

**Educational Interpreter Certification  
Application Information  
August 2009**

Certificate	Where to Apply	Cost	Required Documents	Additional Information
Emergency	School District of Employment applies to the County Office of Education for the educational interpreter emergency certification.	\$95.00	<ol style="list-style-type: none"> <li>1. High school/College Diploma or GED</li> <li>2. Educational interpreter Performance Assessment (EIPA) documentation with original seal indicating a score of 3.0 or higher</li> </ol>	<ol style="list-style-type: none"> <li>1. Emergency Certification may be renewed 3 times</li> <li>2. District Supervisor and/or Human Resources department is responsible for monitoring</li> <li>3. Districts determine their requirements for progress towards standard endorsement</li> </ol>
Standard	<p style="text-align: center;"><u>As of May 1, 2009, all applications must be made on-line at</u>  <a href="http://www.nj.gov/education/educators/license/">http://www.nj.gov/education/educators/license/</a></p>	\$95.00	<p><u>Academic Route</u></p> <ol style="list-style-type: none"> <li>1. Associates Degree or Higher</li> <li>2. EIPA documentation with original seal indicating a score of 3.0 or higher</li> <li>3. Letter of Verification from Educational Interpreter Professional Development Center (EIPDC) at Camden or Union County Colleges</li> <li>4. Transcript(s) documenting 15 hours of educational interpreter professional education coursework</li> </ol>	<p><u>Performance Route</u></p> <ol style="list-style-type: none"> <li>1. HS diploma/ GED</li> <li>2. EIPA documentation with original seal indicating a score of 3.0 or higher</li> <li>3. Copy of National Certification</li> <li>4. Letter of Verification from Educational Interpreter Professional Development Center (EIPDC) at Camden or Union County Colleges</li> <li>5. Transcript(s) documenting 15 hours of educational interpreter professional education coursework</li> </ol>
Substitute	District board of education where substitute position is available.	\$125.00	<ol style="list-style-type: none"> <li>1. High school/College Diploma or GED</li> <li>2. EIPA documentation with original seal indicating a score of 3.0 or higher</li> </ol>	Criminal history check and fingerprinting required

## TO APPLY FOR STANDARD CERTIFICATION

Go online to: <http://www.nj.gov/njded/educators/license/>

The educational interpreter - sign language standard endorsement is #3463.

This is an Educational Services Certificate

The **cost will be 95.00.**

Refer to the checklist below to help you with the required documents.

### APPLICANT CHECKLIST

#### Guidelines for Educational Interpreters

This checklist has been designed as an aid to facilitate applying for state certification. Depending on whether you apply for a new certificate, a duplicate, or a name change to an existing certificate, you will be required to complete the processes indicated and/or provide the required attachments to your application.

#### For New Certificate:

1. \_\_\_ Submit certified check/money order with correct fee payable to “Commissioner of Education” (if payment mode is not credit card).
2. \_\_\_ Verification of Program Completion, if applicable (Click here to download). Also, see Guidelines for Verification of Program Completion form **\*From Camden County College EIPDC or Union County College EIPDC.**
3. \_\_\_ Copy of out-of-state certificates (if any).
4. **NA** Original letter on school district letterhead signed by an appropriate school district official, documenting your years of full-time teaching or administrative experience, if applicable. The letter should include your full or part-time status, specific assignment and dates of employment. See Guidelines for Letters of Employment Experience.
5. \_\_\_ Official college transcript(s) sent with degree conferral and grade point average (GPA) listed on the transcript. \*copy of high school diploma, high school transcript or copy of GED for performance route candidates
6. \_\_\_ If your academic studies were completed in another country, submit a credentials evaluation from an approved evaluation service that includes degree equivalency, semester-hour equivalent of each area of college-level study, and the cumulative baccalaureate and advanced degree GPAs (Click here to download the list of approved evaluation agencies).

7. \_\_\_ Signed and notarized Oath of Allegiance/Verification of Accuracy Statement for United States citizens (Click here to download).
8. \_\_\_ Signed and notarized Non-citizen Oath of Allegiance/Verification of Accuracy Statement and Affidavit of Intent to Become a Citizen for non-citizens.
9. **NA** Take any applicable Praxis II: Subject Assessment/Specialty Area test(s). Test registration procedures, registration form and other information are available through the Praxis Web Site at [www.ets.org/praxis](http://www.ets.org/praxis) or the School Leadership Series Web Site at [www.ets.org/sls](http://www.ets.org/sls). Online registration is also available.
10. **NA** Physiology and Hygiene: Applicants applying for instructional certification must pass an examination in physiology and hygiene, including the effects of narcotics and alcohol. The examination is administered at the county offices of education. In lieu of this examination, the applicant may present basic military training or college level study in areas such as biology, health or nutrition.
11. \_\_\_ \* **Original EIPA** (Educational Interpreter Performance Assessment) Official Document with score (**academic and performance route**)
12. \_\_\_ \*Original certificates from RID, NAD or other national accrediting agencies (**performance route only**)

Please be advised that there is a test requirement for most instructional endorsements, for the Speech-language Specialist endorsement and for the Principal and School Administrator endorsements. No certificates can be issued without a passing score on the required test. Candidates must meet the score in effect at the time of application and determination of certificate eligibility. Scores are subject to change without notice. It is the candidate's responsibility to review the testing requirements information available on the NJDOE website.

**For a duplicate certificate:**

- \_\_\_ Certified check/money order with correct fee payable to "Commissioner of Education" (if payment mode is not credit card).
- \_\_\_ Duplicate Request Form and Notarized statement of loss (Click here to download).
- \_\_\_ Signed and notarized Oath of Allegiance/Verification of Accuracy Statement (Click here to download)

**For a name change on the certificate:**

- \_\_\_ Certified check/money order with correct fee payable to "Commissioner of Education" (if payment mode is not credit card)
- \_\_\_ Name Change Request form (Click here to download)
- \_\_\_ Signed and notarized Oath of Allegiance/Verification of Accuracy Statement (Click here to Download)