Certification Training 2019

Office of Certification and Induction
Division of Academics and Performance

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Mission Statement

Our mission is to certify and induct high-quality educators for New Jersey public school employment.
Participants Will Leave Knowing the Following:

• 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 and Updates on Educator Assessments
II. Landscape Analysis
III. Teacher Certification Information System (TCIS)
IV. Provisional Teacher Process (PTP)
V. Administrator Certification
I. Overview of NJ Certification Process and Updates on Educator Assessments
What Does the Office of Certification and Induction Do Each Year?

• Issues or denies 26,000 to 30,000 initial and reciprocal certificates
• Answers approximately 70,000 phone calls with certification-related questions
• Answers 30,551 emails
• Oversees annual induction of 7,000-8,000 novice teachers
• Prepares cases for potential action against educator certificates by an appointed Board of Examiners
• Oversees the issuance of State High School Equivalency Diplomas
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 library media specialist, etc.)
- **School Leaders certificates** (supervisor, school administrator, principal, and school business administrator)
- **Career and Technical Education certificates** (i.e. automotive technology, carpentry, graphic design)
Overview of Teacher Certification for Novice Teachers (Three-Tiered System)

<table>
<thead>
<tr>
<th>Level of Certificate</th>
<th>What is it?</th>
<th>When is it issued?</th>
</tr>
</thead>
<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>
</tr>
<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>
</tr>
<tr>
<td>Standard Certification</td>
<td>A lifetime valid license to teach</td>
<td>issued once a candidate meets all requirements</td>
</tr>
</tbody>
</table>

The standard certificate is a permanent certificate issued to candidates who have met all requirements for state certification.

More resources on [New Teacher Support Site](#)
Two Pathways to Certification

Certificate of Eligibility (CE)
Certificate of Eligibility (CE) Educator Preparation Programs (CE-EPP, also known as Alternate Route)

- Offers 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)

- Offers certification for those who attended an approved teacher preparation program that culminated in student teaching.
# Four New Assessments and Why They Were Updated (1 of 2)

<table>
<thead>
<tr>
<th>Test</th>
<th>Who Takes the Test</th>
<th>Why Test Was Revised</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Leaders Licensure Assessment (SLLA)</td>
<td>Candidates seeking principal certification</td>
<td>Revised to reflect the 2015 Professional Standards for Educational Leaders (PSEL), which were later adopted by the State Board</td>
</tr>
<tr>
<td>School Superintendent Assessment (SAA)</td>
<td>Candidates seeking school administrator certification</td>
<td>Revised to reflect the 2015 Professional Standards for Educational Leaders (PSEL), which were later adopted by the State Board</td>
</tr>
<tr>
<td>Praxis Teaching Reading K-12</td>
<td>Candidates seeking teacher certification in reading (referred to as an “endorsement” in New Jersey)</td>
<td>Redesigned to align to the 2017 International Literacy Association standards</td>
</tr>
</tbody>
</table>
### Four New Assessments and Why They Were Updated (2 of 2)

<table>
<thead>
<tr>
<th>Test</th>
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<th>Why Test Was Revised</th>
</tr>
</thead>
</table>
| Praxis Core Academic Skills for Educators Mathematics | Candidates seeking an initial Certificate of Eligibility with Advanced Standing (CEAS), or Certificate of Eligibility (CE) | • The Praxis Core Academic Skills for Educators Mathematics was redesigned in response to a candidate and preparation program recommendations.  
• The redesigned assessment focuses more on mathematical skills and data interpretation necessary for success for novice teachers entering the educator preparation programs (EPPs).  
• The Council for the Accreditation of Educator Preparation (CAEP) has approved the Praxis Core Academic Skills for Educators tests as a measure of academic expertise for teacher candidates. |
## Effective and Expiration Dates

<table>
<thead>
<tr>
<th>Code</th>
<th>Test Name</th>
<th>Cut score</th>
<th>Effective Date</th>
<th>Replaces Test</th>
<th>Expires</th>
</tr>
</thead>
<tbody>
<tr>
<td>6990</td>
<td>School Leaders Licensure Assessment</td>
<td>151</td>
<td>9/1/2019</td>
<td>6011 – School Leaders Licensure Assessment (163)</td>
<td>8/31/2019</td>
</tr>
<tr>
<td>6991</td>
<td>School Superintendent Assessment</td>
<td>162</td>
<td>9/1/2019</td>
<td>6021 – School Superintendent Assessment (160)</td>
<td>8/31/2019</td>
</tr>
<tr>
<td>5733</td>
<td>Praxis Core Academic Skills for Educators</td>
<td>150</td>
<td>9/1/2019</td>
<td>5732 – Praxis Core Academic Skills for Educators (150)</td>
<td>8/31/2019</td>
</tr>
<tr>
<td>5206</td>
<td>Teaching Reading</td>
<td>159</td>
<td>9/1/2019</td>
<td>5204 – Teaching Reading (156)</td>
<td>8/31/2019</td>
</tr>
</tbody>
</table>
edTPA

• Regulations require teacher candidates to pass a performance assessment in order to gain licensure.

