

CERTIFICATION FEE SCHEDULE

Associate School Library Media Specialist*	\$95
Art Education	\$190
Bilingual/Bicultural	\$170
Biological Science	\$190
Earth Science	\$190
Elementary (K-5)	\$190
Early Childhood (P-3)	\$190
English	\$190
English as a Second Language (ESL)*	\$95
Health Education	\$170
Learning Disabilities Teacher Consultant	\$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 (SLMS)*	\$95
School Psychologist	\$95
Social Studies	\$190
Spanish	\$190
School Counselor	\$95
Supervisor	\$95
Teacher of Students with Disabilities	\$170

The endorsement fee for teachers who currently hold a standard license is \$95 if a copy of the standard license is attached to the file.

* Under current Department of Education regulations, students who do not hold a standard teaching certificate must pay \$170 for an initial ESL or SLMS teaching certificate.

** Middle School certification includes grades 5 – 8.

DEBORAH CANNON PARTRIDGE WOLFE

COLLEGE OF EDUCATION

DEAN'S OFFICE

Dr. Allan A. De Fina

Dean

Dr. Lourdes Sutton

Assistant Dean

Frecia Tapia

Assistant to the Dean

Brandi Warren

Assistant to the Dean

New Jersey Department of Education
certification and status information
is available at
www.state.nj.us/education/

Use the Quick Links tab to access the
certification application status link.
(609) 292-2070

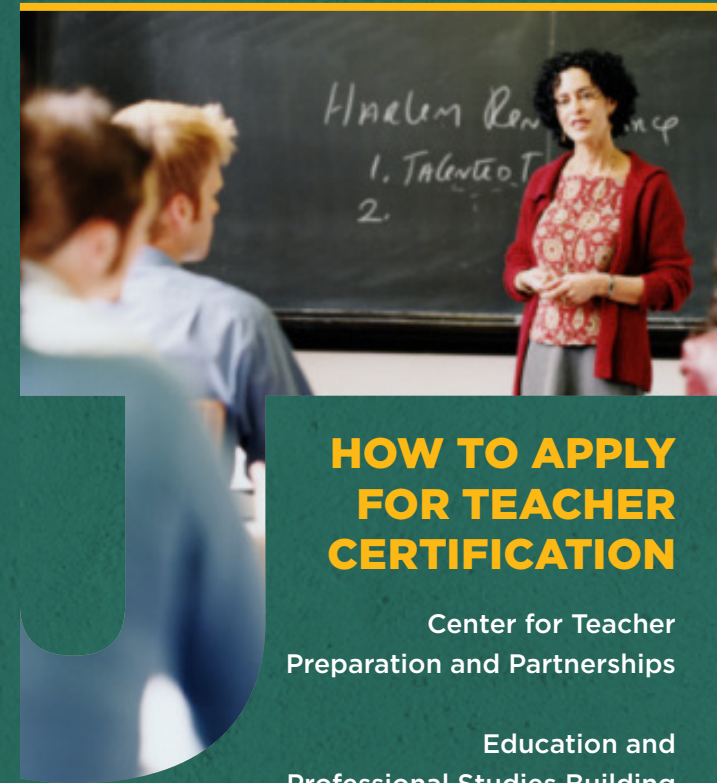
Educational Testing Service
(PRAXIS)
(800) 772-9476
www.ets.org/praxis



2039 Kennedy Boulevard
Jersey City, NJ 07305-1597
888-441-NJCU (toll-free)



DEBORAH CANNON PARTRIDGE WOLFE
COLLEGE OF EDUCATION



HOW TO APPLY FOR TEACHER CERTIFICATION

Center for Teacher
Preparation and Partnerships

Education and
Professional Studies Building
Room 203A

Office Hours
Monday – Friday
9:00 a.m. – 5:00 p.m.

Dr. Jo-Anne Mecca, Director
Cynthia Vazquez, Asst. Director,
Certification Administrator

HOW TO APPLY FOR TEACHER CERTIFICATION

Upon completion of the academic requirements for certification, candidates are advised to 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 in the Office of Undergraduate Clearance (Hepburn Hall, Room 219).
- ▶ The certification application form must be notarized and submitted with the graduation application forms.
- ▶ Applications from May graduates must be submitted between November 1 and December 10.
- ▶ Applications from summer graduates must be submitted between May 15 and June 15.
- ▶ Applications from December graduates must be submitted between August 1 and September 30.
- ▶ Payment for certification applications are made in the Bursar's Office. Certification applications will not be accepted without a payment receipt.

CERTIFICATION ONLY AND GRADUATE STUDENT CERTIFICATION INFORMATION

- ▶ Certification applications are available in the Center for Teacher Preparation and Partnerships, Education and Professional Studies Building, Room 203A, during office hours.
- ▶ The application cover sheet provides directions for

completing the form and identifies the supporting documents required to process an application.

- ▶ The Certification Application must be notarized prior to submission.
- ▶ Pay the certification processing fee at the Bursar's Office (Hepburn Hall, Room 106). Write your Gothic ID number and "NJCU Certification Account" on your check or money order. Be sure to get a receipt.
- ▶ Complete and sign the Educational Advisement Form (blue).
- ▶ Attach official transcripts from any other institutions where you have completed coursework or degree requirements for the certificate requested.
- ▶ Submit the completed certification application packets the month after you have fulfilled all academic requirements to the Center for Teacher Preparation and Partnerships, Education and Professional Studies Building, Room 203A.

PLEASE NOTE

- ▶ Incomplete applications will not be accepted.
- ▶ Although PRAXIS scores are sent to NJCU, a copy of your PRAXIS score report must be submitted with your Certification Application.
- ▶ If you have a promise of employment and your application has not been forwarded to the N.J. Department of Education, you may request a letter of completion.
- ▶ Applicants receiving their initial instructional license will receive a Certificate of Eligibility with Advanced

Standing. Additional information about New Jersey teaching certificates is available at <http://www.state.nj.us/education/educators/license/teacher/>.

APPLICATION TIME LINE

The application process is approximately three months. Processing of a Certification Application begins on the last day of the month in which it is submitted. (For example, processing for an application submitted on September 1 will not begin until September 30.) Applications approved during the initial review period are processed by the University within four to six weeks and by the N.J. Department of Education within one month.

Application packages are submitted to the state once a month. 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 N.J. Office of Licensure and Credentials directly at (609) 292-2070.

Certificates will be mailed directly from the N.J. Office of Licensure and Credentials.

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

