



New Pathways to Teaching in New Jersey:
An Alternate Route to Teacher Certification

PROGRAM OVERVIEW



Office of School Relations

2600 Woodbridge Ave.
Edison, N.J. 08818

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New Pathways to Teaching in New Jersey:

An Alternate Route to Teacher Certification

Please read this overview completely and then feel free to contact Bob Sullivan (732-548-6000 Ext. 7827 or sullivanr@comcast.net) for more information. See the glossary at the end if you are unfamiliar with any of the terminology.

New Pathways to Teaching in New Jersey (NPTNJ)

Middlesex County College is partnering with 15 New Jersey community colleges and New Jersey City University (NJCU) to offer New Pathways to Teaching in New Jersey (NPTNJ). The program provides a process by which individuals who hold a bachelor's degree or higher can become licensed teachers without completing a traditional teacher training program. The program takes one year to complete, starting in March/April or June/July and concluding the following June.

Eligibility Requirements

- Bachelor's or higher degree
- 2.75 minimum GPA in an undergraduate or graduate degree
- Certificate of Eligibility (CE)

Candidates NOT Eligible For NPTNJ

- ** P-3: Must attend a specialized college program
- ** Career-Technical; Business; and Family & Consumer Sciences: Must attend a specialized Career-Technical program

Information Sessions

Middlesex will hold periodic information sessions regarding the application process and admission to NPTNJ. Please check the website www.middlesexcc.edu/schoolrelations for the date and location of the next Information Session. Instructions for registering for an Information Session can also be found on the site.

A Brief Overview of NPTNJ

NPTNJ is a yearlong and intensive 200-hour program. Stage I, the spring or summer module, is a 12 session program. Stage II runs from September-June. There is no admission to Stage II without completing Stage I. All participating community colleges offer the same program for the same fee at approximately the same time. At the end of Stage I, students may transfer to another community college to complete Stage II. Students may also complete Stage I in one year and come back to complete Stage II another year.

Stage I: You do not need an offer of employment from a school district to take Stage I, but all students must have a Certificate of Eligibility (CE). In addition to class assignments, Stage I requires 15 hours of observation in a K-12 school. The observations can be arranged by students or with the assistance of NPTNJ staff. Students may hold another job while in Stage I, but must arrange time off to complete the 15 hours of observation.

Stage II: To go to Stage II you must have completed Stage I with a 'B' or better. Plus, you must have an offer of employment from a K-12 school district as a provisional teacher to continue to Stage II. The 10-month, 140-hour program runs from September-

June. Classes meet one night a week. The provisional year combines classroom teaching, lesson preparation and the usual obligations of teaching with attending NPTNJ classes and completing NPTNJ academic assignments. **PLEASE NOTE:** Stage II students who have an Elementary or Middle School CE will also have to complete a 45 hour course in Literacy and a 45 hour course in Math during Stage II.

NPTNJ offers two program options:

1. **Graduate credit option:** New Jersey City University (NJCU) offers 15 graduate credits applicable toward several education Masters' Degrees. Stage I earns 4 credits and Stage II earns 11 credits. Graduate credit option enrollees will receive a packet of information from NJCU regarding the continuation of graduate studies and the choice of majors.
2. **Noncredit option:** Offers a certificate only, but a credit buyback option is available within a 5 year period.

The course requirements and workload are identical for both options. Both equally fulfill the DOE requirements for alternate route certification. Most students feel that since they are doing identical work it is advantageous to select the graduate credit option. Not only do you have 15 credits toward a master's degree, your school district may put you on a higher pay step or offer tuition reimbursement plans.

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ATTAINING ADMISSION TO THE PROGRAM

NOTE: All documents for the program must be sent to: Kimberlee Hooper, Office of School Relations, Middlesex County College, 2600 Woodbridge Avenue, Edison, NJ 08818

STEP 1- Mail an NPTNJ application to Middlesex County College – Office of School Relations. This should be done as soon as possible since classes are filled on a first come – first served basis. Applicants who submit their applications after the priority deadline may be placed on a waiting list.