• Effective **September 1, 2019** the following passing scores are required for this assessment:
  
  • 13-Rubric Handbooks  32
  • 15-Rubric Handbooks  37
  • 18-Rubric Handbooks  44
edTPA Questions

For Educator Preparation Program questions:
• Tanisha Davis, Director, Office of Recruitment, Preparation and Recognition, rpr@doe.nj.gov

For edTPA scores:
• Brenda Silver, Test Coordinator, test.questions@doe.nj.gov
II. Landscape Analysis
Landscape Analysis

Vision
Certification and other DOE offices will co-lead a landscape analysis of New Jersey’s current certification requirements, policies and processes to develop, propose and implement recommendations that ensure that all NJ students have equitable access to quality educators.

Goal/Intended Outcomes of Work

• Streamline requirements and processes where appropriate
• Retain necessary safeguards, while eliminating undue burdens
• Increase number of high-quality, well-prepared certified educators in key subject areas
• Collaborate with stakeholders to achieve desired outcomes
III. Teacher Certification Information System (TCIS)
Teacher Certification Information System (TCIS) Highlights

• In order to obtain 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 contact TCIStechassist@doe.nj.gov
Six-Month Expiration of Application and Fees

- All applications expire six months after the application date
  - Upon expiration, a $70 evaluation fee will be charged
  - If applicant is denied, applicant has the remainder of their six months of time to complete requirements without further charge.
  - After six 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 next day for a new application

- With very few exceptions, refunds will not 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 on line for the DOB or SSN update, applicants will mail appropriate DOB form or SSN form to the Office of Certification and Induction
Recent legislation has called for the creation of a School Safety Specialist (SSS) Credential. Every school district will be required to designate a SSS.

Requirements:

• Be an employee of the school or district and have school safety experience
• Be designated by Superintendent as the SSS
• Complete an online Federal Emergency Management Agency (FEMA) training course
• Complete a training course offered by the New Jersey Department of Education (NJDOE) Office of School Preparedness and Emergency Planning (OSPEP)
• Notes: No associated fee; applicants can apply online in TCIS
IV. 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
Register the Teacher in the Provisional Teacher Process (PTP) (1 of 2)

Before hiring a teacher, you must verify correct certification. They must hold a Certificate of Eligibility (CE) or Certificate of Eligibility with Advanced Standing (CEAS) or standard license in the subject to be taught.
Register the Teacher in the Provisional Teacher Process (PTP) (2 of 2)

How to verify certification:

• You may go to our Application Status Check page to check the licensing status of CE, CEAS and provisional licenses and download documentation of certificate(s).

• The Provisional Certificate will be issued when the district registers the teacher into the 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.

• CEAS or CE or serving for greater than 60 days must be registered in the provisional teacher process within 60 days of beginning employment (N.J.A.C. 6A:9B)

• Candidates holding a CE must provide documentation to the district of enrollment in a NJDOE-approved CE educator preparation program (CE EPP) and that the 50 hours of pre-service training has been completed before being registered
Formal Instruction for CE Holders (1 of 2)

• When registering CE holders please choose the correct program under Program Enrollment in the Homeroom PLRMS site

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

• Here is the list of all approved CE programs
Formal Instruction for CE Holders (2 of 2)

ESL candidates must complete 400 hours and a 15-21 credit ESL program
  • Two programs must be selected in PLRMS under the program enrollment

Bilingual candidates must complete a program of 15 credits concurrently with the 400 hours CE-EPP program if their instructional area certificate is a CE
  • Two programs must be selected in PLRMS under the program enrollment

TOSD must complete a program of 21-27 credits concurrently with the 400 hours CE-EPP program if their instructional area certificate is a CE
  • Two programs must be selected in PLRMS under the program enrollment
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
Mentoring (1 of 2)

• A minimum of 30 weeks

• Mentor fees have not changed
  • CE teacher $1,000
  • CEAS teacher $550

• Regulations require that all payments to mentors by candidates are 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.

• The NJDOE Professional Development website has all information about mentoring and developing a mentoring plan
Mentoring (2 of 2)

• 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.
  • Note: The teacher can take this to the new district, or the old district can send it to the new district.

