

Traditional Route   
Alternate Route

Office of Certification and induction  
**PROVISIONAL TEACHER PROGRAM**

New Jersey State Department of Education  
PO Box 500  
Trenton, New Jersey 08625-0500

**SUMMATIVE EVALUATION:** Suggested after 30 weeks of full-time teaching for Traditional Route candidates; after 34 weeks for Alternate Route candidates.

\*Administrators completing formative and summative evaluations for P-3 candidates must incorporate into their evaluation the degree of mastery of topics delineated in N.J.A.C. 6A:9B-10.1 for the instruction of Preschool through Grade Three novice teachers.

Provisional Teacher \_\_\_\_\_ Subject/grade \_\_\_\_\_

Social Security Number \_\_\_\_\_ Principal/Administrative Designee \_\_\_\_\_

District or Nonpublic School Name \_\_\_\_\_ County \_\_\_\_\_

District Mailing Address \_\_\_\_\_ Phone Number \_\_\_\_\_

**Definitions:**

**Approved:** Novice teachers receiving the approved designation have shown evidence of competence in all of the New Jersey Professional Teaching Standards. The novice teacher will be recommended for a standard certificate.

**Insufficient:** Novice teachers receiving an insufficient designation have not shown clear evidence of competence in some of the New Jersey Professional Teaching Standards. A standard certificate will not be issued, but the candidate may be permitted to seek entry on one more occasion into a State-approved district training program.

**Disapproved:** Novice teachers receiving a disapproved designation have shown little evidence of competence in most of the New Jersey Professional Teaching Standards. A standard certificate will not be issued and the candidate will not be allowed to enter into another State-approved district training program.

In order for your recommendation to be promptly transmitted for issuance of the standard license the following documents/items must be completed and in the PTP Office:

1. Summative Evaluation with **appropriate original signatures on pg 4**. Photocopies are unacceptable.
2. An original notarized Oath of Allegiance attached to the Summative Evaluation
3. Candidate must have applied online.
4. Alternate Route candidate must have paid the \$100 administrative fee online.
5. Completion of formal instruction for Alternate Route candidates.

**PLEASE USE BLUE INK**

Copy to:

\_\_\_\_\_ NJ Department of Education \_\_\_\_\_ Provisional Teacher \_\_\_\_\_ School District

### I. THE LEARNER AND LEARNING

The provisional teacher demonstrates the knowledge, skills and dispositions as defined in NJ Professional Standards for Teachers (1, 2, 3) to make effective decisions regarding:

- How to meet the needs of all students being taught.
- How to select effective teaching strategies that focus on individual learning needs.

**Check One:**

Approved \_\_\_\_\_ Insufficient \_\_\_\_\_ Disapproved \_\_\_\_\_

Principal's Comments:

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### II. CONTENT

The provisional teacher demonstrates the knowledge, skills, and dispositions as defined in NJ Professional Standards for Teachers (4, 5) to make effective decisions regarding:

- How to design lessons that are aligned with the Core Curriculum Content Standards (CCCS).
- How to establish learning outcomes that are aligned with CCCS.

**Check One:**

Approved \_\_\_\_\_ Insufficient \_\_\_\_\_ Disapproved \_\_\_\_\_

Principal's Comments:

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### III. INSTRUCTIONAL PRACTICE

The provisional teacher demonstrates the knowledge, skills, and dispositions as defined in NJ Professional Standards for Teachers (6, 8) to make effective decisions regarding:

- How to establish learning outcomes that are aligned with the CCCS.
- How to design lessons that are aligned with the CCCS.
- How to use teaching strategies that are research-based and best practice.

**Check One:**

Approved \_\_\_\_\_ Insufficient \_\_\_\_\_ Disapproved \_\_\_\_\_

Principal's Comments:

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**PLEASE USE BLUE INK**

Copy to:

\_\_\_\_\_ NJ Department of Education \_\_\_\_\_ Provisional Teacher \_\_\_\_\_ School District

#### IV. PROFESSIONAL RESPONSIBILITY

The provisional teacher demonstrates the knowledge, skills and dispositions as defined in NJ Professional Standards for Teachers (9, 10, 11) to make effective decisions regarding:

- How to function as a professional member of the school and the community.

**Check One:**

Approved \_\_\_\_\_ Insufficient \_\_\_\_\_ Disapproved \_\_\_\_\_

Principal's Comments:

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**OVERALL EVALUATION:** This rating will be transmitted as a licensure recommendation from the principal to State Board of Examiners.

Approved \_\_\_\_\_ Insufficient \_\_\_\_\_ Disapproved \_\_\_\_\_

**\*Attention: Candidate:** A candidate given an overall recommendation of "**Disapproved**" or a second "**Insufficient**" and who wishes to challenge the rating may file an appeal with the Secretary, State Board of Examiners, in accordance with N.J.A.C. 6A:9B-2.18. **Within 60 days of receipt of the summative evaluation and certification recommendation**, a candidate must submit to the Secretary, State Board of Examiners, and written documentation demonstrating the reasons why he/she believes standard certification should be awarded or a recommendation of "Insufficient" granted. Details about this process can be found in the above mentioned regulations. The State Board of Examiners will base its decision solely on the written submissions and shall issue a formal decision.