STEP 2 - Fulfill the Basic Skills Assessment Requirement. See Appendix A on page 10 for details.

STEP 3 – Register for the Praxis II test in your subject area.

A passing grade on the Praxis II test is required to obtain a Certificate of Eligibility, the official document indicating you are qualified to teach. Take the Educational Testing Service (ETS) Praxis II test in the subject area you plan to teach. Some subject areas require more than one test; a few certificates require no test.

Go to the ETS website, www.ets.org/praxis, for registration information. After taking the test you will have to download your score report from the ETS web site. Be sure to use the code for the DOE Office of Licensing and Academic Credentials, code R7666, on the Praxis registration. You **must** include your Social Security number on the application form. If you do not, your score(s) will be delayed. In addition you must send or bring a **copy** of your score report to our office as soon as you receive it.

IMPORTANT: For the appropriate test needed for New Jersey certification, select New Jersey on Praxis website.

STEP 4 - Complete Introduction to Teaching - 24 Hour Course. Candidates for a Certificate of Eligibility must complete an Introduction to Teaching course before applying for certification. This 24 hour course consists of 20 classroom hours and 4 hours of observation.

STEP 5 - Official Transcripts: Request 3 official transcripts from each college you have attended and have the transcripts mailed to the Office of School Relations. If you expedite your CE application through our office, 4 transcripts are required.

Transcripts are usually sent directly to School Relations by the college. If you receive the transcripts, do not open, and mail immediately to our office. An opened transcript is not official.

STEP 6– Obtain a Certificate of Eligibility (CE)

The sixth step in applying for the program is obtaining a Certificate of Eligibility (CE). All applications must be completed online, which is available at the NJ Department of Education web site – www.nj.gov/education/educators/license/tcis. Applicants to NPTNJ (New Pathways to Teaching in New Jersey) can take advantage of our program’s ability to expedite the application process, or complete the entire application process independently.

Specific requirements for each option are as follows:

OPTION 1 – Complete Application Process Independently

Applicants who choose not to utilize the NPTNJ Expedite Option will access the above NJDOE web site and complete all components of the application following the TCIS instructions.

OPTION 2 – Expedited Application (For first CE only)

Applicants who wish to take advantage of the NPTNJ program’s ability to expedite the CE application process must follow the instructions below. There are only 2 months during the year that the NPTNJ Office can submit CE applications for the expedite process. Those 2 months are: **MARCH and JUNE**.

- A. Complete the CE application and make payment online.
- B. Mail the following documents to the Office of School Relations by the last day of the Expedite Month at the latest. Applicants who do not have all documents in by this deadline will have their documents submitted the following Expedite Month.

Required Documents For Expedite:

- * Transcripts – 4 official copies from all colleges attended
- * Oath of Allegiance (Notarized)–downloaded from the online application, and one Oath required for each CE
- * Basic Skills Assessment Results
- * Praxis Score Report Photocopy - must include Social Security number
- * Original Completion Certificate-Intro.To Teaching 24 Hour Program
***NOTE:** Anyone who submits a CE application to the NJ Dept. of Ed. must complete a 24 hour class that provides an overview of the important aspects of teaching. Further information, class schedules, and registration materials are available on the School Relations web site – www.middlesexcc.edu/schoolrelations.*
- * NPTNJ Expedite Checklist – copy at the back of this booklet

If any of the above documents are submitted directly to the NJ Dept. of Education, you will not be able to utilize the expedited process. Also, please note that the expedited process can only be used once by each individual.

STEP 7 - Physiology and Hygiene Test Requirement

If your transcript does not indicate study in any of the following areas, you must go to the Middlesex County Superintendent of Schools office and take a short physiology and hygiene test. The areas of college study that exempt you are: human biology, personal health problems, community health, school health, family health, health counseling, nutrition, or health administration. Military Basic Training also meets this requirement.

