Certification Training Workshop 2019

Office of Certification and Induction
Division of Academics and Performance

Workshop Presenters
Rani Singh, Acting Director
Ruth Winters, Assistant Director
Vickie Sikorski, Coordinator, Provisional Teacher Process
Mike O’Neill, Examiner
Participants will leave with an understanding of:

- Basic guidelines for educator certification
- Additions to the Teacher Certification Information System
- Process for enrolling Provisional Teachers
- Process for evaluations for Novice Teachers to obtain standard certification.
Agenda

I. Overview of NJ Certification Process
II. Teacher Certification Information System (TCIS)
III. Provisional Teacher Process (PTP)
IV. Administrator Certification
V. School Library Media Specialist (SLMS) and Student Assistance Coordinator (SAC)
VI. Questions
I. Overview of NJ Certification Process
Four Categories of Certificates

• **Teacher certificates** (classroom teachers)

• **Educational Services Personnel certificates** (i.e. school social worker, school psychologist, learning disabilities teacher-consultant, student assistance coordinator, school librarians, etc.)

• **School Leaders certificates** (i.e. school administrator, principal, and school business administrator)

• **Career and Technical Education certificates** (i.e. automotive technology, carpentry, graphics)
**Overview of Teacher Certification for Novice Teachers (Three-Tiered System)**

<table>
<thead>
<tr>
<th>Level of Certificate</th>
<th>What is it?</th>
<th>When is it issued?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial (CE or CEAS) Certificate</td>
<td>A license to seek employment as a teacher</td>
<td>issued before candidate seeks employment as a teacher</td>
</tr>
<tr>
<td>Provisional Certification</td>
<td>A temporary license to teach</td>
<td>issued once a candidate is hired as a teacher and registered in PTP</td>
</tr>
<tr>
<td>Standard Certification</td>
<td>A lifetime valid license to teach</td>
<td>issued once a candidate meets all requirements</td>
</tr>
</tbody>
</table>

The standard certificate is a permanent certificate issued to candidates who have met all requirements for State certification.

More resources on [New Teacher Support Site](https://www.newteachersupportsite.com)
Two Pathways to Certification

Certificate of Eligibility (CE)
Certificate of Eligibility (CE) Educator Preparation Programs (CE-EPP, also known as Alternate Route)
  • Offers a path to become an educator for those who did not attend school to become a teacher.

Certificate of Eligibility with Advanced Standing (CEAS)
Certificate of Eligibility with Advanced Standing (CEAS) Educator Preparation Programs (CEAS-EPP, also known as Traditional Route)
  • Offer certification for those who attended an approved teacher preparation program that culminated in student teaching.
II. Teacher Certification Information System (TCIS)
Teacher Certification Information System (TCIS)

• In order to obtain these certificates, applicants must apply online through the Teacher Certification Information System (TCIS)

• TCIS provides the status of an application and details on what certificates the applicant holds

• The Certification Application Checklist provides details on the certification requirements

• For technical assistance questions regarding accessing the TCIS, contact TCISStechassist@doe.state.nj.us
Six-Month Expiration of Certificates and Fees

• All applications expire 6 months after the application date
  • Upon expiration, a $70 evaluation fee will be charged
  • If applicant is denied, applicant has the remainder of their 6 months of time to complete requirements without further charge.
  • After 6 months, applicant will need to apply again and $70 evaluation fee will be withheld

• TCIS will prompt applicant to pay correct fee for reapplication or for application for another certificate if fee is required

• Applicant can choose to have an examiner “close” the application and the remaining fees will be available next day for a new application

• With very few exceptions, no refunds will be provided
Date of Birth (DOB) and Social Security Number (SSN) Change

• Applicants can now apply online for a change to an incorrect DOB or SSN
• Process is much like the current name change request but with no associated fee
• After applying online for the DOB or SSN update applicants will mail appropriate [DOB form](#) or [SSN form](#) to the Office of Certification and Induction
New Credential- School Safety Specialist (SSS)

**Recent legislation** has called for the creation of a School Safety Specialist (SSS) Credential. Every school district will be required to designate a SSS.

