# 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 Imartinez@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/





**Current Credentials** 

**Prior Credentials** 

**Application Status** 

**Education Summary** 

**Experience Summary** 

Requests ...(New!)

► Name Change

SSN Change

DOB Change

**Change Password** 

Logout

**Test Scores** 

## Teachers Certification Information System - Online

New Jersey

Department Of Education

Certification and Induction



#### Welcome!

Apply Online

Click here
to start

Profile Settings

#### 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 <u>page</u>. 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 <a href="here">here</a>, 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.





➤ DOB Change Change Password

Logout

## Teachers Certification Information System - Online

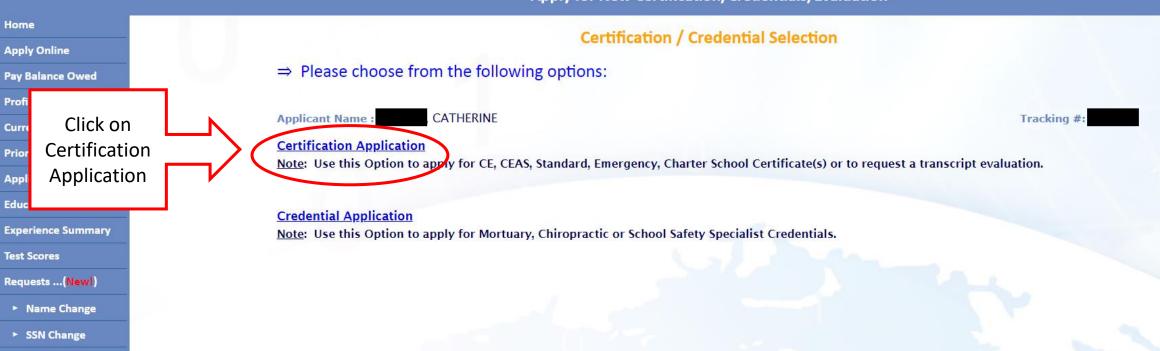
New Jersey

Department Of Education

Certification and Induction



#### Apply for New Certification/Credentials/Evaluation







New Jersey

Department Of Education

Certification and Induction

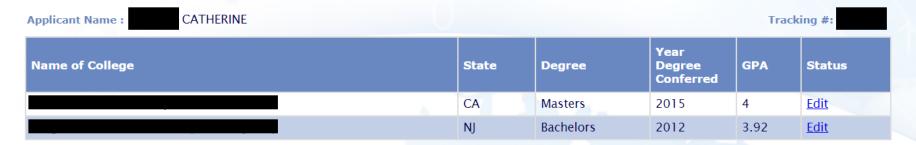


Update your education, as necessary

**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.



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.



Test Scores

Requests ...(New!)

