

**INFORMATION FOR THE NOVICE TEACHER**  
**PROVISIONAL TEACHER PROCESS REQUIREMENTS**

**2015-2016**

Note: Candidates who began the PTP prior to the 2015-2016 school year will follow the regulations in place when they started the program.

**The district/school has the following minimum responsibilities to a provisional teacher during the induction year:**

- Register the teacher in the Provisional Teacher Process (PTP).
- Assign an experienced, mentor teacher who holds a New Jersey instructional certificate to support and assist the new teacher.
- **Evaluate the new teacher using the district's approved Teacher Practice Instrument**
- If an alternate route teacher, monitor attendance and progress in the formal instruction component of the program.

**Note to holders of Certificates of Eligibility/Certificates of Eligibility with Advanced Standing:**

IF YOU WERE CONVICTED OF OR PLED GUILTY TO A CRIME OR OFFENSE SINCE YOU WERE ISSUED A CERTIFICATE OF ELIGIBILITY, YOU ARE REQUIRED TO COMPLETE AND SUBMIT A CRIMINAL HISTORY INFORMATION FORM TO THE LICENSING OFFICE. THE FORM IS AVAILABLE AT: <http://www.state.nj.us/education/educators/license/forms/conviction.pdf>.

**Mentoring requirements:**

Novice teachers must be mentored by experienced teachers during their first year of teaching. Mentoring for part-time teachers is extended until they have completed the equivalent of one year of mentoring.

**Formal instruction requirements for alternate route teachers:**

Note: **All formal instruction required of alternate route provisional teachers must be completed at a New Jersey regional training center, college or university.** The only out-of-state courses that fulfill alternate route requirements are certain world language methodology courses. Information about accepted methodology courses is available on the Department website at <http://www.state.nj.us/education/aps/cccs/wl/courses.htm>

Candidates with **elementary and subject area certificates of eligibility** must complete 200 hours of formal instruction at a regional training center or complete a DOE approved college-based alternate route program. Candidates who are not enrolled in a pre-service program for alternate route teachers must enroll in classes at a regional training center upon being hired. A list of centers and contact

information is available online at <http://www.nj.gov/education/educators/license/advisories/applicant.htm>. Once enrolled, please tell your district contact person where you will be going.

In addition to the above, candidates with elementary K-6 or N-8 certificates of eligibility who are registered in the PTP after October 30, 2009 must complete 45 hours of study in language arts/literacy at the K-6 level and 45 hours of study in mathematics at the K-6 level at a regional training center or DOE approved college program. A list of approved providers is available at <http://www.nj.gov/education/educators/license/advisories/applicant.htm>. This requirement may also be fulfilled by completion of an equivalent course or one full year of teaching math or language arts at the K-6 level prior to becoming a provisional teacher.

Candidates with **P-3 certificates of eligibility** must enroll in and complete a 13 – 17 credit college-based preschool through grade three alternate route program.

Candidates with **students with disabilities certificates of eligibility (TOSD)** must enroll in and complete a 21- 27 credit DOE approved students with disabilities alternate route program. Verification of enrollment in a New Jersey program must be provided to your district contact person.

Candidates with **bilingual/bicultural certificates of eligibility** must enroll in and complete a DOE approved 12 credit bilingual/bicultural alternate route program.

Candidates with **ESL** certificates of eligibility must complete 200 hours of instruction at a regional training center or college based alternate route program. They must also enroll in and complete an approved ESL program of 15 – 21 credits.

Candidates with **World Language Certificates of Eligibility** must complete three credits in language acquisition theory and related methodologies at a regionally accredited four-year college or university within 12 months of initial assignment. A list of approved courses is available at <http://www.state.nj.us/education/aps/cccs/wl/courses.htm>.

Lists of approved P-3, TOSD, ESL and bilingual/bicultural programs are provided below.

### **Verification of Completion of Formal Instruction for Alternate Route Teachers**

Regional training centers provide Phase Reports for each phase of instruction to candidates, principals and directly to the PTP.

New Pathways to Teaching in New Jersey provides NPTJN completion forms to candidates, principals, and directly to the PTP.

Providers of the 45 hour mathematics and language arts/literacy classes for elementary K-6 teachers send reports to candidates and principals, and to the PTP Office.

Candidates for the elementary K-6 certificate who are using an equivalent college/university course to satisfy the math and language arts requirements must submit a transcript showing completion of the course and a course description.

Candidates for the elementary K-6 certificate *who are using a year of teaching experience* to satisfy the math and language arts requirement must submit a letter signed by the principal/director of the school in which the experience took place. The letter must include the dates of employment and specify the subject and grade level taught. The experience must have been completed prior to entrance into the PTP.