If you are not certain that you have fulfilled this requirement in your college studies, it is suggested that you take the 35 item (True/False) test so your CE is not delayed. There is no charge for the test. However, applicants **SHOULD NOT** take the test until their CE application receives a tracking number. This tracking number should be copied and kept for future reference

Once applicants have a tracking number they should contact the County Office to make arrangements to take the test. Bring the tracking number and write it at the top of the test paper, along with the initials "NPTNJ-AR." This will ensure that the test results will be included with your CE application.

The address of the Middlesex County Superintendent of Schools is 1460 Livingston Avenue, Bldg. 400 – Second Floor, North Brunswick 08902. The phone number is 732-249-2900.

STEP 8 – Submit copy of CE to Office of School Relations (NOTE: As of May 15, 2015 the DOE will no longer issue paper certificates)

Applicants must submit either a copy of the CE or a copy of the verification screen (with name included) from the DOE web site.

CERTIFICATION REQUIREMENTS

How do I know if I have the Qualifications to Teach Elementary, Middle or High School?

Following are the academic requirements your transcript must reflect for you to qualify for a CE at the various educational levels. In addition to the academic qualifications, you must pass the Praxis II in your subject area.

- **Elementary Education (grades K-6):** To qualify for a CE in elementary education you must have 60 credits in liberal arts.
- **Middle School (grades 5-8):** To teach middle school you must have two CEs, one in elementary education **and** one in Elementary Education with Specialization in math, science, social studies, English/language arts, or world languages (Spanish, French, etc.). Your transcript must show 15 credits in the subject you plan to teach. At this time no credits above the 200 level are required. The credits must appear on a 2 or 4-year college transcript. There is a middle school Praxis II exam for all middle school specialization areas except world languages. For any of the world languages you must take the **subject area** Praxis II test, and follow the additional world language regulations. These World Language regulations include passing an Oral Proficiency Interview (OPI) administered by Language Testing International(www.languagetesting.com). A state-approved World Language methods course must also be completed by the end of the first year of teaching.

If you hope to teach a subject in middle school that is not one of the middle school specialization areas mentioned above (such as music or art) you will need a subject area CE, explained below. *If you have a subject area CE, you may teach that subject K-12 and do not need an elementary CE to teach elementary or middle school.*

- **High School (grades 9-12):** A **subject area** CE is required. To qualify for a CE in a subject area such as math, social studies, english, physical sciences, psychology, etc., **30 credits in the subject field** are required. *Though a subject area CE is often referred to as a high school or secondary CE, a subject area CE qualifies you to teach that subject K-12 without any additional CEs. World Language applicants have the same additional requirements outlined for Middle School applicants above.* The credits must be in a **coherent sequence**, 100-400 level, with a minimum of 12 credits at the advanced level. **A subject area CE is the most versatile CE and gives you the option of teaching that subject at any grade level.**
- **Special Education:** Obtain a Certificate of Eligibility (CE) as Teacher of Students With Disabilities. To receive this CE you must have another instructional CE. No other special requirements are needed to receive this TOSD certificate.
If hired as a Special Education teacher you must complete an additional 21 credits in Special Education at a NJ Department of Education approved college in order to receive the permanent Standard Teaching License. This license is issued after successful completion of your first year of teaching.

Summary of Requirements to Teach at Different Levels, K-12

- To teach K-6 an Elementary Education CE is required.
- To teach middle school a CE in Elementary Education **and** a CE in Elementary Education with Specialization is required.
- A subject area CE qualifies you to teach the subject K-12 and 30 credits in that subject are required. A subject area CE is the most versatile and gives you the most options in getting a job. You may teach only that subject, and may not teach an elementary school self-contained classroom (all subjects taught by one teacher).
- As soon as a CE is received, a photocopy must be sent to the Office of School Relations.

PLEASE NOTE: Reviewing transcripts to advise you in what you are qualified to teach, determine what credits might be missing, or evaluate your coursework in any way is the sole jurisdiction of the NJ Dept. of Education. No one in the Office of School Relations can evaluate your transcripts.

