

Completing the NTPNJ Program

Obtaining a Verification of Program Completion
Updated Spring 2020

Step 1

- Send your 50-hour VOPC to Lola Martinez at lmartinez@njcu.edu
- Include a copy of your edTPA score report
- Include a screen shot of your Provisional License

Step 2

- We will review your completion of all courses and edTPA
- We will fill out the remainder of the form, add the raised seal and return it to you by US mail
- Our goal is to get this into the mail within one week, however it depends on the Dean's availability

Step 3

- We will send you an electronic copy of the VOPC and we will send an official copy to the NJDOE
- Keep a copy for your records

Step 4: Apply for Standard Certification on TCIS

Start by going to

https://www20.state.nj.us/DOE_TCIS_ONLINEED/



Teachers Certification Information System - Online

New Jersey
Department Of Education
Certification and Induction



Welcome!

Home

Apply Online

Pay Balance Owed

Profile Settings

Current Credentials

Prior Credentials

Application Status

Education Summary

Experience Summary

Test Scores

Requests ...**(New!)**

► Name Change

► SSN Change

► DOB Change

Change Password

Logout

Click here
to start

Welcome to the NJ Teacher Certification Information System (TCIS).

Please choose from the menu options (on your left hand side) to Apply Online, Pay Balance, Update Profile or to obtain the Current Status of your application(s).

You may check your application status online at any time at this [page](#). Once all of your application materials have been received and uploaded, the status of your application should change from **INCOMPLETE** to **IN PROCESS**. Please allow up to 15 days from the time that you send your application materials for the status to change to IN PROCESS. Once your application is IN PROCESS, please allow for a 6 to 12 week response time depending on the type of certificate you apply for and the time of year that you apply. **Summer is the busiest time of year with correspondingly longer waiting periods.**

If you are applying for new certificate(s), please note below:

1. Please make sure that you review all Certification guidelines [here](#) before you apply online.
2. For a complete listing of the fees for various requests [click here](#).
3. Your application review may take significantly longer if your education history and work experience are not up to date in TCIS.
4. Upon issuance, all information about certificates will be available online [here](#), including certificate name, certificate ID number, date of issuance and expiration date, if applicable.
5. **Please be aware that incomplete applications will expire after six months. Note that these fees are non-refundable after expiration pursuant to NJAC 6A:9B-5.4**

To view / change your personal information click [here](#).



Teachers Certification Information System - Online

New Jersey
Department Of Education
Certification and Induction



Apply for New Certification/Credentials/Evaluation

Certification / Credential Selection

⇒ Please choose from the following options:

Applicant Name : [REDACTED] CATHERINE

Tracking #: [REDACTED]

[Certification Application](#)

Note: Use this Option to apply for CE, CEAS, Standard, Emergency, Charter School Certificate(s) or to request a transcript evaluation.

[Credential Application](#)

Note: Use this Option to apply for Mortuary, Chiropractic or School Safety Specialist Credentials.

Click on
Certification
Application

- Home
- Apply Online
- Pay Balance Owed
- Profile
- Current
- Prior
- App
- Educ
- Experience Summary
- Test Scores
- Requests ...**(New!)**
 - ▶ Name Change
 - ▶ SSN Change
 - ▶ DOB Change
- Change Password
- Logout



Teachers Certification Information System - Online

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Update your
education, as
necessary

Apply New Certificate(s) Online

Education Summary

⇒ Before you apply for a new certificate, please update your educational profile and experience history. Upon issuance, all information about certificates will be available online, including certificate name, certificate ID number, date of issuance and expiration date, if applicable. Instructions to view this information can be found [Here](#).

Applicant Name : [REDACTED] CATHERINE

Tracking #: [REDACTED]

Name of College	State	Degree	Year Degree Conferred	GPA	Status
[REDACTED]	CA	Masters	2015	4	Edit
[REDACTED]	NJ	Bachelors	2012	3.92	Edit

Note: Please be aware that your application review may take significantly longer if your education history and work experience are not up to date in TCIS.

Cancel

Add

Next

Click next
when
finished



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Apply New Certificate(s) Online

Experience Summary

Applicant Name : [REDACTED] CATHERINE

Tracking #: [REDACTED]

Update your
school, as
necessary

Employer	Position/Title	Description	From	To	State	Status
[REDACTED]	5th grade ELA teacher		09/2017	05/2019	NJ	Edit
[REDACTED]	7th grade ELA teacher		02/2017	06/2017	NJ	Edit
[REDACTED]	Teacher	5th, 6th, 8th ELA Teacher	09/2016	02/2017	NJ	Edit
[REDACTED]	Instructor/Activity Coordinato	Summer Design Instructor	06/2013	08/2013	MA	Edit
[REDACTED]	Substitute Teacher	High school sub, all subjects	10/2012	06/2013	NJ	Edit

NOTE:

Please be aware that your application review may take significantly longer if your education history and work history is not up to date in TCIS.

