

# LATIN STANDARD CERTIFICATE (ENDORSEMENT CODE: 1540)

**TO AVOID DELAYS:** After applying online, please email any transcripts, letters, forms, copies of out-of-state certification or other required documents to [certapplication@doe.nj.gov](mailto:certapplication@doe.nj.gov). Electronic transcripts must be sent directly from your university, college, clearinghouse or school. Please include your tracking number in the subject line of all correspondence with our office.

This endorsement entitles the holder to teach Latin 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 **Latin** teacher, current regulations require that applicants complete a minimum of 30 credits in a coherent sequence in the subject field of **Latin**. A coherent sequence requires that at least 12 credits are completed at the advanced level of study (junior, senior or graduate level). Examples of courses accepted for **Latin** include **Latin language and culture**. Related courses may be accepted depending on the course description/content. Please provide a course description if a course is not taken from the **Latin** Department. Courses in pedagogy/education are not accepted towards the subject matter preparation. The final determination as to which courses will be counted towards **Latin** 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

- **Latin Test Requirement**  
Candidates must complete the **Latin Test for Teacher Certification** which meets the American Council on the Teaching of Foreign Languages (ACTFL) standards for reading and writing at the *Advanced Level* and assumes a comprehensive knowledge of the Latin language and Roman culture. There are 100 multiple choice questions. Eighty questions are on the Latin language and 20 questions deal with Roman culture, mythology, history and daily life. The passing grade is 75. To arrange for an administration of the *Latin Test for Teacher Certification*, contact: Charles George, Assistant Professor, Seton Hall University; [charles.george@shu.edu](mailto:charles.george@shu.edu); 973-275-2124 (Office). Additional information may be found [here](#).

## Second Language Acquisition & Related Methodologies

- Please note that before a CEAS or *standard* certificate may be issued, a minimum of three semester-hour credits in second language acquisition theory and related methodologies offered by a regionally accredited two or four year college or university must be completed. Please choose from our list of approved courses.

## 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.

## State Teaching Certificate

- Please submit a copy of a valid 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 choosing one of the following options:
  - 1.) Present evidence of basic military training
  - 2.) Complete a course such as biology, health or nutrition that appears on a regionally accredited 2 or 4-year college/university transcript
  - 3.) Complete an online test. You must have a tracking number and an application on file to take this test. Once completed, please email us at [Licensing.Requests@doe.nj.gov](mailto:Licensing.Requests@doe.nj.gov) stating that the test has been taken. You will need to include your name and tracking number in the email.

**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

**You cannot complete the entire application process online. After applying online, please email all necessary documentation to [certapplication@doe.nj.gov](mailto:certapplication@doe.nj.gov). Electronic transcripts must be sent directly from your university, college, clearinghouse or school. Please include your tracking number in the subject line of all correspondence with our office.**

**If the above requirements have been met, then you may complete the online application in the Teacher Certification Information System (TCIS).**