

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 (OCI) 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 for 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*, by obtaining two effective or highly effective final ratings, one per year, within three consecutive years of teaching. The evaluations 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](#).

Renewal of Provisional Certificates

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 certificates 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 to 8th grade language arts and 4th to 7th grade mathematics 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.

45 Hour Requirement for Teachers who have completed the 200 hour CE EPP

Elementary (K-6) provisional teachers that have completed a 200-hour alternate route program, but have not yet completed the requirement of 45 hours of study in the teaching of language arts/literacy and/or 45 hours of study in teaching mathematics at the K-6 level have until August 31, 2019 to complete this requirement. This requirement can be met by taking a 3-credit math and or 3-credit reading methods course from a regionally accredited college or university at an

approved [CEAS provider](#) or complete 45 hours of study in the teaching of language arts/literacy and/or 45 hours of study in teaching mathematics at the K-6 level through an [approved CE EPP](#). Upon completion of the required coursework, candidates must submit to the OCI the [Verification of Completion of 45 Hours Form](#) with official transcript (for credit courses) and a course description (for credit course).

Verification of Completion of Formal Instruction for CE Teachers

- Upon completion of the 400 hour coursework, the CE EPP must provide the [Verification of Program Completion for CE-EPPs](#) to the provisional teacher. The provisional teacher must submit the Verification of Program Completion for CE EPPs to the OCI.
- Upon completion of a CE EPP credit degree program the CE EPP must provide the [Verification of Program Completion for CE-EPPs](#) to the provisional teacher. The provisional teacher must submit the Verification of Program Completion for CE EPPs and official transcripts to the OCI.
- Upon completion of a P3 CE EPP the CE EPP must provide the [Verification of Program Completion for CE-EPPs](#) to the P3 provisional teacher. The provisional teacher must submit the Verification of Program Completion for CE EPPs and official transcripts to the OCI.
- Elementary K-6 CE holders that have completed a 200-hour program, but who still required to complete the 45 hours of study in the teaching of language arts/literacy and/or 45 hours of study in teaching mathematics must submit [Verification of Completion of 45 Hours Form](#) with official transcripts (for credit course) and a course description (for credit course) to the OCI .
- Candidates who hold a CE in ESL, Bilingual, or TOSD must submit official transcripts to the OCI **and** 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 need 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 the 400 hour CE EPP must submit the [Verification of Program Completion for CE-EPPs](#) to OLC office. ESL, Bilingual, or TOSD must also submit official transcripts to the Office of Certification and Induction with a [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.