



## FAQS

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## GENERAL QUESTIONS

### What is the process of becoming a teacher through alternate route?

- Students receive a Certificate of Eligibility (CE) issued by the New Jersey Department of Education by providing evidence of appropriate academic preparation in a subject area and successfully passing the corresponding Praxis II exam.
- Once alternate route candidates have obtained their Certificate of Eligibility (CE) issued by the New Jersey Department of Education, they begin their job search. Once hired, they begin to teach as a provisional teacher. During their first year on the job they must take 200 hours of approved coursework in the New Pathways to Teaching in NJ (NPTNJ) program. Upon completion of both the provisional year of teaching and the 200 academic hours from New Pathways to Teaching in NJ, as well as a recommendation from the principal in the employing school, the candidates will meet all requirements for their standard licensure.
- Visit DOE website webinar: <http://www.state.nj.us/education/educators/license/webinar/>
- Also visit DOE website for details: <http://www.state.nj.us/education/educators/license/alternate.htm>

### How does NPTNJ differ from the traditional route?

Comparison	Traditional route	NPTNJ alternate route
Coursework	30 credits Bachelors or Masters level including student teaching	200 hours at community colleges statewide in two stages:

		<p>Stage I: 45 hours of evening classes and 15 hours of structured classroom observation. A provisional teaching position not required.</p> <p>Stage II: A provisional teaching job is required. 140 hours of evening coursework.</p> <p><b>Graduate-credit option: Earn up to 15 credits toward numerous NJCU education Masters Degrees.</b></p> <p>Additional requirement for teachers holding an elementary and middle school certification: 45 hour course in teaching literacy and 45-hour course in teaching math during, immediately prior to, or after provisional teaching year.</p> <p>Graduate-credit and non-credit options are available.</p>
<b>Coursework schedule</b>	Prior to full-time teaching	<p>Stage I: Classes offered typically in January, April, June, and September.</p> <p>Stage II: Classes offered typically from September to June, and February to July.</p> <p>Stage I completion is a requirement for admission to Stage II.</p>
<b>Teaching component</b>	As specified in degree requirements	<p>One year including 30 weeks mentor*</p> <p>*The number of weeks of mentoring required depends on when the candidate completed Stage 1. NPTNJ candidates who complete Stage 1 prior to beginning employment must be mentored for 30 weeks. Candidates who begin employment while taking Stage 1 must be mentored for 34 weeks. Mentoring of part-time teachers must be extended until they have completed the equivalent of 30 or 34 weeks of employment.</p> <p>Mentoring completed in one district carries over to a new district in the case of candidates who fill long term vacancies. Candidates who move from one district to another must have at least ten weeks in the new district before the principal may recommend them for a standard certificate.</p>



<b>Cost</b>	Variable tuition charges of the educational institution	Request current fees from community college
<b>Certificate required to seek teaching employment</b>	<b>Certificate of Eligibility with Advanced Standing (CEAS)</b>	<b>Certificate of Eligibility (CE)</b>
<b>License issued for first year of employment</b>	<b>Provisional License</b>	<b>Provisional License</b>
<b>License earned at end of first qualifying (full time) year of employment</b>	<b>Standard License</b>	<b>Standard License</b>

### **Why should I choose the NPTNJ alternate route program?**

NPTNJ is a unique partnership between New Jersey City University (NJCU) and participating NJ community colleges. Six reasons why NPTNJ is an excellent choice: (1) Earn up to 15 credits toward numerous NJCU Masters degrees, (2) NPTNJ is conveniently offered at community colleges throughout the state, (3) Stage I is taken before a teaching job is secured enabling the teacher to enter the classroom with confidence, (4) **Stage I takes the place of the 20 days of intensive mentoring required in other alternate route programs**, (5) NPTNJ has gained an excellent reputation with school districts for preparing alternate route teachers, and (6) A cohort of classmates will provide a support system throughout the first year of teaching.

### **How do I know if I am a good candidate for this program?**

A candidate for this program must be someone who is committed to education and making a difference in the life of a child. Candidates must be ready to commit to the intensity of this fast-tracked program and interested in the intellectual stimulation of a graduate-level program. Experience as a substitute teacher, teaching assistant, tutor, etc. are all beneficial in preparation for a teacher career. You must have a BS, BA, or higher degree and a minimum GPA of 2.75 to participate in this program.

