

LATIN STANDARD CERTIFICATE (ENDORSEMENT CODE: 1540)

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 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 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: Frederick J. Booth, Ph.D, Classical Studies Department, Seton Hall University; boothfre@shu.edu; 973-275-5822 (Office); 732-846-1325 (Home). Additional information may be found [here](#). **Note:** To obtain a copy of the *Study Guide for the Latin Test for Teacher Certification*, contact the world languages office at: (609) 777-1478.

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.

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.**