**Requirements:**
- Be an employee of the school or district and have school safety experience
- Be designated by Superintendent as the SSS
- Complete an online FEMA training course
- Complete a DOE training course offered by the Office of School Preparedness and Emergency Planning (OSPEP)
- Notes: No associated fee; applicants can apply online in TCIS
III. Provisional Teacher Process (PTP)
Provisional Teacher Process Components

**Mentoring and Induction**
Provisional teachers must be mentored for a minimum of 30 weeks (CE and CEAS)

**Supervision & Evaluation**
At least two years of effective or highly effective evaluations under the AchieveNJ system

**Alternate Route Formal Instruction for CE teachers**
Before hiring a teacher you must verify correct certification. They must hold a Certificate of Eligibility (CE) or Certificate of Eligibility with Advanced Standing (CEAS) or standard license in the subject to be taught

a. The CE or CEAS allows the school to offer employment, but it is not a teaching certificate.

b. Paper certificates are no longer mailed to candidates. You may go to our Application Status Check page to check the licensing status of CE, CEAS and provisional licenses and download documentation of certificate(s).
CE teachers and CEAS teachers who are employed by a district must be registered in the PTP

a. After they are hired, in order to legalize their employment new hires must be issued a Provisional Certificate.

b. Any teacher with a CEAS or CE or serving for greater than 60 days must be registered in the provisional teacher process within 60 days of beginning employment (N.J.A.C. 6A:9B).

c. The Provisional Certificate will be issued when the district registers the teacher into the PTP.
   • Done online via NJDOE Homeroom (click PLRMS in the list of applications)
   • Candidates holding a CE must provide documentation to the district of enrollment in a NJDOE-approved CE educator preparation program (CE EPP) and that the 50 hours of pre-service training has been completed before being hired under their CE and registered into the PTP
   • This information is needed to complete the PTP registration process. These 50 hours are part of the 400 total required of CE candidates
Verification Form for Completion of 50 Hours & CE EPP Program Completion

| New Jersey State Department of Education  
| Office of Certification and Induction  
| VERIFICATION OF PROGRAM COMPLETION for CE-EPPs  

For submission by anyone who has completed a CE educator preparation program.

### A. Basic Information
Please print your name as it appears on any documentation that you are required to submit.

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Name or Initial</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Street Address</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Tracking Number</th>
<th>Date of Birth: (MM/DD/YY)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Phone Number</th>
<th>E-mail Address</th>
</tr>
</thead>
</table>

### B. To be completed by the CE-EPP upon completion of the 50 Hours Pre-Professional Experience

This verification of 50 hours must be presented to your hiring school district in order to obtain the Provisional certificate. This is to certify that the above named applicant has completed the 50 hours of Pre-Professional experience.

<table>
<thead>
<tr>
<th>Name of CE-EPP:</th>
<th>Date of completion:</th>
</tr>
</thead>
</table>

Printed Name of Individual Completing this Section:  
Signature of Authorizing Officer:
Formal Instruction for CE Holders (1 of 3)

• Administrators should ensure that all new teachers hired who hold a Certificate of Eligibility (CE) are
  • Enrolled in an approved teacher preparation program by the start of their first school year and
  • Have received confirmation from the preparation program that the new teachers have completed the pre-professional (50 hours) component of the program

• When registering please choose the program they are attending under the Program Enrollment in the Homeroom PLRMS site
  • A verification form for completion of the 50 hours must be presented to the hiring school in order to obtain a provisional certificate
Formal Instruction for CE Holders (2 of 3)

- There are six possibilities:
  - Department-approved CE educator preparation program (CE EPP) for N-12 Subject Area and K-6 Elementary Teachers
  - Career and Technical Education (CTE) Educators
  - Preschool-Grade 3 (P-3)
  - Teach of Students with Disabilities (TOSD)
  - English as a Second Language (ESL)
  - Bilingual/Bicultural

- The list of all approved CE programs is available online
Formal Instruction for CE Holders (3 of 3)

