

# Teacher of Supplemental Instruction in Reading and Mathematics, Grades K – 8, Standard Certificate (Endorsement Code: 1005)

**TO AVOID DELAYS:** After applying online, please email any transcripts, letters, forms, copies of out-of-state certification or other required documents to [certapplication@doe.nj.gov](mailto:certapplication@doe.nj.gov). Electronic transcripts must be sent directly from your university, college, clearinghouse or school. Please include your tracking number in the subject line of all correspondence with our office.

This endorsement authorizes the holder to provide supplemental, pull-out instruction in reading and mathematics for students in kindergarten through grade eight.

## 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

- For certification, completion of a major in the liberal arts, sciences, or a minimum of 60 liberal arts credits is required. A "Liberal arts major" means any college major ***such as*** philosophy, history, literature, sociology, science, mathematics, or world language that is intended primarily to provide general knowledge and to develop an individual's general intellectual capacities to reason and evaluate, as opposed to professional or vocational skills. The final determination as to which courses will be counted towards the 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.

Note: This document is made in accordance with the rules currently in effect. Requirements, passing test scores, and fees are subject to change without notice.

### **State Teaching Certificate**

- Please submit a copy of a valid 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. Once completed, please email us at [Licensing.Requests@doe.nj.gov](mailto:Licensing.Requests@doe.nj.gov) stating that the test has been taken. You will need to include your name and tracking number in the email.

### **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

**You cannot complete the entire application process online. After applying online, please email all necessary documentation to [certapplication@doe.nj.gov](mailto:certapplication@doe.nj.gov). Electronic transcripts must be sent directly from your university, college, clearinghouse or school. Please include your tracking number in the subject line of all correspondence with our office.**

**If the above requirements have been met, then you may complete the online application in the Teacher Certification Information System (TCIS).**