Certification Training Workshop

Office of Certification and Induction
Division of Academics and Performance
Participants will leave with an understanding of:

• Basic guidelines for educator certification
• Additions to the Teacher Certification Information System
• Process for enrolling Provisional Teachers
• Process for evaluations for Novice Teachers to obtain standard certification
Agenda

I. Overview of NJ Certification Process
II. Teacher Certification information System (TCIS)
III. Provisional Teacher Process (PTP)
IV. Administrator Certification
V. School Library Media Specialist (SLMS) and Student Assistance Coordinator (SAC)
Overview of NJ Certification Process
Four Categories of Certificates

• **Teacher certificates** (classroom teachers)

• **Educational Services Personnel certificates** (i.e. school social worker, school psychologist, learning disabilities teacher-consultant, student assistance coordinator, school librarians, etc.)

• **School Leaders certificates** (i.e. school administrator, principal, and school business administrator)

• **Career and Technical Education certificates** (i.e. automotive technology, carpentry, graphics)
Overview of Teacher Certification for Novice Teachers (Three-Tiered System)

<table>
<thead>
<tr>
<th>Certificate</th>
<th>What is it?</th>
<th>When is it issued?</th>
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<tbody>
<tr>
<td>Initial (CE or CEAS) Certificate</td>
<td>A license to seek employment as a teacher</td>
<td>issued before candidate seeks employment as a teacher</td>
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<tr>
<td>Provisional Certification</td>
<td>A temporary license to teach</td>
<td>issued once a candidate is hired as a teacher and registered in PTP</td>
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<tr>
<td>Standard Certification</td>
<td>A lifetime valid license to teach</td>
<td>issued once a candidate meets all requirements</td>
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The standard certificate is a permanent certificate issued to candidates who have met all requirements for State certification.
Two Pathways to Certification

Certificate of Eligibility (CE)
Certificate of Eligibility (CE) Educator Preparation Programs (CE-EPP, also known as Alternate Route)
• Offer a path to become an educator for those who did not attend school to become a teacher.

Certificate of Eligibility with Advanced Standing (CEAS)
Certificate of Eligibility with Advanced Standing (CEAS) Educator Preparation Programs (CEAS-EPP, also known as Traditional Route)
• Offer certification for those who attended an approved teacher preparation program that culminated in student teaching.
Overview of the Teacher Certification Information System (TCIS)
Teacher Certification Information System (TCIS)

• In order to obtain these certificates, applicants must apply online through the Teacher Certification Information System (TCIS).

• TCIS provides the status of an application and details on what certificates the applicant holds.

• The Certification Application Checklist provides details on the certification requirements.

• For technical assistance questions regarding accessing the TCIS, contact TCIStechassist@doe.nj.gov.
Six-Month Expiration of Certificates and Fees (extended to 9 months during health emergency)

• All applications expire 6 months after the application date.
  • Upon expiration, a $70 evaluation fee will be charged.

• If applicant is denied, applicant has the balance of their 6 months to complete requirements without further charge. After 6 months applicant will need to apply again and $70 evaluation fee will be withheld.

• TCIS will prompt applicant to pay correct fee for reapplication or for application for another certificate if fee is required.

• Applicant can choose to have an examiner “close” the application and the remaining fees will be available the next day for a new application.

• With very few exceptions, no refunds will be provided.
Date of Birth (DOB) and Social Security Number (SSN) Change

• Applicants can now apply online for a change to an incorrect DOB or SSN
• Process is much like the current name change request but with no associated fee
• After applying online for the DOB or SSN update, applicants will submit the forms electronically via email or printed, scanned and emailed to certapplication@doe.nj.gov.
Recent legislation has called for the creation of a School Safety Specialist (SS) Credential. Every school district will be required to designate a SS.

Requirements:

• Be an employee of the school or district and have school safety experience;
• Be designated by Superintendent as the SS;
• Complete an online FEMA training course; and
• Complete a DOE training course offered by the Office of School Preparedness and Emergency Planning (OSPEP).