Important Web Links

Below are links to web sites that provide very important information on certification and the NPTNJ program:

www.nj.gov/education - The official site for the NJDOE. Click **Overview of DOE Sites**, and then **Licensure/Credentials/Certification**.

www.nj.gov/education/educators/license/tcis - This provides access to the online application that must be used to apply for all teacher certification.

www.nptnj.org – Complete information on the New Pathways to Teaching in New Jersey program, as well as graduate level credits at New Jersey City University.

www.middlesexcc.edu/schoolrelations - Information on NPTNJ and other teacher-related programs.

Getting a Job

You are eligible to get a job after you receive your CE, which is an official document that shows you have the qualifications to teach that subject in NJ.

Employment for Stage II is not limited to the public school system. Private, religious, and charter school positions are valid, as long as the school enrolls you in the DOE Provisional Teaching Program. You are responsible for finding your own job. A Standard License is issued after successful completion of the first year of teaching, however Special Education, ESL, and Bilingual teachers will need to complete additional credits in their field to qualify for the Standard License.

Helpful Resources

- Educational Testing Services (ETS) for Praxis exam information
www.ets.org/praxis or 609-771-7395
- New Jersey Department of Education Office of Licensing and Academic Credentials
609-292-2070
- New Jersey Department of Education, www.NJ.Gov/Education
- Foreign Credentials Review - Must be completed by independent agency, such as World Education Services: phone – 212-966-6311; fax – 212-739-6139; website www.wes.org
- Hiring and job outlook in NJ: www.njhire.com; www.njschooljobs.com; Sunday Newark Star-Ledger classified.
- Bob Sullivan, Office of School Relations, Middlesex County College, 2600 Woodbridge Avenue, Edison, NJ 08818 sullivanr@comcast.net; 732-548-6000 Ext. 7827

Glossary of Terms

DOE: New Jersey Department of Education

Certificate of Eligibility (CE): Shows the person has the qualifications to teach in New Jersey and may seek employment in the subject area indicated. license.

Provisional License: One-year license that allows first year teachers to begin working in the classroom and legalizes employment. Upon employment, the school enrolls you in the provisional program.

Provisional Teacher Program (PTP): The combination of training, support and evaluation required by the state of New Jersey for first year teachers.

Standard License: The permanent credential that allows the holder to serve without condition in all New Jersey schools. The standard license is issued after the completion of the provisional year, the first full year of teaching.

NEW PATHWAYS TO TEACHING IN NEW JERSEY STEPS TO ADMISSION CHECKKLIST (For your own use)

The following is a checklist to assist you in completing the necessary steps for admission to the NPTNJ program.

___ **SUBMIT PROGRAM APPLICATION AS SOON AS POSSIBLE TO OFFICE OF SCHOOL RELATIONS IN ORDER TO INITIATE A PROGRAM FILE. CLASSES ARE FILLED ON A FIRST COME – FIRST SERVED BASIS.**

___ **FULFILL BASIC SKILLS REQUIREMENT. SEE APPENDIX A IN OVERVIEW (PAGE 10)**

___ **SCHEDULE AND TAKE PRAXIS II TEST(S)**

___ **COMPLETE INTRODUCTION TO TEACHING - 24 HOUR COURSE**

___ **HAVE 3 OFFICIAL TRANSCRIPTS FROM ALL COLLEGES ATTENDED SENT TO THE OFFICE OF SCHOOL RELATIONS**

___ **SUBMIT PHOTOCOPY OF PRAXIS SCORE REPORT TO OFFICE OF SCHOOL RELATIONS**

___ **APPLY FOR CERTIFICATE OF ELIGIBILITY (CE)**

___ **SUBMIT COPY OF CE OR VERIFICATION TO SCHOOL RELATIONS**

**NEW PATHWAYS TO TEACHING IN NEW JERSEY
MIDDLESEX COUNTY COLLEGE**

**EXPEDITE REQUEST CHECKLIST
(THIS CHECKLIST MUST BE SUBMITTED WITH EXPEDITE DOCUMENTS)**

Date of Submission _____

Name _____

Social Security# _____

Home Phone _____

Cell Phone _____

Email Address _____

Name of CE(s) Requested _____

Online Application Tracking Number _____

I request that Middlesex County College submit my CE documentation to the NJ Dept. of Education through the Expedite process. I have also completed and checked off all of the following expedite requirements.

