

Somerset County Superintendent of Schools

Teacher Certification

908-541-5700, Ext. 1

HOW TO APPLY FOR CERTIFICATION

1. NEW JERSEY RESIDENTS

- a. Applicants in Approved Teacher Education Program (CEAS). Applicants enrolled in teacher education programs in New Jersey colleges may submit applications through the colleges.
- b. Applicants for the Alternate Route Certification (CE). The alternate route to certification provides an opportunity for applicants who have not completed teacher preparation in a traditional college program to participate in district training programs for licensure.
- c. Applications are available online at:
www.nj.gov/education/educators/license/tcis

2. OUT-OF-STATE RESIDENT

go to: www.nj.gov/education/educators/license/reciprocity

3. TEST REQUIREMENT FOR LICENSURE

- a. Applicants must satisfy the test requirement for certification in designated endorsements. Licensed out-of-state applicants must also satisfy the test requirement. Applicants in college-approved programs must seek advisement from their respective colleges.
- b. The Praxis Series code for the Office of Licensure and Credentials in New Jersey is **R7666**.
- c. Passing scores are subject to change. Official scores must be presented directly from Educational Testing Service (ETS) to the Office of Licensure and Credentials. Only official score reports are accepted. The applicant's social security number must appear on the score report.

4. GRADE POINT AVERAGE (GPA) REQUIREMENTS

- a. **For candidates who graduate on or after September 1, 2004,** a cumulative grade point average (GPA) of at least 2.75 when a GPA of 4.00 equals an A grade in a baccalaureate degree program, higher degree program or in a State-approved post-baccalaureate certification program with a minimum of 13 semester-hours.
- b. **For candidates who graduate prior to September 1, 2004,** a cumulative GPA of at least 2.50 when a GPA of 4.00 equals an A grade in a baccalaureate degree program, higher degree program or in a State-approved post-baccalaureate certification program with a minimum of 13 semester-hours; **or:**
- c. **For candidates who have teaching experience in another state but who cannot meet the requirements above,** a valid out-of-state teaching certificate with three years of successful teaching under that certificate. Successful teaching experience will be demonstrated by the offer of contract renewal from the employing district or submission of satisfactory performance evaluations.

5. TWO-YEAR COLLEGE CREDITS.

Courses taken at accredited two-year colleges are accepted toward meeting requirements for licensure **only** if such courses appear on an official transcript of an accredited four-year college.

6. PHYSIOLOGY AND HYGIENE REQUIREMENT

Applicants applying for instructional certification must pass an examination in physiology and hygiene, including the effects of narcotics and alcohol. The examination is administered in county offices of education. In lieu of this examination, the applicant may present basic military training or college level study in areas such as biology, health or nutrition.

7. **FOR MORE INFORMATION ON NEW JERSEY CERTIFICATION,**
go to: **www.nj.gov/education/educators/license**

8. COUNTY SUBSTITUTE CREDENTIALS

Application forms may be obtained from any local school district. Applicants must provide an official transcript showing at least 60 college credits.

The application for a county substitute school nurse credential must include a copy of a current NJ RN License.

9. CITIZENSHIP

Certificate(s) are issued only to applicants who are citizens or who have declared their intention to become citizens. A notarized affidavit of intent to become a citizen and a notarized non-citizen oath must be submitted with the application of a non-citizen.

10. DUPLICATES AND NAME CHANGES

You may apply online or call your county office for additional information.

**NEW JERSEY STATE DEPARTMENT OF EDUCATION
OFFICE OF LICENSURE AND CREDENTIALS**

FEE SCHEDULE: N.J.A.C. 6A:9-5.4

Effective January 8, 2008

The fee schedule below shall be in addition to any tuition and fees that institutions of higher education may charge for courses and credits offered in connection with State approved training programs. **The fees, except as stated, are nonrefundable.**

1. For each **certificate of eligibility** and **certificate of eligibility with advance standing**, which includes the issuance of the **provisional certificate** and **standard certificate** requiring a test: **\$ 190.00**
2. For each **certificate of eligibility** and **certificate of eligibility with advance standing**, which includes the issuance of the **provisional certificate** and **standard certificate not requiring a test**: **\$ 170.00**
3. For each **emergency certificate**: **\$ 95.00**
4. For each **county substitute credential**: **\$ 125.00**
5. For each **renewal** of an emergency or provisional certificate: **\$ 70.00**
6. For each **duplicate copy** of or name change on a certificate: **\$ 60.00**
7. For each **standard certificate requiring a test**: **\$ 115.00**
8. For each **standard certificate not requiring a test**: **\$ 95.00**
9. For each **evaluation of credentials** to determine eligibility to take a particular state certification examination or to obtain information concerning qualifications for certification: **\$ 70.00**
10. For each letter the office sends in response to a candidate's written request **verifying test scores** that are no longer available from the testing company: **\$ 25.00**
11. **Administrative fee for all School Leaders** (e.g., Principals, Assistant Principals, Vice-Principals, Directors, Assistant Superintendents and Superintendents) who complete residency programs: **\$ 200.00**
12. **Upon completion of a State-approved alternate route formal instruction program** for holders of an instructional CE, a one-time administrative fee: **\$ 100.00**
13. For each **provisional educational services certificate**: **\$ 75.00**