College or university approved programs for P-3, ESL, Bilingual and TOSD provide candidates with letters, certificates or forms that verify program completion. The original letter/certificate/form should be attached to the summative evaluation along with an official transcript when the summative is sent to the PTP by the district.

Candidates who hold a standard license and a CE in P-3, ESL, Bilingual and TOSD should apply for a standard certificate online, submit an oath of allegiance along with an original letter of program completion and an official transcript. The oath, letter of program completion and official transcript should be mailed to the Licensing office.

**Provisional Teacher Program training costs:**

**ALTERNATE ROUTE CANDIDATE**

**Provisional Teacher With No Advanced Standing**

1. Fees for 200 hours of formal instruction and 45 hour math and language arts classes at regional training centers are determined by the center. Fees will be collected for each phase by the college, university or district consortium provider. Details of payment policies will be provided with regional training center registration materials.  
Fees for college-based formal instruction programs (New Pathways et al, ESL, P-3, TOSD, bilingual, world language methodology, math and language arts/literacy classes) are determined by the college/university
2. \$1000 is paid to the teacher(s) who serves as the experienced mentor during the provisional year (proportionately longer for part-time).
3. There is a \$100 administrative fee for processing the application for the initial standard certificate.

**All fees must be satisfied.**

**TRADITIONAL ROUTE CANDIDATE**

**Provisional Teacher With Advanced Standing**

\$550 is paid to the teacher(s) who serves as the experienced mentor over the 30 week duration of the program (proportionately longer for part-time).

**All fees must be satisfied.**

### **Provisional License Information:**

**To legalize your employment** as a registered provisional teacher, you must be issued a **Provisional Certificate**. You have received your Certificate of Eligibility (CE/CEAS) that allowed your school to offer you employment, but it is **not a teaching certificate**. (Please note that any teaching time earned prior to the issuance of your CE/CEAS **cannot** be used to fulfill program requirements.)

The **Provisional Certificate** will be issued when your school registers you in the program. Paper certificates are no longer mailed to candidates. You may check your licensing status and download documentation of your certificate(s) at [https://www20.state.nj.us/DOE\\_TCIS\\_ASC/pages/appStatusSearch.jsp](https://www20.state.nj.us/DOE_TCIS_ASC/pages/appStatusSearch.jsp)

If your provisional certificate has not been issued within **three months of being hired**, please see your district contact person to ascertain that the Registration Application/Statement of Assurance has been submitted to the Provisional Teacher Program.

Note that if you change school **districts** (not schools within a district) during the provisional year and begin teaching in a new district, a new provisional certificate will be required. Provisional certificates are issued to specific districts and are not valid in other school districts.

### **Renewal of Provisional Licenses:**

Provisional certificates are issued for two academic years and all provisional certificates issued in the 2015-2016 academic year will expire in July 2017. If you will not be eligible for a standard certificate by July 2017 and you will be rehired in your current district, the provisional certificate will need renewal. Prior to the expiration date you should see the Provisional Teacher Program contact person in your district/school for certificate renewal directions. Note that a renewal fee of \$70.00 will be required.

### **Evaluation requirements and standard license information:**

Effective for candidates who begin teaching academic year 2015-2016, standard certificate determinations shall be based on the provisional teacher's annual summative evaluations. In order to be recommended for a standard certificate a novice teacher must receive two evaluations of effective or highly effective within the first three years of teaching

When you are recommended for a standard certificate, you will need **to apply for it online**.

**Alternate route teachers only** must submit documentation of completion of formal instruction and pay the \$100 administrative fee. This fee applies only to alternate route candidates who are hired and registered in the Provisional Teacher Program on or after January 7, 2008. When you finish all aspects of the alternate route, including training center or college program study, you will be charged this fee. Alternate route candidates who fall

under this requirement should pay online after filing their application for the standard certificate. This is done by choosing the “Pay Balance Owed” option in the menu column at the left of the application confirmation screen.

If you have questions or concerns about the program, discuss them with your principal. If further assistance or clarification is needed concerning your training, your principal should call the Training Unit of the Office of Certification and Induction at (609) 984-6377.

### **Alternate Route Regional Training Center Information 2015-2016**

Beginning with the 2015-2016 academic year, **alternate route candidates for K-6 and subject area certificates must enroll themselves in regional training centers rather than be assigned to one by the PTP Office.** Please review the opportunities below and contact the provider of your choice to register. Fees for alternate route formal instruction are determined by each provider and are listed below. Once enrolled, candidates should confirm attendance to their principal or human resources office.

