

# Completing the NTPNJ Program

Obtaining a Verification of Program Completion  
Updated Spring 2021

# Step 1 – Request your Verification of Program Completion Form

- Send to Lola Martinez at [lmartinez@njcu.edu](mailto:lmartinez@njcu.edu)
  - 50-hour Verification of Program Completion form
  - A copy of your edTPA score report
  - A screen shot of your Provisional License

# 50 Hour Verification of Program Completion Form

- Must be scanned as a pdf file, not photographed
- Must be clear

## Step 2 - Review

- We will review your completion of all courses, edTPA, and that you have no balance on your account

## Step 3 – VOPC sent to the NJDOE

- The 50 Hour VOPC will be printed out and the bottom section filled in and signed by the Dean, then scanned
- We will email the VOPC to the New Jersey Department of Education and copy you on the email.
- 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/](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
- Apply
- Education
- Experience Summary
- Test Scores
- Requests ...**(New!)**
  - ▶ Name Change
  - ▶ SSN Change
  - ▶ DOB Change
- Change Password
- Logout





# Teachers Certification Information System - Online

New Jersey  
Department Of Education  
Certification and Induction



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	<a href="#">Edit</a>
[REDACTED]	NJ	Bachelors	2012	3.92	<a href="#">Edit</a>

**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



# Teachers Certification Information System - Online

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Certification and Induction



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	<a href="#">Edit</a>
[REDACTED]	7th grade ELA teacher		02/2017	06/2017	NJ	<a href="#">Edit</a>
[REDACTED]	Teacher	5th, 6th, 8th ELA Teacher	09/2016	02/2017	NJ	<a href="#">Edit</a>
[REDACTED]	Instructor/Activity Coordinato	Summer Design Instructor	06/2013	08/2013	MA	<a href="#">Edit</a>
[REDACTED]	Substitute Teacher	High school sub, all subjects	10/2012	06/2013	NJ	<a href="#">Edit</a>

### 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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► DOB Change

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Logout



# Teachers Certification Information System - Online

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Certification and Induction



## 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.)

Choose the  
standard  
cert you are  
applying for

Back

Next

Reset

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.

Back

Next

Reset

Answer the following questions. Click "yes" for all.

Click next when finished



# Teachers Certification Information System - Online

New Jersey  
Department Of Education  
Certification and Induction



## 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 <b>Standard</b> Emergency (Educational Services) Evaluation Only Certificate of Eligibility - Charter School Standard - Charter School</div>	1001-Elementary School Teacher in Grades K - 6

### 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



NEW PATHWAYS  
TO TEACHING IN NJ





# Teachers Certification Information System - Online

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Department Of Education  
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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



NEW PATHWAYS  
TO TEACHING IN NJ



STATE OF NEW JERSEY

# PAYMENT MANAGEMENT SERVICES

[FAQ](#)

[Contact](#)

## Payment

Payment Type

Credit Card

## Customer Information

Complete all required fields [ \* ]

Country

United States ▼

First Name \*

Catherine

Last Name \*

[REDACTED]

Company Name

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  
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## 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, including 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



# Teaching Completion

- The NJDOE will check that you have two year-end summative ratings from your district
- Ratings must be “Effective” or higher
- They must be entered into the Provisional Licensure Registration Management System
- There’s no way for you to check that this is done, so confirm it with your supervisor

# Teacher of Students with Disabilities

- Complete the required 21 credits of SPEC courses
- Request a Verification of Program Completion be sent to the NJDOE from [GradCert@njcu.edu](mailto:GradCert@njcu.edu)
- Request that your SPEC transcripts be sent to the NJDOE
  - After signing into GothicNet, under "Menu", click on students. Click on Student Center. Under Academic History, click drop down box and select Official Transcript.
- Apply for the TOSD standard certification on TCIS

## Credit Conversions

Request form can be  
found at  
[www.njcu.edu/nptnj](http://www.njcu.edu/nptnj)



5 Years to convert credits from  
when the course ended



Cost is the difference between  
what you've already paid and  
cost of graduate tuition.



You can convert as many  
courses as you would like



**NEW PATHWAYS**

TO TEACHING IN NJ