- ESL candidates must complete 400 hours and a 15-21 credit ESL program
  - Two programs must be selected in PLRMS under the program enrollment
- Bilingual candidates must complete a program of 15 credits concurrently with the 400 hours CE EPP program if their instructional area certificate is a CE
  - Two programs must be selected in PLRMS under the program enrollment
- TOSD must complete a program of 21-27 credits concurrently with the 400 hours CE EPP program if their instructional area certificate is a CE
  - Two programs must be selected in PLRMS under the program enrollment
The Provisional Licensure Registration Management System (PLRMS)

To access PLRMS, go to: https://homeroom.state.nj.us/

Scroll down and select the PLRMS link on the left side of the page. This will bring you to the login page.
Logging Into PLRMS:
Enter your District Homeroom ID, User ID and password. Then select Login. Login page is below, landing page appears next.
Teacher Status:

**Saved:** Your district has saved the candidate’s registration to district PLRMS list

**Submitted:** Candidate’s registration has been submitted to NJ PTP and is being reviewed by staff

**Approved:** Registration has been approved and provisional license will be issued shortly

**Issued:** Provisional license has been issued by PTP staff and provisional license information can be accessed at [our Application Status Check page](#)
Mentoring (1 of 2)

- A minimum of thirty weeks
- Mentor fees have not changed
  - CE teacher $1,000
  - CEAS teacher $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. Districts may choose to pay the mentor fees for their novice teachers
- The NJDOE Professional Development website has all information about mentoring and developing a mentoring plan
Mentoring (2 of 2)

• Mentoring time must be tracked by each employer. If a provisional teacher leaves the district’s employ and begins to work in another New Jersey district, the first district will need to complete the Mentoring Transfer template to document amount of mentoring time completed.
  • Note: The teacher can take this to the new district, or the old district can send it to the new one.

• The new district and the teacher who is transferring will have to make a determination about the mentoring fees still owed.
Evaluating Provisional Teachers

• The evaluation for a standard certificate must adhere to the criteria of AchieveNJ

• A candidate’s standard certificate determination will be based on the provisional teacher’s annual summative evaluations
  • These ratings are entered by the district in the PLRMS online registration system listed on the Department’s Homeroom page
  • Upon opening the PLRMS application, authorized school/district certification staff may click on “Enter Evaluation Ratings” and select from the drop down list of Highly Effective, Effective, Partially Effective and Ineffective for the summative evaluation rating of the provisional teacher who was evaluated

• You can access information about evaluations on the AchieveNJ webpage
Renewal of Provisional Certificates (1 of 2)

• County office staff query the Teacher Certification Information System (TCIS) for a summary of the names and tracking numbers for those whose Provisional will expire on July 31st and who will need a renewal

• The county office will send a renewal form to your district for teachers who need a renewal and require a $70 fee when the completed application is returned to them
Renewal of Provisional Certificates (2 of 2)

• 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 and administrators who are eligible to receive a student growth percentile score pursuant to N.J.A.C. 6A:10, 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 and administrators requires the districts to check the box stating this is a SGP person and thus not include the otherwise required $70.00 renewal fee.
Eligibility for Standard License

To be eligible for the Standard License, the below requirements must be met:

• Completed 30 weeks of mentoring

• Received 2 ratings
  • one rating from each school year of Effective or Highly Effective within three consecutive summative evaluation ratings. The Department will keep track of provisional teachers’ yearly summative evaluation ratings through the PLRMS

• CE candidates must complete all required coursework and pass the Teacher Performance Assessment

• Do not have the candidate apply until the requirements have been completed. The online application including any payment requirements is only valid for a six-month period. After six months a new online application will need to be submitted.
How to Apply For the Standard Certificate

1. Go to the Teacher Certification Information System
2. Follow all instructions on the online system page and select the Standard Certificate area for which they are applying
3. You will be directed to complete the online oath and prompted to pay the appropriate fee if required.