Note: No associated fee; applicants can apply online in TCIS.
Overview of the Provisional Teacher Process (PTP)
Provisional Teacher Process Components

Mentoring and Induction
Provisional teachers (CE and CEAS) must be mentored for a minimum of 30 weeks.

Supervision & Evaluation
At least two years of effective or highly effective evaluations under the AchieveNJ system.

Alternate Route Formal Instruction for CE teachers
Registering Teachers in the Provisional Teacher Process (PTP)

• Before hiring a teacher, the school district is responsible for verifying that the candidate possesses the correct certification.

• Candidates must hold a Certificate of Eligibility (CE) or Certificate of Eligibility with Advanced Standing (CEAS) in the subject(s) and/or grade level(s) they are authorized to teach.
Register the Teacher in the Provisional Teacher Process

1. Check licensing status of CE, CEAS and provisional licenses and/or download certificate documentation at NJDOE Application Status Check.

2. School District should register the teacher into PTP.
   - Registration is completed online via NJDOE Homeroom.
   - Click on the link to the Provisional License Registration Management System (PLRMS) in the list of applications.

3. Ensure that all CE or CEAS holders are registered in the Provisional Teacher Process within 60 days of beginning employment.

4. Verify before registering CE candidates that documentation is provided for:
   - Enrollment in a NJDOE-approved educator preparation program; and
   - Completion of 50 hours of pre-service training.
Formal Instruction for CE Holders (1 of 2)

• There are six possibilities:
  • Department-approved CE educator preparation program (CE EPP) for N–12 Subject Area and K–6 Elementary Teachers
  • Career and Technical Educators (CTE)
  • Preschool – Grade 3 (P–3 )
  • Teacher of Students with Disabilities (TOSD)
  • English as a Second Language (ESL)
  • Bilingual/Bicultural

• The list of all approved CE programs is available online.

• When registering please choose the program they are attending under Program Enrollment in the Homeroom PLRMS site.
Two NJ approved programs must be selected in PLRMS under “Program Enrollment” for each of the following:

- ESL candidates:
  - 400-hour CE-EPP program; and
  - 15–21 credit ESL program.

- Bilingual candidates with content area CE:
  - 400-hour CE-EPP program; and
  - 15 credit Bilingual program.

- Teacher of Students with Disabilities (TOSD) candidates with content area CE:
  - 400-hour CE-EPP program; and
  - 21–27 credit TOSD program.
The Provisional Licensure Registration Management System

To access click the link on the left side of the page: PLRMS
Logging into PLRMS

Enter District Homeroom ID, User ID and password, and click “Login”
Teacher Status

- **Saved:** Your district has saved the candidate’s registration to district PLRMS list.

- **Submitted:** Candidate’s registration has been submitted to NJ PTP and is being reviewed by staff.

- **Approved:** Registration has been approved and provisional license will be issued shortly.

- **Issued:** Provisional license has been issued by PTP staff and provisional license information can be accessed at our Application Status Check page.

- **Termination:** Your district has added termination date for when candidate left the district.
Mentoring (1 of 2)

• A minimum of thirty weeks.
• Mentor fees:
  • CE teacher $1,000
  • CEAS teacher $550
• Regulations require that all payments to mentors by candidates be paid through the district and no payments should be made directly from novices to mentors. Districts may choose to pay the mentor fees for their novice teachers.
• See the NJDOE Professional Development website for information about mentoring and developing a mentoring plan.
• Mentoring time must be tracked by each employer. If a provisional teacher leaves the district’s employ and begins to work in another New Jersey district, the first district will need to complete the [Mentoring Transfer template](#) to document amount of mentoring time completed.

• The new district and the teacher who is transferring will have to make a determination about the mentoring fees still owed.
Evaluating Provisional Teachers

• The evaluation for a standard certificate must adhere to the criteria of AchieveNJ.

