

TEACHER OF SUPPLEMENTAL INSTRUCTION IN READING AND MATHEMATICS, GRADES K-8 STANDARD CERTIFICATE (ENDORSEMENT CODE: 1005)

TO AVOID DELAYS: After applying online, please submit **ALL** necessary documentation **together** in a **single packet** to the address below. If possible, please have transcripts sent to you first and then forward them in the sealed envelope(s) together with any other documents. Please include your tracking number in all correspondence with our office.

**NJ Department of Education
Office of Certification and Induction
PO Box 500
Trenton, NJ 08625-0500**

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.

Teacher Performance Assessment

- Candidates seeking initial certification must pass a Commissioner-approved [performance-based assessment of teaching](#) if they graduated on or after September 1, 2017. The [Verification of Program Completion](#) form needs to be completed in its entirety by your college/university.

State Teaching Certificate

- Please submit a copy of an 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 presenting evidence of basic military training, OR by completing a course such as biology, health or nutrition that appears on a regionally accredited 2 or 4 year college or university transcript, OR by completing a 35 question True/False test administered in the [county office](#) of education. Please contact a [county office](#) of education **after** you apply online.

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

Online Certificate Information

- All information regarding applications and certifications is now available online, including certificate name, certificate ID number, date of issuance, and expiration date, if applicable. Instructions to view this information can be found [here](#).
- In order to make certification information available more quickly, this information will appear on our website in lieu of the issuance of paper certificates. If you would like to view the status of your application, then please visit our [application status check](#).

You cannot complete the entire application process online. After applying online, please submit ALL necessary documentation together IN A SINGLE PACKET to the NJ DOE in order to complete your application. Please put your tracking number on all documents that you send to our office.

**IF YOU HAVE MET THE ABOVE REQUIREMENTS,
THEN [CLICK HERE](#) TO APPLY ONLINE.**