Notes:
• CE candidates who complete a Department-approved CE Educator preparation program (CE EPP) for N-12 Subject Area and K-6 Elementary Teachers must submit to the Office of Certification and Induction a verification of program completion form Verification of Program Completion Form
• CE candidates who complete programs for P-3, ESL, Bilingual and TOSD must submit to the Office of Certification and Induction official transcripts and the appropriate Verification of Program Completion Form
• After completing the online application you will receive a confirmation email containing a link to an online survey that you must complete
Guide to Earning Standard License

For further details on how a CE Holder and CEAS Holder earn their standard certificates, please see these web pages:

- CE Holder
- CEAS Holder
IV. Administrator Certification
Administrator Training Programs

• Three Step Certificate/Residency Program

<table>
<thead>
<tr>
<th>Steps of Certificates Issued</th>
<th>Residency Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>One: Certificate of Eligibility</td>
<td>Seek Employment</td>
</tr>
<tr>
<td>Two: Provisional Certificate</td>
<td>1- to 2-year Residency</td>
</tr>
<tr>
<td>Three: Standard Certificate</td>
<td>Recommendation by Mentor</td>
</tr>
</tbody>
</table>
Registration for Residency Program

• When a candidate with a CE obtains a position requiring a Principal, School Administrator or School Business Administrator certificate, the district must register the candidate on PLRMS. See the link in PLRMS to add an administrator and use the link at the bottom of the Statement Of Assurance page.

• **For Principal:** See Leaders to Leaders to register with NJ Principals and Supervisors Association (NJPSA) for the two-year residency

• **For School Administrator:** Register with NJ Association of School Administrators (NJASA) for the one-year residency

• **For School Business Administrator:** Register with the NJ Association of School Business Officials (NJASBO)

• When the above is completed, return to PLRMS and complete the process. A provisional certificate will be issued
PLRMS Registration for Administrators (2 of 2)
Role of NJPSA in Principal Residency Program

• The New Jersey Principal and Supervisor Association and the Foundation for Educational Administration and (NJPSA/FEA) are authorized by the New Jersey Department of Education to operate the two year Leader to Leader Program (L2L) for principal residency candidates.

• Contact Leaders to Leaders
  • Coordinator Mr. Jim Sarto can be reached at (609) 860-1200
Role of NJASA and NJASBO in School Administrator and School Business Administrator Residency Programs

• The NJASA assigns authorized mentors to school administrator residency candidates
  • See the NJASA web page or call Dr. Mark Stanwood at 609-599-2900

• The NJASBO provides a list of authorized mentors for school business administrator residency candidates
  • See the NJASBO web page or contact Dr. Michele Roemer at 609-689-3870
V. School Library Media Specialist (SLMS) and Student Assistance Coordinator (SAC)
School Library Media Specialist (SLMS)  
Associate School Library Media Specialist (ASLMS)  

• District will register candidate through the Homeroom on PLRMS (Under Ed. Services Tab)

• If the candidate only has a CE, must list college where courses will be taken (drop-down menu on registration page)

• One year residency is required under the provisional certificate

• District will be emailed the Residency Agreement which will be returned to slms@doe.nj.gov so that we may issue the Provisional certificate

• You will be contacted by our office and provided with a Program Completion Evaluation Form when it is due

• SLMS/ASLMS contact: Leslie Foster (609-376-3487)
Student Assistance Coordinator (SAC)

- District registers candidate through the Homeroom on PLRMS
  - Under the Ed Services tab
- If the candidate only has a CE, must list college where courses will be taken (drop-down menu on registration page)
- Six-month residency is required under the provisional certificate (provisional issued when documents are submitted)
- Email the Residency Agreement and copy of employment contract to sac@doe.nj.gov
- SAC candidate applies for the standard on-line when final evaluation is submitted
Contact Us

• For Licensure/Certification questions:
  • For applicants: Phone # 609-292-2070 Monday through Friday between the hours of 7:45 a.m. and 3:45 p.m.
  • Also, see our Licensing Website or Email us or write us at:
    Office of Certification and Induction
    New Jersey Department of Education
    P.O. Box 500
    Trenton, NJ 08625-0500

• For Provisional Teacher Process questions:
  • Phone #609-984-6377, fax# 609-984-3356, or
  • Email the PTP unit or email questions about the alt route

• Administrator Training Program
  • Please email questions to Admincertification@doe.nj.gov
  • Call Ruth Winters  609 376-3496
VI. Questions