• A candidate’s standard certificate determination will be based on the provisional teacher’s annual summative evaluations.
  • Ratings are entered by the district in PLRMS system listed on the Homeroom page.
  • On PLRMS, authorized school/district staff may click on “Enter Evaluation Ratings” and select from the drop-down list for the summative evaluation rating of the provisional teacher who was evaluated.

• Access information about evaluations on the AchieveNJ webpage.

• Questions for the NJDOE regarding evaluation can be sent to edueval@doe.nj.gov.
Renewal of Provisional Certificates

• Candidates who are working under a Provisional or Emergency certificate that will expire July 31, and who have not yet met the requirements for a Standard certificate will need to be issued a Provisional renewal to continue employment in their current role as they work towards their Standard certificate.

• Candidates may apply for one provisional renewal.

• Candidates completing a TOSD or ESL program and have demonstrated progress towards their program completion may apply for a second renewal of their provisional.
Provisional Certificate Renewal Process

1. County Offices run Provisional/Emergency Certificate Expiration Analysis Reports (Reports) and email those reports to each school district.

2. Each school district completes their Report and emails the Report back to the County Office.

3. County Offices review Reports for completion and accuracy.

4. County Offices email complete Reports to the Provisional Teacher Process Unit via provisionalrenewal@doe.nj.gov.

5. Candidates apply online through the Teacher Certification Information System (TCIS) for a “provisional renewal” under certificate type.

6. At the end of the application process, candidates will pay the $70.00 fee via credit card.

7. The Provisional Teacher Process Unit will review all applications and forms and issue renewals to qualifying candidates.

8. Questions about the renewal process can be directed to your County Office of Education.
Termination Registration Tab (1 of 3)

The Terminate Registration Tab will be used when a candidate has left your district as a provisional teacher. District administrator will enter the last date of employment with your district.
Termination Registration Tab (2 of 3)

Enter tracking number and verify the correct teacher that is leaving your district as a provisional teacher.
Termination Registration Tab (3 of 3)

Enter last date of employment

Please enter the Date of the termination:

01/01/2026

Please make sure this is the correct provisional teacher who's registration will be terminated by your district.

If this is not the correct provisional teacher please click the "No" button and start again.

If this is the correct provisional teacher please enter the date they left the district and click the "Yes" button to save the information and go back to the Welcome Page.

Yes  No
Eligibility for Standard License

To be eligible for the Standard License, the below requirements must be met:

• Completed 30 weeks of mentoring;
• Two years of effective or highly effective evaluations; and
  • The NJDOE will keep track of provisional teachers’ yearly summative evaluation ratings through the PLRMS
• CE candidates must complete all required coursework and pass the Teacher Performance Assessment.

Note:

• Candidates should not apply until all requirements for the standard certificate have been completed. The online application is only valid for a six-month period and will expire. After six months a new online application will need to be submitted along with an additional partial fee.
How to Apply For the Standard Certificate (1 of 2)

1. Candidates who have not previously applied online through the Teacher Certification Information System (TCIS) must register.
2. The candidate must follow all instructions on TCIS and select the standard certificate area for which the candidate is applying.
3. The candidate will be directed to complete the online oath and prompted to pay the appropriate fee, if required.
4. After completing the online application, candidates will receive a confirmation email containing a link to an online survey that they must complete.
How to Apply For the Standard Certificate (2 of 2)

Additional requirements for specific types of certification:

• Certificate of Eligibility (CE) candidates who complete a 400-hour CE educator preparation program (CE EPP) must submit the Verification of Program Completion for CE EPPs.

• Candidates who hold CEs in English as a Second Language (ESL), Bilingual/Bicultural and Teacher of Students with Disabilities (TOSD) must submit the Verification of Program Completion and official transcripts.

• Candidates who hold a CE in Preschool through Grade 3 (P-3) must submit the Verification of Program Completion for CE EPPs and official transcripts.