• The new district and the teacher who is transferring must 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
  • These ratings are entered by the district in the PLRMS online registration system listed on the NJDOE’s Homeroom page
  • Upon opening the PLRMS application, authorized school/district certification staff may click on “Enter Evaluation Ratings” and select from the drop-down list of Highly Effective, Effective, Partially Effective and Ineffective for the summative evaluation rating of the provisional teacher who was evaluated

• You can access information about evaluations on the AchieveNJ webpage
Renewal of Provisional Certificates

• County office staff review the Provisional Cert Expiration Report in the Teacher Certification Information System (TCIS) for a summary of the names and tracking numbers for those whose provisional certificate will expire on July 31 and will need a renewal.

• The county office will send a renewal form to the district for teachers who need a renewal and require a $70 fee when the completed application is returned to them.

• Teachers and administrators who are eligible to receive a student growth percentile (SGP) score must require the districts to check the box stating this is a SGP person and thus not include the otherwise required $70.00 renewal fee.
Eligibility for Standard License

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

• Completed 30 weeks of mentoring

• Received two ratings
  • one rating from each school year of Effective or Highly Effective within three consecutive summative evaluation ratings. The Department 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

• Do not have the candidate apply until the requirements have been completed. The online application, including any payment requirement, is only valid for a six-month period. After six months a new online application must be submitted.
1. Go to the Teacher Certification Information System
2. Follow all instructions on the online system page and select the Standard Certificate area for which they are applying
3. You will be directed to complete the online oath and prompted to pay the appropriate fee, if required.

Notes:
• CE candidates who complete a NJDOE-approved CE Educator Preparation Program (CE EPP) for N-12 Subject Area and K-6 Elementary Teachers must submit to the Office of Certification and Induction a verification of program completion form Verification of Program Completion Form
• CE candidates who complete programs for P-3, ESL, Bilingual and TOSD must submit to the Office of Certification and Induction official transcripts and the appropriate Verification of Program Completion Form
• After completing the online application you will receive a confirmation email containing a link to an online survey that you must complete
Guide to Earning Standard License

For further details on how a CE Holder and CEAS Holder can earn their standard certificates, please see these web pages:

• CE Holder
• CEAS Holder
V. Administrator Certification
Administrator Training Programs

• Three-Step Certificate/Residency Program

<table>
<thead>
<tr>
<th>Steps of Certificates Issued</th>
<th>Residency Requirements</th>
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</thead>
<tbody>
<tr>
<td>One: Certificate of Eligibility</td>
<td>Seek Employment</td>
</tr>
<tr>
<td>Two: Provisional Certificate</td>
<td>1- to 2-year Residency</td>
</tr>
<tr>
<td>Three: Standard Certificate</td>
<td>Recommendation by Mentor</td>
</tr>
</tbody>
</table>
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 on PLRMS. See the link in PLRMS to add an administrator and use the link at the bottom of the Statement of Assurance page.

• **For Principal**: See [Leaders to Leaders](#) to register with NJ Principals and Supervisors Association (NJPSA) for the two-year residency

• **For School Administrator**: [Register with NJ Association of School Administrators (NJASA)](#) for the one-year residency

• **For School Business Administrator**: [Register with the NJ Association of School Business Officials (NJASBO)](#)

*When the above is completed, return to PLRMS and complete the process. A provisional certificate will be issued.*
PLRMS Registration for Administrators (1 of 2)
PLRMS Registration for Administrators (2 of 2)
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 Leaders to Leaders
  • Coordinator Mr. Jim Sarto can be reached at (609) 860-1200

Mentoring is included as pursuant to N.J.A.C. 6A:9B-12.4
School Administrator and School Business Administrator Residency Programs

• The New Jersey Association for 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

Mentoring is included as pursuant to *N.J.A.C. 6A:9B-12.4*
Contact Us (1 of 2)

Office of Certification and Induction
• For applicants: 609-292-2070, Monday-Friday, 7:45 a.m. to 3:45 p.m.
• Webpage
• Email us
• Office of Certification and Induction
  New Jersey Department of Education
  P.O. Box 500
  Trenton, NJ 08625-0500

Provisional Teacher Process (PTP)
• 609-984-6377
• Email the PTP Unit
• Email questions about the Alternate Route
Contact Us (2 of 2)

Administrator Training Program
• Please email questions to admincertification@doe.nj.gov
• Call Ruth Winters, Assistant Director at 609-376-3496

Educational Services: 609-376-3487
• Substance Abuse Coordinator (SAC)
• School Library Media Specialist (SLMS)

School Preparedness and Emergency Planning
• school.security@doe.nj.gov or 609-588-2323
Thank You!

We will stay for your questions.

Exit Survey

https://www.surveymonkey.com/r/ZFXQFDS