

FAQs: New Teacher Mentoring and Certification

1. What is the difference between a CE and a CEAS?

Both certificates represent the initial step toward New Jersey certification. The Certificate of Eligibility (CE) is issued to alternate route teachers while the Certificate of Eligibility with Advanced Standing (CEAS) is issued to teachers who have pursued a traditional route into teaching and have already completed a formal education training program. Both CE and CEAS holders must obtain a provisional certificate and successfully complete the Provisional Teacher Program in order to receive a standard certificate.

2. Why hasn't my provisional certificate been issued yet?

You must hold a CE/CEAS and be formally registered into the Provisional Teacher Program by the Talent Office before the NJDOE will issue your provisional certificate. If you are an alternate route teacher, you must advise the Talent Office of the institution where you have enrolled to complete the additional coursework required for your program. Without that information we cannot enroll you into the PTP. It is important that alternate route teachers enroll in their additional coursework as quickly as possible after signing their contract and advise the Talent Office of that location.

3. What are the requirements to complete the Provisional Teacher Program?

ALL new teachers

The PTP requires that all new teachers are evaluated, mentored (30 weeks for traditional/CEAS holders and 34 weeks for alternate route/CE holders), and complete additional coursework as required. In addition, submission of the online application for a standard certificate is required upon successful completion of the PTP.

Teachers who began the PTP prior to 9/1/15

These educators must be observed at 10, 20, and 30 weeks. No specific form is required for the 10 and 20 week evaluations and because the Talent Office will retrieve the observation data from Bloomboard there is nothing additional for you to submit. The original 30 week summative evaluation must be submitted to the Talent Office along with the Verification of Program Completion (alt route only) and a completed Oath of Allegiance form.

Teachers who began the PTP AFTER 9/1/15

Educators who began the PTP on after September 1, 2015 are required to have two years of Highly Effective or Effective annual ratings within their first three years of teaching. The 10, 20, and 30 week evaluations are not required for this group. IMPORTANT: because two years of annual evaluations are now required to obtain a standard certificate, new teachers will be provisionally certified for a minimum of two years.

4. How long do new teachers have to be mentored?

Alternate route teachers need 34 weeks of mentoring including weekly sessions for the first 8 weeks. Traditional route teachers need 30 weeks of mentoring including weekly sessions for the first 4 weeks. Both mentor and novice teachers should keep a copy of the completed mentoring logs for their own records. Mentors must submit the logs at the end of the mentoring period in order to receive payment and novice teachers will need the logs as proof of completion in the event they transfer to another school or district prior to completing the PTP.

5. I am a new teacher who started in the middle of the school year. Are there different requirements for me?

The requirements are the same; however, the timing will be different from novice teachers who began at the beginning of the year. Teachers who are unable to complete the full mentoring period will have to continue mentoring into the following school year.

6. How do I apply for my standard certificate?

Applications for standard certificates are submitted online. Make sure that you have completed all requirements before applying. https://www20.state.nj.us/DOE_TCIS_ONLINEED//login.jsp

7. Where can I check the status of my certification(s)?

The New Jersey Department of Education no longer mails printed certificates but all pending and issued certificates can be reviewed on the Teachers Certification Information System (TCIS) website https://www20.state.nj.us/DOE_TCIS_ASC/pages/appStatusSearch.jsp Enter your last name and social security number to view all certification information held by the State of New Jersey.

8. My provisional certificate has expired. What do I do?

Provisional certificates are issued for two years and expire in July of the second year. It is your responsibility to track your progress through the Provisional Teacher Process. If you have not completed the requirements to obtain your standard certificate prior to the expiration date, you will need to apply for a one year renewal of your provisional and pay the fee in effect at that time. You must advise the Talent Office of your intent to renew your certificate so we can work with the State to complete the appropriate paperwork on your behalf.

9. When and where do I send in these forms?

The following ORIGINAL documents must be mailed to the Talent Office or delivered in person:

- Summative evaluation (for teachers who began PTP prior to 9/1/15)
- Verification of Program Completion (alternate route only)
- Oath of allegiance

Other forms may be sent to the Talent Office in the following ways:

Scan and email to: mentoring@nps.k12.nj.us

Fax: (973) 733-7753

Interoffice mail: 2 Cedar Street, Talent Office (Mentoring) Room 811 Newark, NJ 07102

10. What if I have other questions about mentoring or certification?

Email the Talent Office at: mentoring@nps.k12.nj.us

NJ DOE Provisional Teacher Process Office: (609) 984-6377 or ptp@doe.state.nj.us

Provisional Teacher Process Quick Reference Guide

When did you begin the PTP?		Alternate Route (CE)	Traditional Route (CEAS)
BEFORE 9/1/15	Mentoring	34 weeks: weekly for at least the first 8 weeks	30 weeks: weekly for at least the first 4 weeks
	Observations	10 and 20 weeks: Collected in Bloomboard so no additional form is required for these observations 30 weeks: The original summative form should be completed in blue ink by the Principal and sent to the Talent Office.	
	Additional Coursework	Teachers select a NJDOE approved training program based on their certification	Not applicable
	Verification of Program Completion	Principals confirm successful completion of additional coursework based on reports received from the educator preparation program	
	Oath of allegiance	Document must be notarized and submitted to the Talent Office upon completion of all other PTP requirements	
	Online standard application	After completing all PTP requirements teachers must apply for their Standard certificate online and pay the appropriate fee	
AFTER 9/1/15	Mentoring	34 weeks: weekly for at least the first 8 weeks	30 weeks: weekly for at least the first 4 weeks
	Observations	Teachers must receive two years of annual ratings that are Highly Effective or Effective within the first three years.	
	Additional Coursework	Teachers select and enroll themselves in a NJDOE approved training program based on their certification	Not applicable
	Verification of Program Completion	Principals confirm successful completion of additional coursework based on reports received from the educator preparation program	
	Oath of allegiance	Document must be notarized and submitted to the Talent Office upon completion of all other PTP requirements	
	Online standard application	After completing all PTP requirements teachers must apply for their Standard certificate online and pay the appropriate fee	