

Certification Fee Schedule

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| Art Education | \$170 |
| Bilingual/Bicultural | \$75 |
| Biological Science | \$170 |
| Earth Science | \$170 |
| Elementary (N-8) | \$170 |
| Early Childhood (P-3) | \$150 |
| English | \$170 |
| English as a Second Language | \$75 |
| Health Education | \$150 |
| Learning Disab. Teacher Consult. | \$75 |
| Mathematics | \$170 |
| Music Education | \$170 |
| Physical Science | \$170 |
| Principal** | \$170 |
| Reading | \$75 |
| School Nurse | \$75 |
| School Psychologist | \$75 |
| Social Studies | \$170 |
| Spanish | \$170 |
| Student Personnel Services | \$75 |
| Substance Abuse Coordinator | \$150 |
| Supervisor** | \$75 |
| Teacher of the Handicapped | \$75 |

** Under Current DOE regulations, Principal and Supervisor are now independent certificates. Student seeking both must submit two (2) separate applications. Additionally, New Jersey City University can only confirm the student's eligibility for the Principal certificate. It is the student's responsibility to follow-up with the DOE to complete the other requirements for certification as Principal.

Muriel Rand
Dean

Ivan Banks
Assistant Dean

201.200.2101



New Jersey Department of Education
Certification and status information
www.state.nj.us/education
click on NJ educators
Click on Licensing
(609) 292-2070

Educational Testing Service
NTE/Praxis
(800) 772-9476
www.ets.org/praxis

HOW TO APPLY FOR TEACHER CERTIFICATION

New Jersey City
University
College of Education
<http://coeserver.njcu.edu>

Center for Teacher Preparation & Partnerships

Jo-Anne Mecca, Director
201.200.3015
jmecca@njcu.edu

Lourdes Sutton, Asst. Director
201.200.2069
lsutton@njcu.edu

Certification

Darlene Rhodes, Administrator
201.200.2079
drhodes@njcu.edu
Professional Bldg. 203A

Office Hours:
Monday – Friday 8:30am-5:00pm

If you have or are about to complete the academic requirements for your particular certification(s), please read and follow these instructions carefully.

Undergraduate Student Certification

- Students who will complete the certification requirements upon completion of their bachelor’s degree must apply for certification through the Graduate Clearance Office, Hepburn 219.
 - From August 1st through September 30th for December graduation.
From December 1st through January 31st for May graduation.
For Summer I or II undergraduates from May 22nd through June 20th for graduation .
- When applying for graduation you must complete the New Jersey State Department of Education Application for Certification form. This form must be notarized.
- The certification application fee must be submitted to the Bursar’s Office prior to submitting your certification application. You must submit your receipt to the Graduation Clearance Office, Hepburn 219.

Certification Only & Graduate Student Certification

- Certification applications can be obtained in the Center for Teacher Preparation & Partnerships, Education Professional Building 203A, during office hours.
- The memorandum cover sheet outlines the directions for completing the form and identifies any supporting materials that will be needed to process your application.
- Complete Certification Application. Be sure to have it notarized if you do not already hold a New Jersey Instructional Certificate.

- Obtain a pink receipt of payment from the Bursar’s Office, Hepburn 106. Write on your check or money order, your Social Security Number and the NJCU certification account.
- Complete and sign the Educational Advisement Form (blue).
- Submit Course Substitution Form with advisor’s signature if applicable.
- Even if NJCU already has an official copy of your transcript(s) from other institutions on file, the Certification Administrator must have official transcripts, which will be sent to Trenton.
- Submit completed certification application packets about one month prior to the completion of academic requirements to the Center for Teacher Preparation & Partnerships, P 203A.

PLEASE KEEP IN MIND:

- Certification applications will be submitted to the New Jersey Department of Education on a **monthly** basis. Students must submit applications and supporting materials by the first business day of each month in order for the application to be processed and sent to Trenton by the last business day of the month.
- If you have the promise of a job and your papers have not been forwarded to Trenton, you can request, from the Assistant Dean or your department chair, a letter stating that you have completed your academic requirements.
- Once we have recommended you for licensing, you will be notified of the date of submission. All communication from that

point should be with the Certification Office in Trenton.

Praxis scores are sent directly to the Department of Education, Office of Credentials & Licensing. Certification Only and Graduate students seeking a Teacher of the Handicap certificate must apply through their County Superintendent’s Office.

To ensure that your application is handled in a timely manner, make sure that it is complete and accurate. Submit all supporting documents that are requested; omitting any information will delay the process of the application.

Application Time Line

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|-------------------------------------------------|---------------------------------------------------------------------------------------------------|
| Certification requirements completed by: | Application transmitted on: <i>Contingent upon Transcript posting of Degree/Grades</i> |
| December | @Last Thursday in February |
| May | @Last Thursday in July |
| Summer I or II | @Last Thursday in September |

Please be advised that certification processing takes approximately six to eight weeks by the Department of Education. The Department of Education will send your certificate or letter of eligibility directly to you.