Completing the NTPNJ Program

Obtaining a Verification of Program Completion
Step 1

• Complete Part A of the Verification of Program Completion Form
Step 2

• Send VOPC to Cynthia Vasquez at cvasquez@ncju.edu or
  • NJCU Center for Teacher Preparation and Partnerships, 2039 Kennedy Blvd.
    Jersey City, NJ 07305

• Include a copy of your edTPA score report

• If you already have your edTPA score report, you can send in this form right away. We will begin processing the forms on May 23 when grades for Spring 2019 are entered.
Step 3

• 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
• My goal is to get this into the mail within one week, however it depends on the Dean’s availability
Step 4

• You will send the completed VOPC to the NJ Department of Education
• Keep a copy for your records
How to Apply for a Standard Cert on TCIS

Start by going to
https://www20.state.nj.us/DOE_TCIS_ONLINEED/
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.
Click on Certification Application

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.
Update your education, as necessary

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.

### Education Summary

<table>
<thead>
<tr>
<th>Name of College</th>
<th>State</th>
<th>Degree</th>
<th>Year Degree Conferred</th>
<th>GPA</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CA</td>
<td>Masters</td>
<td>2015</td>
<td>4</td>
<td>Edit</td>
</tr>
<tr>
<td></td>
<td>NJ</td>
<td>Bachelors</td>
<td>2012</td>
<td>3.92</td>
<td>Edit</td>
</tr>
</tbody>
</table>

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.

Click next when finished
Update your school, as necessary

Click next when finished
Choose the standard cert you are applying for

Click next when finished

---

<table>
<thead>
<tr>
<th>Select</th>
<th>Certificate Type</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Preschool Through Grade 3 (P-3)</td>
</tr>
<tr>
<td></td>
<td>Elementary School Through Grade 6 (K-6)</td>
</tr>
<tr>
<td></td>
<td>Middle School (To be eligible, applicant must first hold a CE, CEAS or standard instructional certificate in another area)</td>
</tr>
<tr>
<td></td>
<td>Academic Subject Matter Specialization (e.g., Math, Biology, English, Special Education, etc.)</td>
</tr>
<tr>
<td></td>
<td>Career and Technical Education</td>
</tr>
<tr>
<td></td>
<td>Administrative (principal, supervisor, school administrator, school business administrator)</td>
</tr>
<tr>
<td></td>
<td>Educational Services (e.g., school nurses, school counselors, etc.)</td>
</tr>
</tbody>
</table>
Answer the following questions. Click "yes" for all.

Click next when finished.
Click on "Standard"

Click submit when finished
Teachers Certification Information System - Online

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

Click submit when finished
Fill out all information and submit your payment. Only hit submit once!
You need to do the survey here before exiting.
NEW PATHWAYS
TO TEACHING IN NJ