Back

Add

Next

Click next
when
finished



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Apply New Certificate(s) Online

Step1 : Please select the area of certification applying for:

Applicant Name : [REDACTED] CATHERINE

Tracking #: [REDACTED]

Select	Certificate Type
<input type="radio"/>	Preschool Through Grade 3 (P-3)
<input checked="" type="radio"/>	Elementary School Through Grade 6 (K-6)
<input type="radio"/>	Middle School (To be eligible, applicant must first hold a CE, CEAS or standard instructional certificate in another area)
<input type="radio"/>	Academic Subject Matter Specialization (e.g., Math, Biology, English, Special Education, etc.)
<input type="radio"/>	Career and Technical Education
<input type="radio"/>	Administrative (principal, supervisor, school administrator, school business administrator)
<input type="radio"/>	Educational Services (e.g., school nurses, school counselors, etc.)

Back Next Reset

Choose the
standard
cert you are
applying for

Click next
when
finished

Step2 : Determine eligibility :

Applicant Name : [REDACTED] CATHERINE

Tracking #: [REDACTED]

Please answer all questions below before applying for a certificate:

1. Do you have a bachelor's degree or higher from a regionally accredited college or university?

☒ Yes ☐ No

2. Have you met the cumulative GPA requirement ([click here for details](#)) ?

☒ Yes ☐ No

3. Have you completed a State-approved teacher preparation program, including student teaching and either a liberal arts or science major or 60 liberal arts credits?

☒ Yes ☐ No

4. If you have not completed a State-approved teacher preparation program, have you completed a liberal arts or science major or 60 liberal arts credits from a regionally-accredited four-year college?

☒ Yes ☐ No

NOTE:

Please note that a course in biology, health, nutrition or basic military training is also a requirement for this certificate. You should proceed with your application if you have met the other requirements listed above but have not met or are not sure of this one. In such cases, the Office of Certification will inform you how you can meet this requirement.

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Next

Reset

Click next
when
finished



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Apply New Certificate(s) Online

Step4 : Please select the type of certificate applying for :

Applicant Name : [REDACTED] CATHERINE

Tracking #: [REDACTED]

Click on
"Standard"

Certificate Type (Select One)	Selected Endorsement
<div>Certificate of Eligibility Certificate of Eligibility with Advanced Standing Standard Emergency (Educational Services) Evaluation Only Certificate of Eligibility - Charter School Standard - Charter School</div>	<div>1001-Elementary School Teacher in Grades K - 6</div>

NOTE:

Effective July 2, 2013, the New Jersey Department of Education (NJDOE) created new three-tiered Charter School certificates with instructional endorsements, i.e., Charter School Certificate of Eligibility (CSCE), Charter School Provisional Certificates, Charter School standard certificate. These alternate route certificates authorize employment only in Charter Schools and do not satisfy the requirements for employment in traditional public schools and approved non-public schools.

Cancel

Submit

Reset

Click submit
when
finished



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Apply New Certificate(s) Online

Applicant Name : [REDACTED] CATHERINE

Tracking #: [REDACTED]

Type	Certificate Id	Certificate	Endorsement	Fee (\$)	Delete
Certificate		Standard	1001-Elementary School Teacher in Grades K - 6	100.00	X

Add Another Certificate

Your Current Requests(Total): 1

Amount to be Paid: \$ 100.00

NOTE:

1. Please make sure that you review all Certification guidelines [here](#) before you apply online
2. For a complete listing of the fees for various requests [click here](#)
3. Click on 'Submit' to finish your application

NOTE: This will take you to an external website. Do not submit until ready!

Back

Submit

Reset

Click submit
when
finished



STATE OF NEW JERSEY

PAYMENT MANAGEMENT SERVICES

[FAQ](#)[Contact](#)

Payment

Payment Type

Credit Card

Customer Information

Country

United States ▼

First Name *

Catherine

Last Name *

[REDACTED]

Company Name

Complete all required fields [*]

Fill out all information
and submit your
payment. Only hit
submit once!

Transaction Summary

1001-Standard(Certificate) \$100.00

**Pay now with New Jersey
Government Services \$100.00**

Need Help?

Please complete the Customer Information Section



NEW PATHWAYS
TO TEACHING IN NJ



Teachers Certification Information System - Online

New Jersey
Department Of Education
Certification and Induction



Application Confirmation

Applicant Name : [REDACTED] CATHERINE

Tracking #: [REDACTED]

Your application has been submitted. [Click here to open a printer-friendly version of this page](#)

Your Tracking Number : [REDACTED] Your Application Number : [REDACTED] Your SSN : xxx-xx-[REDACTED]

Your Address :

[REDACTED]

YOUR APPLICATION AND ANY CREDIT CARD PAYMENT ARE CONFIRMED. DO NOT GO BACK TO THE CREDIT CARD 'SUBMIT' PAGE AGAIN, OR YOU WILL BE BILLED AGAIN.

Before your certificate can be issued, you must complete the survey found [here](#). This survey is required for all applicants, except those who are exempt from the survey if you are applying for an administrative or educational services certificate.

The purpose of the survey is to gather data about your level of satisfaction with your educator preparation program and how well you feel you are prepared for the role of classroom teacher. Your input will provide information to the Department of Education as well as educator preparation programs in New Jersey to inform changes to our profession. This survey is required for all applicants towards receiving certification and must be completed before the certificate is issued.

The survey consists of multiple choice questions and should not take more than 15-20 minutes to complete.

DO NOT CLOSE
THIS PAGE YET.
You need to do
the survey
here before
exiting.

Click 'SUBMIT'

are exempt

er understand
nt of Education
the process



NEW PATHWAYS

TO TEACHING IN NJ



NEW PATHWAYS
TO TEACHING IN NJ