### **What is the difference between the non-credit certification only option and the graduate-credit option?**



There is no difference in the classroom experience; all coursework including assignments and reading are identical. The difference is that credit option provides you with 15 graduate credits from New Jersey City University that you can use towards a Masters degree. Only students registered for graduate credit will receive a transcript.

#### **What are the advantages to taking the NPTNJ program for graduate credit?**

- **Beginning a Masters Degree:** This provides an excellent opportunity to accomplish a goal...becoming a licensed teacher and beginning a Masters Degree program. The program curriculum and requirements are the same for all NPTNJ students regardless of registration status. NJCU plans to offer the rest of the degree program regionally throughout the state and partially on-line.
- **Tuition Reimbursement:** Many school districts have tuition reimbursement plans. You *may* be able to have much (if not all) of the Stage II costs paid by the school district in which you are working.
- **Higher Salary:** Public school districts (and some private schools) determine a teacher's salary based on years of teaching experience and educational level. Typically, there is an increase in salary after 15 graduate level credits, another increase after obtaining a Masters Degree, and another one after 15 credits beyond the Masters Degree. While the salary increase varies greatly from district to district, it **can** range from \$600 to \$2,000 or more in the second year of teaching.

#### **How do I get a transcript?**

Credit option students may contact the registrar's office at New Jersey City University or go through the web portal GothicNet. Non-credit students do not receive a transcript. Contact information is as follows.

Website: <http://web.njcu.edu/dept/registrar/Content/default.asp>

Telephone: 201-200-3333

E-mail: [registrar@njcu.edu](mailto:registrar@njcu.edu)

Fax: 201-200-2062

Non-credit option students usually receive a letter that gives them their grades.

#### **May I transfer to another participating community college after I've started the program?**

You may transfer to another community college only between Stage I and Stage II.

#### **May I skip Stage I and start Stage II if I already have teaching experience?**



No. You must complete Stage I before entering Stage II.

### **What is buyback? What's process of buyback?**

Successful non-credit program completers will have an opportunity to “buyback” graduate credits from NJCU not more than 5 calendar years from the time of their completion. The credit buyback price is based on the graduate tuition rate at the time of purchase, not completion.

Students contact NPTNJ and CC community college liaison(s) requesting buyback with the following info: Name, Gothic ID or SS#, When and where they have taken stage I (sample: April stage I Middlesex), Which stage(s) they want to request credit buyback, and the reason why they want to request credit buyback.

1. Once NJCU approves the buyback request, NJCU (Bursar) will send invoice at today's rate to the respective community college. In a meanwhile, the community college sends invoice to the student.
2. NPTNJ office will request the community college to completes “request of change of grades” and submit it to NPTNJ office.
3. The student pays at the community college.
4. The community college pays NJCU (Bursar).
5. NJCU (Registrar) posts grades.

## **ADMISSION QUESTIONS**

### **What are the admission requirements for Stage I and Stage II?**

#### **Stage I**

- BA, BS or higher degree with a minimum GPA of 2.75
- Certificate of Eligibility (CE)

**Note:** To obtain a CE, the applicant must meet credit requirements, pass the Praxis II exam (tests for area content knowledge; see [www.ets.org/praxis](http://www.ets.org/praxis)) and complete an Introduction to Teaching 24-hour Pre-service Program, available at New Jersey City University and most community colleges.



## Stage II

- Complete Stage I with a minimum grade of B
- Provisional teaching job in area of CE with a school district that participates in the NJ Provisional Teacher Program

## 45-hr. program requirements

- Currently enrolled in Stage II, or
- Completed Stage II successfully in a prior year, or
- Currently enrolled in the Provisional Teacher Program, completing the 200-hour program with another provider

**Note:** In addition to the 200 hours of formal instruction required of alternate route teachers, novice K-5 alternate route teachers hired as of October 31, 2009 must complete an additional 90 hours of instruction, for a total of 290 hours, in a department-approved program. Of those 90 hours, 45 are in the teaching of mathematics at the K-5 level and 45 are in the teaching of language arts literacy at the K-5 level. This requirement may be fulfilled by previously completed coursework or through previous experiences. See <http://www.nj.gov/education/educators/license/advisories/applicant.htm>.

## Where do I send the NPTNJ application?

Application is submitted to the community college you plan to attend. You may seek advisement from the local community college Liaison to NPTNJ. Please refer to the List of community college liaisons directory.

## How many Official transcripts do I send and to whom?

A combined total of four official transcripts from all colleges attended are required for the NPTNJ application and the CE application. If you have a CE only three official transcripts are required. Transcripts may be sent directly from your university to your community college. Please advise the community college liaison if your transcripts are in another name than on your application form.