► Name Change

Home

**Apply Online** 

**Pay Balance Owed** 

Current Credentials
Prior Credentials

**Application Status** 

**Education Summary** 

**Experience Summary** 

**Profile Settings** 

► SSN Change

► DOB Change

**Change Password** 

Logout



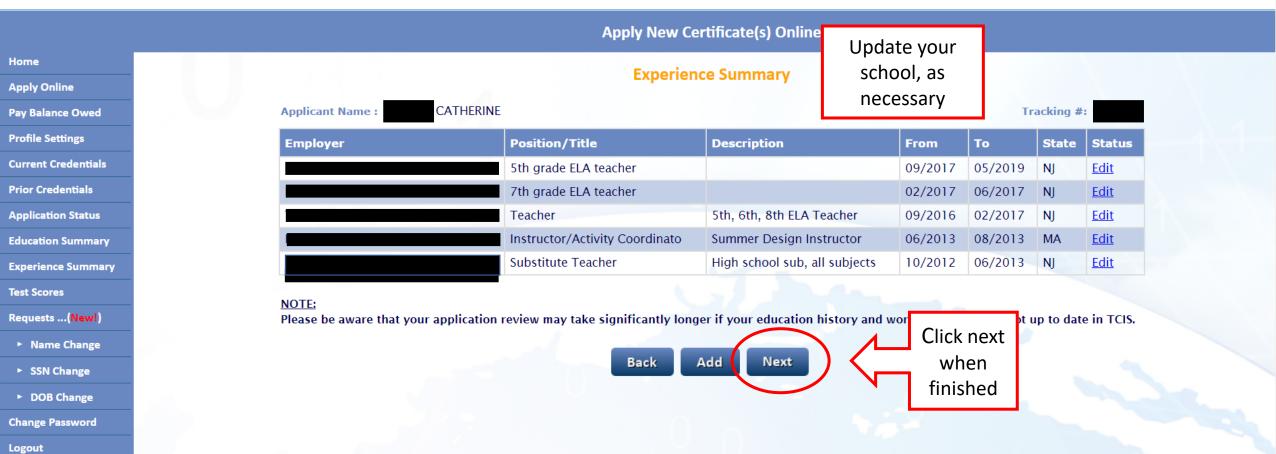


New Jersey

Department Of Education

Certification and Induction









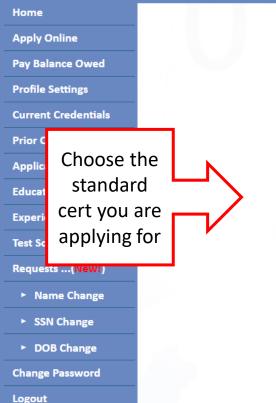
New Jersey

Department Of Education

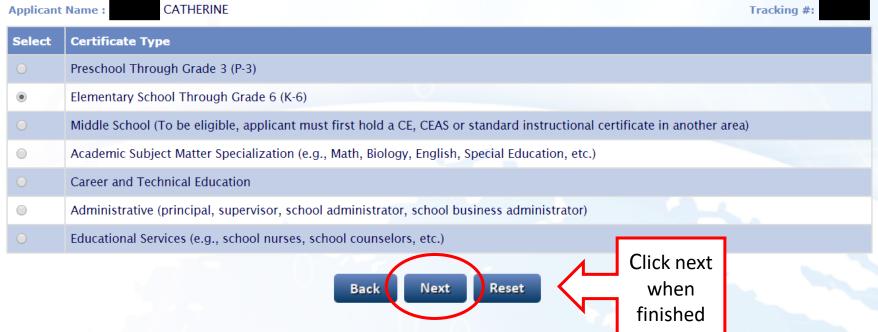
Certification and Induction



#### **Apply New Certificate(s) Online**



#### Step1: Please select the area of certification applying for:





#### Home **Apply Online Pay Balance Owed Profile Settings Current Credentials Prior Credentials** Answer the **Application Status** following questions. Click **Education Summa** "yes" for all. **Experience Summ Test Scores** Requests ...(New!) ► Name Change ► SSN Change ► DOB Change **Change Password**

Logout

#### Step2: Determine eligibility:

Applicant Name: CATHERINE

Please answer all questions below before applying for a certificate:

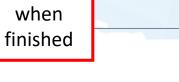
1.Do you have a bachelor's degree or higher from a regionally accredited college or university?

- 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.

Reset



Click next

Convright © NI Department of Education 1995 2





**Change Password** 

Logout

## Teachers Certification Information System - Online

New Jersey

Department Of Education

Certification and Induction



#### **Apply New Certificate(s) Online**

Home **Apply Online Pay Balance Owed Profile Settings Current Credentials** Click on **Prior Credentials Application Status** "Standard" **Education Summary Experience Summary Test Scores** Requests ...(New!) Name Change SSN Change DOB Change

Step4: Please select the type of certificate applying for:

Certificate Type (Select One)

Certificate of Eligibility
Certificate of Eligibility with Advanced Standing
Standard

Emergency (Educational Services)
Evaluation Only
Certificate of Eligibility - Charter School
Standard - Charter School

