

## Preschool through Grade 3 Certificate of Eligibility (CE) (Endorsement Code: 1013)

**Important Information:** Applicants who hold a CE in Preschool through Grade 3 (P-3) are required to attend a State Approved CE Preparation Program consisting of a minimum of 24 semester hour credits to secure full licensure. If you plan to seek work in New Jersey under a P3 CE and complete the 24 semester hour credits while working under provisional licensure, you must enroll in a Department Approved CE Program. Current regulations do not permit provisional teachers working under a Preschool through Grade 3 endorsement to teach in a P3 setting while attending a Preschool through Grade 3 program outside of New Jersey. Please consult the Office of Certification and Induction if you have any questions before enrolling in an out of state or online P3 program.

**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 (NJ DOE)  
Office of Certification and Induction  
PO Box 500  
Trenton, NJ 08625-0500**

This endorsement entitles the holder to:

- Teach preschool through grade three in public schools and to teach public school students in approved settings providing early childhood education
- Teach language arts literacy, mathematics, science, computer and information literacy, and social studies full-time, integrating educational technology where appropriate in grades preschool through three
- Teach world languages full-time in grades preschool through three pursuant to N.J.A.C. 6A:9B-10.5
- Teach all remaining subjects in grades preschool through three no more than one-half of the daily instructional assignment in all public schools

### **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 as a P-3 teacher, 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/degree(s) 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 the Educational Testing Service (ETS) 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.
- **Basic Skills Assessment Requirement (choose one)**  
All candidates applying for their initial CE must pass a Commissioner-approved [test of basic skills](#). Scores must be presented directly from ETS 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 exams.

- Or -

[Score in the top one-third percentile](#) on the SAT, ACT, or GRE for the year the test was taken. Official score reports must be sent directly from the testing agency.

## 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 available online, including certificate name, certificate ID number, date of issuance, and expiration date, if applicable. This link will provide [Instructions to view certification/application status](#).
- 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 [Apply Online](#)