

Certification Fee Schedule

Assoc. School Lib. Media Spec.*	\$95
Art Education	\$190
Bilingual/Bicultural	\$170
Biological Science	\$190
Earth Science	\$190
Elementary (N-8)	\$190
Early Childhood (P-3)	\$190
English	\$190
English as a Second Language*	\$95
Health Education	\$170
Learning Disab. Teacher Consult.	\$95
Mathematics	\$190
Middle School Language Arts **	\$190
Middle School Mathematics **	\$190
Middle School Science **	\$190
Middle School Social Studies **	\$190
Music Education	\$190
Physical Science	\$190
Principal	\$190
Reading Specialist	\$95
Reading Teacher	\$190
School Nurse	\$95
School Library Media Specialist*	\$95
School Psychologist	\$95
Social Studies	\$190
Spanish	\$190
School Counselor	\$95
Supervisor	\$95
Students with Disabilities	\$170

Please note that teachers who currently hold a STANDARD license need only pay \$95 for an endorsement if a copy of the STANDARD license is attached to the file.

* Under current DOE regulations, students who do not hold a standard teaching certificate must submit payment in the amount of \$170 for their initial SLMS or ESL teaching certificate.

** Middle School certification includes grades 5 – 8.



Dr. Allan De Fina
Interim Dean

Lourdes Sutton
Assistant Dean



New Jersey Department of Education
Certification and status information
www.state.nj.us/education
Click on Certification Application
Status Check Link
(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

Brandi Herring, Assistant Director

Certification

Brandi N. Herring,
Certification Administrator
201.200.2079
ctppcert@njcu.edu
Professional Bldg. 203A

Office Hours:
Monday – Friday
9 am – 5 pm

If you have completed 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 Information

- Certification applications can be obtained in the Center for Teacher Preparation & Partnerships, Professional Studies Building 203A, during office hours.
- The application cover sheet outlines the directions for completing the form and identifies any supporting materials that will be needed to process your application.
- Complete the Certification Application and be sure to have it notarized prior to submission.

- Obtain a pink receipt of payment from the Bursar's Office, Hepburn 106. Write your Social Security Number and the NJCU certification account on your check or money order.
- Complete and sign the Educational Advisement Form (blue).
- Submit Course Substitution Form with advisor's signature if applicable.
- Attach official transcripts from other institutions if you have completed coursework or degree requirements for the certificate requested.
- Submit completed certification application packets **during** the month you will have fulfilled all academic requirements to the Center for Teacher Preparation & Partnerships, P 203A.

PLEASE KEEP IN MIND:

- Incomplete applications will not be accepted.
- Although PRAXIS scores should be sent directly to the NJ Department of Education, a copy of your score report must be submitted with your application.
- If you have a promise of employment and your application has not been forwarded to Trenton, you may request a letter of completion.
- The full application process is approximately three months. Please note that applications BEGIN being processed on the last day of each month.
- Certification applications are submitted to the New Jersey Department of Education once monthly.

APPLICATION TIME LINE

The application timeline is approximately three months. **PLEASE NOTE** that certification applications begin processing on the last day of the month in which they are submitted. **(i.e.: an application submitted on September 1st will not begin processing until September 30th.)** Applications that are approved during the initial review period are ideally processed within four – six weeks at the university and within one month at the NJ Department of Education.

Applicants are notified in writing when the application package has been sent to the state. Once the package has been mailed, applicants are advised to communicate with the Office of Licensure and Academic Credentials directly at (609) 292- 2070.

Your certificate or other correspondence will be mailed to you from the NJ Department of Licensing & Academic Credentials.

Your questions, comments or inquiries are welcome at ctppcert@njcu.edu.