

Provisional Teacher Process (PTP)

The Certificate of Eligibility with Advanced Standing (CEAS) and/or the Certificate of Eligibility (CE) allows a candidate to apply for a teaching position and be enrolled in the Provisional Teacher Process (PTP). New Jersey has a three-tiered system towards obtaining a standard license. CEAS/CE, Provisional and Standard. The Provisional Teacher Process requires all novice teachers to be mentored and evaluated by experienced professionals in their schools while under provisional certificates as they work toward obtaining their standard license.

Candidates must be registered into the PTP

All Certificate of Eligibility with Advanced Standing (CEAS) and/or Certificate of Eligibility (CE) teachers who are employed by a school must be registered in the PTP. The New Jersey Department of Education's (NJDOE's) Office of Certification and Induction has created an online application to expedite the provisional registration process for teachers. The application is called the Provisional Licensure Registration Management System (PLRMS) found on the [NJDOE's Homeroom page](#). This system will be used for all provisional license registrations. The Department is no longer issuing paper certification documents and paper forms faxed to our office will be returned. All certificates held can be viewed [on line](#).

Candidates with a CE must be enrolled in a CE educator preparation program (CE EPP) and verify enrollment in a [CE EPP](#) to the hiring school. The hiring school must enter this information into PLRMS.

Effective for the academic year 2017-2018 CE candidates must complete a minimum amount of 50 hours of pre-professional experience at a [CE EPP](#) prior to employment. [A verification of the completion of the 50 hours](#) must be presented to the hiring school in order to obtain a provisional certificate.

This 50-hour pre-professional experience requirement shall not apply to candidates with a CE who also hold a Standard or CEAS instructional teaching certificate or are exempt under reciprocity rules at N.J.A.C. 6A:9B-8.8.

Teachers who hold a standard instructional certificate and a CE in Teacher of Students with Disabilities (TOSD), Bilingual, English as a Second Language (ESL) and Pre-school through Grade 3 (P-3) must be registered in the PTP and provide verification of enrollment into a CE EPP. These candidates work under a provisional certificate while completing the required pedagogy, since they hold a standard certificate, and have previously been mentored and evaluated, they do not need to be mentored or evaluated a second time.

Mentoring Novice Teachers

All novice teachers who hold a CEAS or a CE and are registered in the PTP must be [mentored](#) in accordance with state regulations of a minimum of thirty weeks. Mentoring for part-time teachers is extended until they have completed the equivalent thirty weeks. Mentoring and mentoring time must be tracked by each employer. A [Mentoring Form](#) can be used for provisional teachers transferring between districts prior to completing the provisional requirements.

Mentoring information is entered into PLRMS upon registration.

All fees associated with providing mentoring services must be satisfied. Mentor fees have not changed. The fee for CE teachers is \$1,000. The fee for CEAS teachers is \$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. Employers may choose to pay the mentor fees for their novice teachers.

Evaluating Provisional Teachers

Provisional teachers must meet evaluations requirements pursuant to N.J.A.C. 6A:9A-8.6 of obtaining two effective or highly effective final ratings, one per year, within three consecutive years of teaching. The evaluation must adhere to the criteria of Achieve NJ, the statewide evaluation system that schools use to evaluate certificated staff. For further information please refer to the [December 6, 2016 memo](#) and [April 25, 2017 memo](#).

Approved 45 Hour Programs for Holders of an CE Elementary K-6

In addition candidates with elementary K-6 or N-8 certificates of eligibility who have completed or will complete the 200 hour CE EPP by 8/31/2017 must also complete the 45 hours of study in language arts/literacy at the K-6 level and 45 hours of study in mathematics at the K-6 level at a regional training center or DOE approved college program. This requirement may also be fulfilled by one full year of teaching math or language arts at the K-6 level prior to becoming a provisional teacher or may be fulfilled by an equivalent course. In order to have past teaching experience considered a letter signed by the principal/director of the school in which the experience took place must be submitted to the PTP. The letter must include dates of employment and specify the subject and grade level taught. The experience must have been completed prior to entrance into the PTP. For consideration of an equivalent course please complete and submit to the PTP the [Verification of Completion of 45 Hours of Study](#) form with official transcript and a course description.

