

CERTIFICATION OFFICE FAQ
(Revised March 4, 2021)

Please Note: Below are very detailed responses, including additional resources to the most frequently asked questions about certification requirements and processes. If you don't find the information you require in this FAQ, or elsewhere on the Certification Office website, it generally indicates that it is not managed by the Certification Office.

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1 **How long will it take for me to receive my certificate?**

To guide the TCNJ School of Education Community through the 2020-2021 COVID-19 certification process, please review the revised timelines as it is currently taking between 8 – 10 weeks to complete through to issuance:

<https://certification.tcnj.edu/2020/08/26/2020-2021-certification-procedures-and-timelines-during-covid-19-2/>

2 **What should I do if I am offered a job before I receive my license?**

Upon successful completion of your program, conferral of your degree and the submission of your application for certification, you can request a letter for any school district interested in interviewing or hiring you for a teaching position. If you have your Substitute Teacher Certificate you can work under that certification temporarily.

3 **Can I check the status of my certification with NJDOE?**

The status of your certification will not show on the NJDOE website until your license has been issued. All information about certificates is now online including certificate name, certificate ID number, date of issuance, and expiration date if applicable. Instructions to view this information can be found at: <https://www.nj.gov/education/license/tcis/instructions.pdf>

4 **How do I communicate with the Certification Office?** Due to COVID-19 we are currently working from home, but we are maintaining communication with you in various ways. We are working to make process and procedural information current and available through the Certification Office website: <https://certification.tcnj.edu/>

We are always available by email at:

Jenn Pirone: pironej@tcnj.edu

Linda Amerigo: amerigol@tcnj.edu

5 **What areas of certification are offered at the College of New Jersey?**

Licensure Areas: <https://certification.tcnj.edu/out-of-state-certifications/>

Middle School Endorsements: <https://certification.tcnj.edu/middle-school-endorsements/>

6 **How do I find the requirements for the certificate(s) that I want?**

The general requirements for certificates can be accessed at the following web locations:

Instructional: <http://www.nj.gov/cgibin/education/license/endorsement.pl?string=999&maxhits=1000&field=2>

Administrative: <http://www.nj.gov/education/license/admcert.htm>.

Educational Services <http://www.state.nj.us/education/license/esp/>

Career and Technical <http://www.state.nj.us/education/license/cte/>

7 **What are clearances?**

Criminal history and background checks: <https://certification.tcnj.edu/clearances-substitute-teacher-certificate/>

8 **Do I need a Criminal Background Check?**

To receive a Substitute Teaching Certificate, you will require a criminal background check. Currently, due to COVID-19 restrictions and placement procedures the School of Education is recommending you apply for and receive your Substitute Teaching Certificate prior to placement in Student Teaching Clinical

You MUST complete a Criminal Background Check or have your Substitute Teaching Certificate several months in advance of the semester. After you have been fingerprinted, you must follow up with the State of NJ two weeks later to print out your Clearance Certificate. You can print it here: [How to print your Clearance letter.](#)

Scan or photograph the letter and send it to certification@tcnj.edu

9 **How do I get a Substitute Teaching Certificate?**

Applicants must have completed sixty college credits to apply for a NJ Substitute Teaching License.

The Mercer County Department of Education is now accepting Substitute Certification Applications.

Due to COVID-19 There have been some changes to the instructions:

<https://certification.tcnj.edu/clearances-substitute-teacher-certificate/>

The cost is \$203.00 (application \$125, fingerprinting \$67.00, \$11.00 state administration).

The check or money order used for payment cannot be more than three weeks old.

The substitute license replacement cost is \$60.

Archiving the substitute license cost is \$32.50

This process can take 6-8 weeks under current conditions, so start early.

[How to complete the background check](#)

[Archiving your fingerprints](#)

Please Note: If you have already been fingerprinted, but selected COLLEGE STUDENT or VOLUNTEER, you will have to fingerprint again as a SUBSTITUTE TEACHER

[How to obtain a Substitute Teaching Certificate](#)

Do not submit documentation of a negative tuberculosis (TB) test (Mantoux or PPD type) with your application for Substitute Teaching Certificate. See the STEP Office for further information.