#### 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.







New Jersey

Department Of Education

Certification and Induction



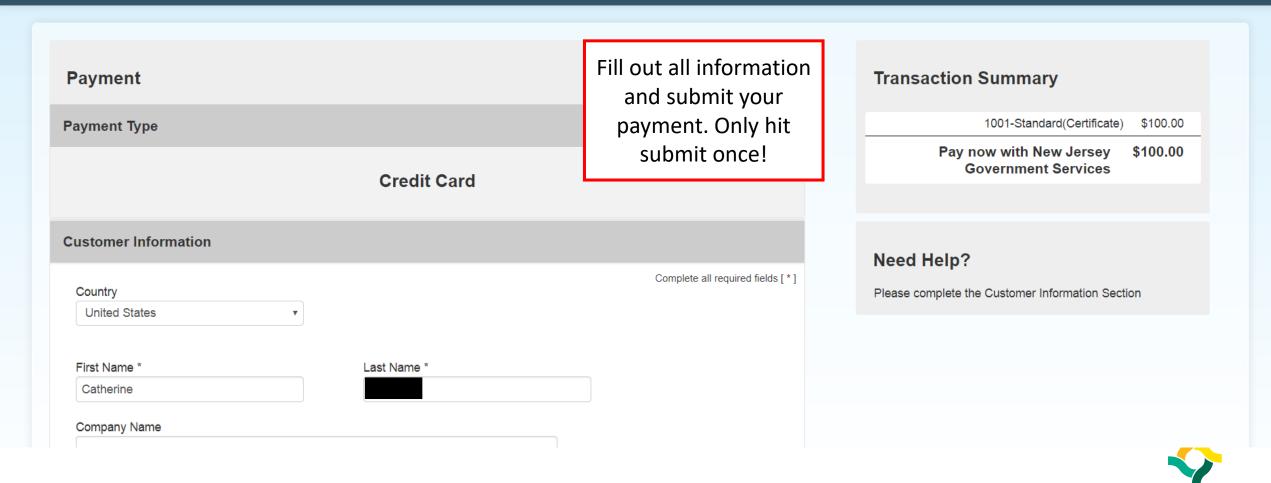
#### **Apply New Certificate(s) Online**

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

**CATHERINE Applicant Name:** Tracking #: Certificate Id Certificate **Endorsement** Fee (\$) Delete Type 1001-Elementary School Teacher in Grades K - 6 X Certificate Standard 100.00 Add Another Certificate Amount to be Paid: \$ 100.00 Your Current Requests(Total): 1 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 Click submit 3. Click on 'Submit' to finish your application Reset when Back Submit NOTE: This will take you to an finished external website. Do not submit until ready!







New Jersey **Department Of Education** Certification and Induction



#### **Application Confirmation**

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

**CATHERINE** Applicant Name: Tracking #: Your application has been submitted. Click here to open a printer-friendly version of this page Your Tracking Number: Your Application Number: Your SSN: xxx-xx-Your Address: DO NOT CLOSE YOUR APPLICATION AND ANY CREDIT CARD PAYMENT ARE CONFIRMED. DO NOT GO BACK TO THE CREDIT CK 'SUBMIT' THIS PAGE YET. AGAIN, OR YOU WILL BE BILLED AGAIN. You need to do Before your certificate can be issued, you must complete the survey found here. This sup are exempt from the survey if you are applying for an administrative or educational services certification the survey here before The purpose of the survey is to gather data about your level of satisfaction with your educator reparat er understand how well you feel you are prepared for the role of classroom teacher. Your input will provide informatio exiting. as well as educator preparation programs in New Jersey to inform changes to our profession. This surve the process towards receiving certification and must be completed before the certificate is issued.

nt of Education

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



## 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 <u>GradCert@njcu.edu</u>
- 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 <a href="https://www.njcu.edu/nptnj">www.njcu.edu/nptnj</a>



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