### **Approved 200 Hour Regional Training Center Providers for Elementary K-5/6, Elementary N-8, N-12 Subject Area, ESL Alternate Route Teachers**

- Elizabeth Regional Training Center: Stephen J. Williams, [ElizabethRegCent@aol.com](mailto:ElizabethRegCent@aol.com) , 908-601-4025 [www.Elizabeth.k12.nj.us](http://www.Elizabeth.k12.nj.us) \$1650
- Monmouth University – Long Branch: Dr. Jason Barr, [jbarr@monmouth.edu](mailto:jbarr@monmouth.edu), <http://www.monmouth.edu/academics/schools/education/provisionalprogram.asp> \$1500
- Essex County Provisional Teacher Training Consortium – Montclair: Dr. Jeanne Pryor, [info@ecpttp.org](mailto:info@ecpttp.org) \$1500
- Morris-Union Jointure Commission – New Providence: Diane Viola-Henriksen, 908-464-7625 x1109, [dhenriksen@mujc.org](mailto:dhenriksen@mujc.org), [www.mujc.org](http://www.mujc.org) \$1500
- Rowan University – Blackwood, Glassboro, West Deptford: Lynne Levy, [levy@rowan.edu](mailto:levy@rowan.edu), [users.rowan.edu/~levy](http://users.rowan.edu/~levy) \$1450
- Rutgers University – Center for Effective School Practices – Camden, Hackensack, Mercer, Newark, Paterson, Somerset, Rockaway: Mary Ellen Morris, [altroute@gse.rutgers.edu](mailto:altroute@gse.rutgers.edu) \$1450
- Saint Peter's College – Jersey City, Kearny, North Plainfield, Sayreville: James Jacobson, Michelle Cassaro, 201-761-6190 [JJacobson@saintpeters.edu](mailto:JJacobson@saintpeters.edu) ; [MCassaro@saintpeters.edu](mailto:MCassaro@saintpeters.edu) \$1450
- The Richard Stockton College of New Jersey – Stockton College, Toms River: Michael Hinman, [altroute@stockton.edu](mailto:altroute@stockton.edu), <http://tinyurl.com/StocktonAltRte> \$2000

**Career and Technical Education** - Candidates for CTE certification must attend the CTE program and will automatically be enrolled when registered in the PTP. Kelly Canonico, [kcanonico@brookdalecc.edu](mailto:kcanonico@brookdalecc.edu), <http://continuinged.brookdalecc.edu/careerdevelopment/teacher-education/alternateroute/cte/> 732-224-2319.

### **College-based Alternate Route Programs**

Fairleigh Dickinson University Alternate Route MAT  
Kean University Alternate Route Program  
New Jersey City University New Pathways to Teaching in New Jersey  
New Jersey City University World Languages Alternate Route

Seton Hall University Alternate Route

**Alternate Route Programs with Pre-Service Requirements**

New Jersey Center for Teaching and Learning Progressive Science Initiative  
New Jersey City University New Pathways to Teaching in New Jersey  
Relay Graduate School of Education  
Teach for America

**P-3 Specialized Alternate Route Programs**

Bloomfield College  
Caldwell College  
Kean University  
Monmouth University  
Montclair State University  
New Jersey City University  
Rutgers University Camden  
The College of New Jersey  
William Paterson University

**Bilingual/Bicultural Approved Programs (not all programs admit alternate route teachers – check with the program for requirements)**

Fairleigh Dickinson University  
Georgian Court University  
Kean University  
Montclair State University  
New Jersey City University  
Richard Stockton College  
Rider University  
Rowan University  
Rutgers - New Brunswick  
Seton Hall University  
William Paterson University

**ESL Approved Programs (not all programs admit alternate route teachers – check with the program for requirements)**

Fairleigh Dickinson University  
Georgian Court University  
Kean University  
Monmouth University  
Montclair State University  
NJCU  
Richard Stockton College  
Rider University  
Rowan University  
Rutgers University - Camden  
Rutgers University - New Brunswick  
Seton Hall University  
The College of New Jersey  
William Paterson University

**Approved Special Education Programs (not all programs admit alternate route teachers – check with the program for requirements)**

Bloomfield College  
Caldwell College  
Centenary College  
College of Saint Elizabeth  
Fairleigh Dickinson University  
Felician College - Rutherford Campus  
Georgian Court University  
Kean University  
Monmouth University  
Montclair State University  
New Jersey City University  
Richard Stockton College of New Jersey  
Rider University  
Rowan University  
Rutgers University – Graduate School of Education  
Seton Hall University  
The College of New Jersey  
William Paterson University

**Approved 45 Hour Programs for Holders of an Elementary K-5 CE – Regional Training Centers**

Morris-Union Jointure Commission  
Relay Graduate School of Education  
Richard Stockton College of New Jersey  
Rutgers University – Center for Effective School Practices  
Saint Peter's College  
Seton Hall University

**Approved 45 Hour Programs for Holders of an Elementary K-5 CE – For-Credit Programs**

Kean University  
New Jersey City University New Pathways to Teaching in New Jersey