Principal's Comments:

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Provisional Teacher's Comments: (optional)

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**PLEASE USE BLUE INK**

**Copy to:**

\_\_\_\_\_ NJ Department of Education \_\_\_\_\_ Provisional Teacher \_\_\_\_\_ School District



Please check: ALTERNATE [ ] TRADITIONAL [ ]

Summative page 5

New Jersey State Department of Education  
Office of Certification and Induction

**OATH OF ALLEGIANCE / VERIFICATION OF ACCURACY**

**IMPORTANT: This form is to be completed by only those individuals who are U.S. citizens. See Section B below. ALL QUESTIONS MUST BE ANSWERED \*THIS FORM WILL BE REJECTED IF ANY INFORMATION IS MISSING\***

**A. Basic Information** Please print your name as it appears on any documentation that you are required to submit

Last Name First Name Middle Name or Initial

Street Address

City State Zip  
Social Security Number Date of Birth: Month Day Year

Email Address Phone Number Including Area Code

**Endorsement Information.** Please enter below the code and print the name of each endorsement for which you are applying.  
FOUND AT: <http://www.state.nj.us/cgi-bin/education/license/endorsement.pl?string=999&maxhits=1000&field=2>

↑ Code Numbers(4 DIGITS) Name of Endorsement (NAME OF SUBJECT AREA ON CERTIFICATE)

**B. Oath of Allegiance** This form is to be completed only by those individuals who are U.S. citizens.

I, \_\_\_\_\_ do solemnly swear, (or affirm) that I will support the Constitution of the United States and the Constitution of the State of New Jersey, and that I will bear true faith and allegiance to the same and to the governments established in the United States and in this State, under the authority of the people, so help me God.

**\*C. Certification: Failure to complete these items will result in rejection of the candidate's application for certification.\*** ↓

Have you ever had a certificate revoked or suspended in this or any state? **Circle whichever applies**  
If yes, enclose a statement indicating the action taken and provide the pertinent details. Yes No

Have you ever been convicted of a criminal offense in this or any other state or any jurisdiction outside of the United States? If yes, enclose a statement indicating the municipality where this occurred and provide the pertinent details. **Circle whichever applies** Yes No

**D. Verification of Accuracy**

I certify that all statements and information provided herein are true and accurate.

Applicant's Signature (in ink) Date

Sworn and subscribed to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

Notary Seal Notary Signature

Once completed and notarized, give this form to your district contact person who will attach to your Summative evaluation. The Summative and all related documents are mailed to:

New Jersey State Department of Education  
Office of Certification and Induction  
**Attn. Provisional Teacher Program**  
P.O. Box 500  
Trenton, New Jersey 08625-0500

## APPLYING FOR THE STANDARD CERTIFICATE

The Office of Certification and Induction now requires that provisional teachers seeking their standard license apply and pay online instead of submitting paper applications. Districts will still submit supporting documents, per below. Following are specific instructions:

1. Go to <http://www.state.nj.us/education/educators/license/> **Candidates who have not previously applied online will have to register in the TCIS system.**
2. To set up application click on “**APPLY ONLINE**”, when the new page opens, scroll down and click “**APPLY ONLINE**” once more. This will take you to the online system.
3. Read and follow all instructions on the online system page.
4. Once you are logged in, click “**APPLY ONLINE**” and follow the instructions for each of the 4 steps.
5. When you reach Step 2, answer ‘yes’ to all the screening questions. These questions concern:
  - Holding a bachelor’s or higher degree
  - Having a qualifying GPA
  - Completing a formal teacher preparation program including student teaching. (Note: If alternate route candidates answer ‘no’, they will be prevented from applying for the standard. At this point in their careers, however, their regional training center study and teaching experience allow them to answer ‘yes.’)
  - Completing appropriate study requirements such as a major, 30 credits, 60 liberal arts credits, etc.
6. Continue completing the application for your standard certification appropriately.
7. Once you reach the “**PAYMENT MODE**” section, choose “**CERTIFICATE PAYMENT NOT NEEDED**” and submit your application.
8. After you receive your online application confirmation, there are **ONLY** two groups of candidates that will owe a fee:
  - Candidates who received their CE/CEAS **prior** to February 1, 2004 must pay \$95 for their standard certificate;
  - **Alternate Route Candidates** applying for their initial standard certificate must pay a one-time administrative fee of \$100.
9. **ONLY** the applicants above, once their application has been submitted need to go to the left column and click on “**PAY BALANCE OWED OPTION**”, follow all instructions to pay whichever amount you owe. **(Please note: If you do not fall in either category listed in #8 then this last step does not apply to you)**
10. Endorsements for some career and technical education, family and consumer science, and driver’s education certificates are not available through an online application. For these transactions, you will have to use a paper application and pay by check for now. Paper applications are available through your county office.

**11. PLEASE DO NOT PRINT OUT THE APPLICATION CHECKLIST THAT WILL POP UP AFTER YOU APPLY. THESE DOCUMENTS ARE WITH YOUR FILE AT N.J.D.O.E. WE DO NOT NEED THEM AGAIN.**

**12. IF ANYTHING ELSE IS REQUIRED YOU WILL BE CONTACTED BY AN EXAMINER IN THE CERTIFICATION OFFICE**