Note:

• The Provisional Teacher Process is accepting formal instruction documentation electronically. The Verification of Program Completion, Verification of Program Completion for CE EPPs, and official transcripts, when applicable, are only valid if emailed directly from the college, university, clearinghouse, etc., to certapplication@doe.nj.gov
Overview of Administrator Certification
Administrator Training Programs

Three Step Certificate/Residency Program Process:

Step One: Certificate of Eligibility allows candidate to seek employment.

Step Two: Provisional certificate issued when the candidate obtains employment and completes a 1 to 2 year residency program.

Step Three: Standard Certificate issued when candidate is recommended for the standard by the mentor after completion of the residency program.
Registration for Residency Program

- When a candidate with a CE obtains a position requiring a Principal, School Administrator or School Business Administrator certificate, the district must register the candidate in PLRMS. See the link in PLRMS to add an administrator and use the link found at the bottom of the Statement of Assurance page to register the administrator in the appropriate program.

- **For Principal**: Register with [Leader to Leader](#) NJPSA/FEA for the two-year residency.
- **For School Administrator**: Register with [NJASA](#) for the one-year residency.
- **For School Business Administrator**: Register for the one-year residency with [NJASBO](#).

When the above is completed, return to PLRMS and complete the process. A provisional certificate will be issued.
Enter effective date of hire.
PLRMS Registration for Administrators (2 of 2)

Click “Finish” to complete registration.
Role of NJPSA in Principal Residency Program

• The New Jersey Principal and Supervisor Association and the Foundation for Educational Administration and (NJPSA/FEA) are authorized by the New Jersey Department of Education to operate the two-year Leader to Leader Program (L2L) for principal residency candidates.

Contact Leader to Leader: Mr. Jim Sarto, Coordinator- (609) 860-1200
Role of NJASA and NJASBO in School Administrator and School Business Administrator Residency Programs

• The New Jersey Association of School Administrators (NJASA) assigns authorized mentors to school administrator residency candidates.
  • See the [NJASA web page](#) or call Dr. Mark Stanwood at 609-599-2900

• The New Jersey Association of School Business Officials (NJASBO) provides a list of authorized mentors for school business administrator residency candidates.
  • See the [NJASBO web page](#) or contact Dr. Michele Roemer at 609-689-3870
Overview of School Library Media Specialist (SLMS) and Student Assistance Coordinator (SAC)
School Library Media Specialist (SLMS)
Associate School Library Media Specialist (ASLMS)

• The district will register the candidate through Homeroom in PLRMS under the Educational Services Tab.
  • If the candidate has a CE they must choose the college where courses will be taken in the drop-down menu under program enrollment.

• A one-year residency is required under the provisional certificate.

• A candidate’s standard certificate determination will be based on completion of the residency and the final evaluation rating.
  • The final evaluation rating is entered by the district in PLRMS.
  • On PLRMS, authorized school/district staff may click “Enter Evaluation Ratings” and select from the drop-down list for the summative evaluation rating for that year.
Student Assistance Coordinator (SAC)

• The district registers the candidate through Homeroom in PLRMS under the Educational Services tab.
  • If the candidate has a CE they must choose the college where courses will be taken in the drop-down menu under program enrollment.

• A six-month residency is required under the provisional certificate.

• A candidate’s standard certificate determination will be based on completion of the residency and the final evaluation rating.
  • The final evaluation rating is entered by the district in PLRMS.
  • On PLRMS, authorized school/district staff may click on “Enter Evaluation Ratings” and select from the drop-down list for the summative evaluation rating for that year.
# Contact Information

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<tr>
<th>Office of Certification and Induction</th>
<th>nj.gov/education/license/ <a href="mailto:Licensing.requests@doe.nj.gov">Licensing.requests@doe.nj.gov</a></th>
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<tr>
<td></td>
<td>Customer Service Number 609-292-2070</td>
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<td>Provisional Teacher Process</td>
<td><a href="mailto:provisional.teacher@doe.nj.gov">provisional.teacher@doe.nj.gov</a></td>
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