Signature _____

STEPS COMPLETED

____ I have completed the CE application online, and have paid the appropriate fee online.

____ I have written my tracking number at the top of all documents listed below, except the official transcript.

____ I have submitted the following documents to the Office of School Relations, or have enclosed them with this checklist.

- ____ Official transcripts from all colleges attended
- ____ Notarized Oath of Allegiance (One for each CE)
- ____ Copy of Basic Skills Assessment Results
- ____ Copy of Praxis Score Report (If required - with Social Security number)
- ____ Original Completion Certificate- Introduction to Teaching-24 Hour Program

PLEASE NOTE: Any documentation received after the last day of the Expedite Month, will result in the material being submitted the next Expedite Month.

APPENDIX A



Teacher Candidate Basic Skills Requirement

Regulations adopted by the State Board of Education on June 4, 2014 include a basic skills requirement for teacher preparation program entry and teacher certification.

As of September 1, 2015:

- Candidates starting a Certificate of Eligibility with Advanced Standing (CEAS) educator preparation program (formerly known as “traditional route”) must meet the basic skills requirement prior to starting coursework in a program.
- Candidates seeking an initial Certificate of Eligibility (CE) (formerly known as “alternate route”) must meet the basic skills requirement prior to being issued a CE, except:
 - Candidates applying for a CE with a career and technical education (CTE) endorsement – other than business-related or family and consumer science endorsements – have until the application for a standard certificate to meet the basic skills requirement.

Two Ways to Meet the Basic Skills Requirement:

1. Pass a Commissioner-approved assessment of basic skills. Currently, the only approved assessment¹ is the [Praxis Core Academic Skills](#) with passing scores as follows: Reading: 156, Math: 150, Writing: 162.
2. Demonstrate a score on the SAT, ACT, or GRE at or above the cut score for the year in which the exam was taken (see cut scores below). The following conditions apply:
 - A CEAS educator preparation program may determine the evidence required to demonstrate a candidate’s score on an exam.
 - CE candidates are responsible for ensuring official test scores are sent to the New Jersey Department of Education by providing the score report in a sealed, stamped envelope from the testing agency or having the score report sent directly from the testing agency.
 - The New Jersey Department of Education will accept the highest score on each test section, regardless of test date.

Cut scores to meet basic skills requirement (SAT, ACT, GRE)²

	SAT		ACT		GRE	
	Verbal	Math	English	Math	Verbal	Quantitative
If taken before 4/1/1995	480	520	20	23	530	720
If taken on or after 4/1/1995 ³	560	540	23	23	155	156

For More Information

- Visit the [Educator Preparation web page](#).
- To view answers to frequently asked questions, see http://www.state.nj.us/education/genfo/faq/faq_rpr.shtml.
- To share questions or comments, please email rpr@doe.state.nj.us.

1. If a candidate completed and passed the Pre-Professional Skills Test (PPST / Praxis I) prior to June 2014, the Department will accept passing scores on those exams to satisfy the basic skills requirement (passing scores on the PPST are as follows: Reading: 175, Math: 174, Writing: 173).
2. Regulations allow candidates who achieved a score on the SAT, ACT or GRE that was “approximately equal to the top-third percentile score for all test takers in the year the respective test was taken” to be exempt from taking the Praxis Core; these cut scores represent that approximate “top-third percentile score.”
3. Note that the SAT will change in spring of 2016. At that time, the Department will update guidance on acceptable cut scores.

Updated November 2015