Approved 45 Hour Programs for Holders of an Elementary CE – Regional Training Centers

NAME	CONTACT PERSON	EMAIL	COST
Morris-Union Jointure Commission	Diane Viola-Henriksen	dhenriksen@mujc.org	\$350
Rutgers University-Center for Effective School Practices	Mary Ellen Morris	Rutgersmathliteracy45@gmail.com	\$325
Saint Peter's University	James Jacobson	JJacobson@saintpeters.edu	\$325

	Michelle Cassaro	MCassaro@saintpeters.edu	
Stockton University	Michael Hinman	altroute@stockton.edu	\$450

Approved 45 Hour Programs for Holders of an Elementary K-5/6 CE – For-Credit Programs

NAME	CONTACT PERSON	EMAIL	NUMBER
Kean University	Melissa Tomich	tomich@kean.edu	908-737-3757
New Pathways to Teaching in New Jersey	Mercedes Vargas	newpathways@njcu.edu	201-200-2128
Relay Graduate School of Education	Evan Hendon	Newark@relay.edu	973-642-0101 ext 1808

Renewal of Provisional Certificate

County office staff query the Teacher Certification Information System (TCIS) for a summary of the names and tracking numbers for those whose two year provisional certificate will expire on July 31st and who 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. There is a slight addition to these renewal forms that includes a reference to Student Growth Percentile (SGP) teachers. These are 4th-8th grade Language Arts and 4th-7th grade Math teachers for who, as a part of their summative evaluation, have a measure of how much a student improves his or her NJ ASK score from the previous year as compared to academic peers across the State. Provisional teachers who are eligible to receive a student growth percentile score pursuant to N.J.A.C. 6A:10-4.2(b), may extend beyond the two year provisional period if they are awaiting an annual summative rating that may fulfill the criteria established in N.J.A.C. 6A:9B-8.6. These teachers will not be required to pay a fee for the renewal. The Provisional Renewal Form for these teachers requires the districts to check the box stating this is a SGP teacher and thus not include the otherwise required \$70.00 renewal fee.

Verification of Completion of Formal Instruction for CE Teachers

Regional training centers provide Phase Reports for each phase of instruction to candidates, principals and directly to the PTP.

New Pathways to Teaching in New Jersey provides NPTJN completion forms to candidates, principals, and directly to the PTP.

Providers of the 45 hour mathematics and language arts/literacy classes for elementary K-6 teachers send reports to candidates and principals, and to the PTP Office.

Candidates for the elementary K-6 certificate who are using an equivalent college/university course to satisfy the math and language arts requirements must submit a transcript showing completion of the course and a course description to the PTP office.

Candidates for the elementary K-6 certificate who are using a year *of* teaching experience to satisfy the math and language arts requirement must submit a letter signed by the principal/director of the school in which the experience took place. The letter must include dates of employment and specify the subject and grade level taught must be submitted to the PTP. The experience must have been completed prior to entrance into the PTP.

College or university approved programs for P-3, ESL, Bilingual and TOSD provide candidates official transcripts **and** either an original certificate of program completion or the [Verification of Program Completion Form](#) .

Candidates who hold a standard license and a CE in P-3, ESL, Bilingual, and TOSD must submit to the Office of Certification and Induction official transcripts **and** either an original certificate of program completion or the [Verification of Program Completion Form](#) .

Completion of the Provisional Teacher Process and Applying for the Standard License

Provisional teachers can apply online for their standard certificates if they have met all requirements of mentoring, completed formal instruction (for CE candidates), and have received two effective or highly effective final summative ratings that have been entered into PLRMS by their school. The online application including any payment requirement is **only valid for a six month period**. If all requirements have not been met the provisional teacher should not apply until they have all been completed. To apply online, the provisional teacher must go to the [Teacher Certification Information System](#). Provisional teachers who have not previously applied online will have to register in the TCIS system.

The provisional teacher must follow all instructions on the online TCIS page and select the standard certificate area for which they are applying. The provisional teacher will be directed to complete the online oath and prompted to pay the appropriate fee, if required.

(CE) provisional teachers who complete programs for P-3, ESL, Bilingual, and TOSD must submit to the Office of Certification and Induction official transcripts **and** either an original certificate of program completion or the [Verification of Program Completion Form](#) . Those who complete the online application will receive a confirmation email containing a link to an online survey that they must complete.