

 **NJCU**
*Center for Teacher
Preparation & Partnerships
Office of Certification*

TO: CANDIDATE READY FOR **ENGLISH AS A SECOND LANGUAGE**
CERTIFICATE

FROM: DEAN, COLLEGE OF EDUCATION

RE: APPLICATION PROCEDURE FOR CERTIFICATION

If you have completed the academic requirements for the English as a Second Language certificate, please complete and submit the following:

- EDUCATIONAL ADVISEMENT AND CERTIFICATION FORM – **BLUE**
- NOTARIZED** APPLICATION FOR CERTIFICATION – **PINK**
- ACTFL SCORE REPORTS FOR LANGUAGE PROFICIENCY TESTS (ESL/English OPI/WPT)
- TEACHERS CURRENTLY LICENSED AT THE STANDARD LEVEL MUST ATTACH A COPY OF THEIR STANDARD LICENSE –OR- ATTACH A COPY OF YOUR PROVISIONAL LICENSE
- OFFICIAL TRANSCRIPTS FROM ALL INSTITUTIONS ATTENDED, where relevant coursework/degree requirements for this license were completed NJCU TRANSCRIPTS REQUESTED BY CERTIFICATION OFFICE
- ATTACH THE PAYMENT RECEIPT – **Payment can be made Online –OR- payment can be made at THE NJCU BURSAR OFFICE – Hepburn 106 (201)- 200-3045).** **MAKE CHECK PAYABLE TO NJCU CERTIFICATION ACCT. WRITE YOUR ID NUMBER ON CHECK. *(checks are not accepted in this office)**
- ❖ INTERNATIONAL STUDENTS MUST INCLUDE A NOTARIZED
 1. AFFIDAVIT FOR INTENT TO BECOME A CITIZEN
 2. OATH TO SUPPORT THE INSTITUTIONS OF THE UNITED STATES.

Please submit all materials to **Ms. Cynthia Vazquez, Certification Administrator:**
New Jersey City University
Center for Teacher Preparation and Partnerships
2039 Kennedy Blvd., P-203A ~ Jersey City, NJ 07305

Please forward your questions to ctppcert@njcu.edu or 201-200-2079.