

New Jersey Department of Education
Office of Certification and Induction

Certification Application Checklist

This checklist facilitates applying for state certification. Depending on whether you apply for a new certificate or a name change to an existing certificate, you will be required to complete the processes indicated and/or provide the required attachments via mail or email. *Your application will not be marked as complete and sent to an examiner for review until all required documentation is received.* Candidates may need to submit additional documentation based on the examiner's review.

How to Apply for Certification:

1. Take and pass any applicable tests.
 - Visit the New Jersey Department of Education (NJDOE) website for information on [certification testing requirements](#) in New Jersey.
 - Candidates must meet the score in effect at the time of application and determination of certificate eligibility. Scores are subject to change without notice.
2. Apply online in the [Teacher Certification Information System \(TCIS\)](#).
 - Payment must be made by credit card.
 - Fees are nonrefundable pursuant to *N.J.A.C. 6A:9B-5*.
 - Due to the COVID-19 state of emergency and related limitations, *application expiration dates are temporarily extended to nine months*.
3. Take note of your TCIS tracking number.
 - Your tracking number will need to be included on all documentation sent to the Office of Certification and Induction.
 - If you are already certified in New Jersey, your tracking number is noted in your [online profile](#) and [application status check](#).
4. Send all required documentation to the NJDOE [Office of Certification and Induction](#). All documents may be mailed or emailed.

Submission of Electronic Forms

Email completed forms to:
certapplication@doe.nj.gov

Submission of Printed Forms

Mail completed forms to:
New Jersey Department of Education
Office of Certification and Induction
P.O. Box 500
Trenton, New Jersey 08625-0500

Please see the table below for the appropriate sender for each type of document.

Certification: Forms and Documentation

| Document Type | Sender | Details |
|--|---|--|
| Transcripts | College, University, or Clearinghouse | <ul style="list-style-type: none"> ▪ Official college/university transcript(s) from all institutions attended are required. ▪ Degree conferral and cumulative grade point average (GPA) must be noted from the institutions where the candidate graduated. ▪ Indicate the tracking number on the transcript or email subject line. |
| Foreign Credentials | Evaluation service | <ul style="list-style-type: none"> ▪ Credentials evaluation from an approved evaluation service in the United States is required to include degree equivalency, semester-hour equivalent of each area of college-level study and the cumulative baccalaureate and advanced degree GPAs. ▪ Indicate the tracking number on the evaluation or email subject line. |
| Out-of-State Educator Certificates | Candidate | <ul style="list-style-type: none"> ▪ Include copies of all certificates, if applicable. ▪ Copies of out-of-state certificates may be mailed or emailed with the candidate's name and tracking number noted in the subject line. |
| Verification of Program Completion (VOPC) | Certification Officer, Department Chairperson or Designee directly from a program | <ul style="list-style-type: none"> ▪ VOPC forms may be completed without the official college seal or notary. ▪ Indicate the candidate's name and tracking number noted in the subject line. ▪ The college should complete and email or mail applicable forms: <ul style="list-style-type: none"> ▪ Certificate of Eligibility with Advanced Standing Educator Preparation Program (for printing) ▪ Certificate of Eligibility with Advanced Standing Educator Preparation Program (for electronic submission) ▪ Certificate of Eligibility Educator Preparation Program (for printing) ▪ Certificate of Eligibility Educator Preparation Program (for electronic submission) |
| Record of Professional Experience (ROPE) | Principal or Human Resources Office | <ul style="list-style-type: none"> ▪ The candidate may contact their Principal or Human Resources Office to complete the ROPE form and send via email or mail. ▪ The school can complete and email the ROPE form with the candidate's name and tracking number noted in the subject line. <li style="text-align: center;"><i>or</i> ▪ The school can complete and mail the ROPE form to the office with the candidate's name and tracking number noted in the subject line. |
| Name Change Request | Candidate | <ul style="list-style-type: none"> ▪ Apply for a name change online in TCIS. <ul style="list-style-type: none"> ▪ Payment must be made by credit card. ▪ Fees are nonrefundable pursuant to <i>N.J.A.C. 6A:9B-5</i>. ▪ Complete the Name Change Request Form and mail it along with identification documentation to the NJDOE with name and tracking number noted. |
| Additional Forms or Documents | Candidate | <ul style="list-style-type: none"> ▪ All other documents (e.g. course descriptions, letters, licenses, etc.) or required forms may be completed and sent via email. ▪ The email must contain your name and tracking number in the subject line and the body of the email should reference submission of the attached document(s). ▪ Additional forms include: <ul style="list-style-type: none"> ▪ Additional Information for the Oath of Allegiance ▪ Criminal Offense Information ▪ Data Sheet for Career and Technical Education (CTE) |