## May I use a GPA that is higher than 2.75 from a Masters Degree even though I don't have a 2.75 in my Bachelors Degree?



Yes.

**What if I have a degree from outside the United States?**

You will need to have your transcript evaluated by a third party organization course-by-course evaluation, to include an overall GPA, indicating that the applicant's education is equivalent to a bachelor's degree or higher from an accredited U.S. institution, with a GPA of at least 2.75. Go to <http://www.naces.org> for a current list of accredited agencies.

## **STAGE II QUESTIONS**

**If I finish Stage I, may I continue in Stage II another year?**

Yes. Stage I does not expire.

**May I continue in the program if I don't have a job?**

No. You must have a provisional teaching position in the area of your CE to enroll in Stage II. This means you are the "teacher of record."

**Does my teaching position have to be the same area as my CE?**

Yes.

**What are the criteria for a teaching position?**

The position must be the "teacher of record", either full or part-time (minimum 15 hours/week) in a public, private, or charter school that is accredited by the State of New Jersey. The hiring school district is required to register the teacher in the Provisional Teaching Program (PTP) when employment begins.

You can enter Stage II with a "long term" temporary position if: (1) you are the "teacher of record" in the area of your CE, (2) the district will enroll you in the PTP, and (3) the length of employment contracts exceed 5 months (until the end of January for September stage II, until the end of May for January stage II).



### **May I teach in a private or charter school?**

Yes. However the school must be approved by the NJ DOE and willing to enroll you in the Provisional Teacher Program (PTP).

## **ACADEMIC QUESTIONS**

### **I'm going on vacation. How many classes may I miss?**

Vacations during the program are strongly discouraged and should be cleared with the community college liaison before registering for the program. Every class is of great importance and 100% attendance is expected. If there is a justified absence during the program, the student should coordinate with the instructor to complete any missed hours and class work.

Classroom participation is essential and the instructor reserves the right to assess class participation in determining the final grade.

### **Is there homework involved?**

Yes. There are assignments that must be completed outside of the classroom instructional period.

### **What is the minimum course grade requirement?**

B or better in all coursework.

### **What do I need to do if I want to pursue a master's degree after I complete NJCU?**

You need to apply to NJCU and be accepted to a degree program. Application information is available at [http://web.njcu.edu/sites/nptnj/content/masters\\_programs.asp](http://web.njcu.edu/sites/nptnj/content/masters_programs.asp)

## **CE QUESTIONS**

### **What is a CE?**





CE (Certificate of Eligibility) qualifies the holder to seek employment as a teacher.

**I already passed the Praxis II in a certain subject area, but I don't have the required credits on my transcript. May I still get a Certificate of Eligibility in that area?**

No. A Certificate of Eligibility requires BOTH a passing Praxis II score and the appropriate number of credits on your transcript.

### **What are CE credit requirements?**

Please refer to the New Jersey Department of Education website at <http://www.nj.gov/cgi-bin/education/license/endorsement.pl?string=999&maxhits=1000&field=2> for the most updated and detailed information. The NJDOE will review your transcripts to check that you have the appropriate coursework to obtain a Certificate of Eligibility. **The NJDOE regulations are subject to change and NPTNJ does not do this evaluation.**

- To qualify for an Elementary Education CE: 60 credits in liberal arts and sciences are required.
- To qualify for an Elementary CE with specialization/Middle School: 15 credits in subject area are required, as well as an Elementary CE. The Middle School CE is called Elementary CE with Specialization in one of the following areas: math, science, social studies, English/language arts, or a world language (Spanish, French, etc.). There is a middle school Praxis II exam for all middle school specialization areas but world language. For any of the world languages you must take the subject area Praxis II test and follow the additional world language regulations.
- To qualify for a K-12 Subject Area CE: 30 credits, with minimum of 12 at the advanced level, are required. Courses must be in a coherent sequence.

### **How do I get a CE?**

Apply online at [www.state.nj.us/education/educators/license](http://www.state.nj.us/education/educators/license); and pay the appropriate fees online when applying. To complete your DOE application, you will be required to mail an official college transcript for all colleges attended, a copy of passing Praxis II score, and original Introduction to Teaching 24-hour Pre-Service Program Completion Certificate, and a notarized Oath of Allegiance downloaded from the DOE website.

