score in effect at the time of application and determination of certificate eligibility. Scores are subject to change without notice.
2. Apply online in the [Teacher Certification Information System \(TCIS\)](#).
 - Payment must be made by credit card.
 - Fees are nonrefundable pursuant to *N.J.A.C. 6A:9B-5*.
 - Due to the COVID-19 state of emergency and related limitations, *application expiration dates are temporarily extended to nine months*.
3. Take note of your TCIS tracking number.
 - Your tracking number will need to be included on all documentation sent to the Office of Certification and Induction.
 - If you are already certified in New Jersey, your tracking number is noted in your [online profile](#) and [application status check](#).
4. Email all required documentation to the NJDOE [Office of Certification and Induction](#). All documents must be emailed to certapplication@doe.nj.gov.

Please see the following table for the appropriate sender for each type of document:

Certification: Forms and Documentation

Document Type	Sender	Details
Transcripts	College, University, or Clearinghouse	<ul style="list-style-type: none"> ▪ Official college/university transcript(s) from all institutions attended are required. ▪ Degree conferral and cumulative grade point average (GPA) must be noted from the institutions where the candidate graduated. ▪ Indicate the tracking number on the transcript or email subject line.

Document Type	Sender	Details
Foreign Credentials	Evaluation service	<ul style="list-style-type: none"> ▪ Credentials evaluation from an approved evaluation service in the United States is required to include degree equivalency, semester-hour equivalent of each area of college-level study and the cumulative baccalaureate and advanced degree GPAs. ▪ Indicate the tracking number on the evaluation or email subject line.
Out-of-State Educator Certificates	Candidate	<ul style="list-style-type: none"> ▪ Include copies of all certificates, if applicable. ▪ Copies of out-of-state certificates may be emailed with the candidate's name and tracking number noted in the subject line.
Verification of Program Completion (VOPC)	Certification Officer, Department Chairperson or Designee directly from a program	<ul style="list-style-type: none"> ▪ Indicate the candidate's name and tracking number noted in the subject line. ▪ The college should complete and email applicable forms.
Record of Professional Experience (ROPE)	Principal or Human Resources Office	<ul style="list-style-type: none"> ▪ The candidate may contact their Principal or Human Resources Office to complete the ROPE form and send via email. ▪ The school can complete and email the ROPE form with the candidate's name and tracking number noted in the subject line.
Name Change Request	Candidate	<ul style="list-style-type: none"> ▪ Apply for a name change online in TCIS. <ul style="list-style-type: none"> ○ Payment must be made by credit card. ○ Fees are nonrefundable pursuant to <i>N.J.A.C. 6A:9B-5</i>. ▪ Complete the Name Change Request Form and email it along with identification documentation to the NJDOE with name and tracking number noted.
Additional Forms or Documents	Candidate	<ul style="list-style-type: none"> ▪ All other documents (e.g. course descriptions, letters, licenses, etc.) or required forms may be completed and sent via email. ▪ The email must contain your name and tracking number in the subject line and the body of the email should reference submission of the attached document(s). ▪ Additional forms include: <ul style="list-style-type: none"> ○ Additional Information for the Oath of Allegiance ○ Criminal Offense Information ○ Data Sheet for Career and Technical Education (CTE)