

## FREQUENTLY ASKED QUESTIONS (FAQ'S)

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

- Students begin by registering and taking the **Introduction to Teaching** pre-service component, which consists of 30 hours of instruction, 8 hours of classroom observation, and 12 hours of clinical practice (either substitute teaching or tutoring).
- 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 and the Core Skills Test.
- Once alternate route candidates have obtained their Certificate of Eligibility (CE) issued by the New Jersey Department of Education (DOE), they begin their job search. Once hired, they begin to teach as a provisional teacher. During their first 2 years on the job, they must take 400 hours of approved coursework in the New Pathways to Teaching in NJ (NPTNJ) program. Upon completion of both the 2 provisional years of teaching and the 400 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 for details: <http://www.state.nj.us/education/educators/license/alternate.htm>

### What is the NPTNJ Process?

- 400 hours at community colleges statewide or at New Jersey City University with an Introduction to Teaching pre-service component and four semesters.
- **What is the Graduate-credit option?**

Earn up to 15 credits toward numerous NJCU education Masters Degrees.

- **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. You must have a BS, BA, or higher degree and a minimum GPA of 3.0 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 readings are identical. The difference is that the credit option provides you with up to 15 graduate credits from New Jersey City University that you can use towards a Masters degree. Only students registered for graduate credit receive a transcript. Non-credit students receive a letter from the community college upon completion.

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

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.

- **How can I receive Tuition Assistance?**

You may qualify for a TEACH grant that will cover all costs for the program. Talk to the Financial Aid department for more information.

- **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 Fax: 201-200-2062 Non-credit option students usually receive a letter that gives them their grades.

- **What is the process of buying back credits?**

Successful non-credit program completers 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#, College attended, The semester(s) they want to request credit buyback, and the reason why they want to request credit buyback.
- Once NJCU approves the buyback request, NJCU (Bursar) will send invoice at today's rate to the respective community college. In the meantime, the community college sends an invoice to the student.
- NPTNJ office will request the community college to complete "request of change of grades" and submit it to NPTNJ office.
- The student pays at the community college.
- The community college pays NJCU (Bursar).
- NJCU (Registrar) posts grades.

- **Where do I send the NPTNJ application?**

Application is submitted to either New Jersey City University or 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. 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 3.0. Go to <http://www.naces.org> for a current list of accredited agencies.

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

No. You must have a provisional teaching position in the area of your CE to enroll in Semester 2. 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 Semester 2 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 exceeds one semester.

- **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).

- **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 NPTNJ?**

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)

- **What is a Certificate of Eligibility (CE)?**

**The Certificate of Eligibility** qualifies the holder to seek employment as a teacher.

A Certificate of Eligibility requires BOTH a passing Praxis II score and the appropriate number of credits on your transcript. Please refer to the New Jersey Department of Education website at <http://www.nj.gov/cgibin/education/license/endorsement>. 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 an original Introduction to Teaching PreService Program Completion Certificate, and a notarized Oath of Allegiance downloaded from the DOE website. You may send your application package directly to NJDOE.

- **Do candidates need to take the 50 hour Introduction to Teaching if they have already taken the 24 hour Introduction to Teaching in the old program?**

Candidates may contact the New Pathways Liaison at the college you attended and they will direct you to a bridge course that will provide you with the additional hours and requirements of the new program.

- **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.

- **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.

If you have additional questions regarding the application process, contact NJDOE at (877) 900-6960 or check with your county office of education.

- **How can I find a job?**

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 [www.NJhire.com](http://www.NJhire.com), [www.NJSchooljob.com](http://www.NJSchooljob.com), and through your county superintendent's office.