You may send your application package directly to NJDOE. You can also ask about an expedited process by contacting community college liaisons. If you are using this expedited service, you must expedite a CE through community colleges for initial certifications, as long as they are submitted to the liaison by the 1<sup>st</sup> during the following months only: November, February, April, and July.



If you already hold a CE, you can send your application package directly to NJDOE.

**I have an initial CE issued prior to 2009. Do I need to take 24 hr Intro to Teaching for the second CE?**

If you have a CE issued prior to October 31, 2009 but have not taught under that CE and now wishes to obtain another CE, you need to take the 24 hour Intro to Teaching course. If you have taught under one CE and wanted to get another one, you do not have to take the course.

**How do I check on the status of my CE application?**

Once your DOE online application has been processed you may check the status of your application by choosing "CHECK APPLICATION STATUS" on the DOE website at [https://www6.state.nj.us/DOE\\_TCIS\\_ASC/pages/appStatusSearch.jsp](https://www6.state.nj.us/DOE_TCIS_ASC/pages/appStatusSearch.jsp)

**How long is the CE valid? Does it expire?**

The CE is not a license and does not have an expiration date.

**May I look for a job if I don't have my CE?**

Yes, however you must inform your potential employer that your CE is in process. You cannot sign a contract without a CE.

## **CERTIFICATION QUESTIONS**

**What certifications are available in New Jersey?**

Please refer to the New Jersey Department of Education website at <http://www.nj.gov/cgi-bin/education/license/endorsement.pl?string=999&maxhits=1000&field=2>

**If I have completed the program, will I get my Standard License at the end of the year?**



It is the responsibility of your school district to process the needed paperwork with the DOE to recommend you for a Standard (permanent) License. You have two years to log the required hours to quality for your Standard License.

**Which grades may I teach with a Subject Area Certification such as math?**

With a subject area CE you may teach that subject K-12.

**When do I get my Provisional License? Standard License? How long may I use a Provisional License?**

The school district where you are employed must register you for your Provisional License when you begin teaching. Your Provisional License should arrive 2-3 months after your initial employment. You may be recommended for your Standard License after one year of full-time teaching and successful completion of the alternate route academic program. A Provisional License is valid for two years.

**Are there any additional requirements I must fulfill to receive my Standard License?**

If you hold a CE in elementary education you must take a DOE approved 45-hour course in the teaching of literacy and a 45-hour course in the teaching of math during, immediately prior or after your provisional teaching year. This includes teachers who hold an elementary education with specialization CE. Teachers who hold a subject area CE are not required to take these courses even if they are teaching at the elementary or middle school level **provided they are teaching only that subject**.

**What is the summary of the licensure process?**

When you apply for a Certificate of Eligibility, your transcripts will be evaluated to determine eligibility, and you will receive either a:

- **CERTIFICATE OF ELIGIBILITY (CE):** Issued to those who have not completed a state approved college teacher training program.
- **Notice of ineligibility.** This letter should outline what requirements you need to meet to obtain a CE.

When you have accepted an offer of employment, the employing school district or approved nonpublic school must register you in the Provisional Teacher Program and agree to provide the required support



and supervision. At that time you will be notified through your employer of any additional documents and/or fees needed to obtain your **PROVISIONAL LICENSE**. This teaching license legalizes your employment in the school district in which you are employed. Provisional licenses expire at the end of the academic year (July) but may be renewed if program requirements are not fulfilled and you continue employment in the same district. Upon successful completion of program requirements, you will need to submit a current Application for Licensure and the appropriate fee to receive your STANDARD LICENSE. If you have additional questions regarding the application process, contact NJDOE at (877) 900-6960 or check with your county office of education.

## EMPLOYMENT QUESTIONS

### **How can I find a job? Where do I look for job openings?**

Academic Career Planning and Placement Office (<http://web.njcu.edu/dept/acp>) at NJCU provides comprehensive services to enhance the career development of students. You may find job postings listed on the NPTNJ website [www.nptnj.org](http://www.nptnj.org), [www.NJhire.com](http://www.NJhire.com), [www.NJSchooljob.com](http://www.NJSchooljob.com), and through your county superintendent's office.

### **Will principals want to hire an alternate route candidate? Don't they hire traditional candidates first?**

While some districts hire traditional candidates first, they also value the work experience and maturity that alternate route candidates bring to the job. It is an incentive for districts to hire NPTNJ alternate route candidates because the four weeks intensive mentoring requirement has been met by Stage I.

### **What if I don't have a job before September?**

School districts hire right up until and even after the beginning of school as many positions do not become available until August and September.