¹⁰ **What is the state required Health and Physiology Test?**

All teacher candidates must successfully complete a course in the Biological Sciences, BIO104, or register for the Health/Physiology test.

[DOWNLOAD THE HEALTH TEST STUDY GUIDE](#)

[Health & Physiology Test Registration](#)

¹¹ **NJDOE Frequently Asked Questions:** <https://www.nj.gov/education/license/faq.htm>

¹² **ETS/Praxis II Content for Teaching FAQ**

What is ETS Praxis Testing?

New Jersey Department of Education requires Praxis Core or ACT/SAT scores at admission to the program. The Certification Office offers no guidance or data for these exams. Please refer to the STEP Office or the Office of Admissions.

New Jersey requires passing scores on appropriate Praxis Content for Teachers (previously called Praxis II), subject area exams for teacher certification. Students must pass the appropriate Praxis II exams prior to Student Teaching. All teacher candidates are encouraged to take Praxis II exam as soon as possible after entering the program. For more information on these exams, consult www.ets.org and follow the links for Praxis and state requirements to find the latest details on exams required for certification in New Jersey.

How do I register for the Praxis II exam?

One must register online with ETS <https://www.ets.org/praxis/register/>

IMPORTANT: Once you are registered, be sure to DOUBLE CHECK that you have signed up to take a test that NEW JERSEY accepts. Different states have very similar test names, but if you wish to be certified in New Jersey, you must register for **ONLY** those test codes accepted by New Jersey. Exams for New Jersey can be found here:

<https://www.ets.org/praxis/nj/requirements/>

What happens if I fail the Praxis II exam?

The Praxis II may be re-taken.

Do Praxis II scores expire?

Unused Praxis II passing scores have an expiration date of 10 years.

Is there a middle school Praxis test?

Yes, teacher candidates applying for middle school subject area endorsement(s) must pass the Elementary Praxis II test and the subject specific middle school Praxis II test.

If I take the Praxis II in a content area for secondary education certification, do I have to take the Praxis II in the same content area for middle school?

No. A passing score in secondary content area qualifies the teacher for middle school instruction in that subject area.

What is the “Flexibility Rule” and how does that affect me?

NOTE: NJDOE Licensure and Credentials has two rules in place for students who require flexibility for either their GPA or certification test requirements.

Please consult the NJDOE for details:

<https://www.nj.gov/education/license/praxis/GPA%20and%20Praxis%20Flexibility%20Requirements%20for%20Instructional%20Certificates.pdf>

How do I request accommodations for the Praxis II Test?

Accommodations for the Praxis exams and instructions for how to request them are on the ETS website:

<https://www.ets.org/praxis/register/disabilities/accommodations/>

Can I get support with the Praxis II fees?

Fee Waivers may be available for college students who meet certain eligibility criteria. Please refer to the [Praxis/ETS site](#) for more information.

Contact Delsia Flemming, Assistant Dean School of Education dflemming@tcnj.edu for other assistance available.

Can I take the Praxis II exam at home?

On July 20, ETS opened registration for 27 additional tests that will be available for testing on August 1 (12 titles) and September 1 (15 titles). With this launch, there will be 70+ total *Praxis* tests available as part of the at home solution, representing approximately 80% of test volume. Please visit the [website](#) for an up-to-date list of available tests.

Please note the following tips and best practices your candidates should be aware of when taking *Praxis* tests at home:

- Candidates should add their state licensure agency or relevant association as a score recipient, as there is no “Automatic Score Reporting” for at home tests
- Candidates can add score recipients for free until three days after testing by contacting [Praxis Customer Service](#)
- Confirm [equipment and environment requirements](#) before registering
- Registration is a two-step process, starting with the test taker’s ETS account, then through their ProctorU® account
- Changing a date and/or time of an at home test can be done through the candidate’s ProctorU account
- Cancelling an at home test is done through [Praxis Customer Service](#)

ETS has a new video to support the test taker when getting started with at home testing. The video provides a preview of the entire testing from home process.

COVID-19 RESPONSE: Test center availability remains fluid depending on individual state and local requirements. Centers that are open do have limited capacity due to social distancing and safety guidelines. For more information about test center availability, visit [website](#).

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What is edTPA

edTPA is a state-required performance-based, subject-specific assessment and support system used by more than 600 teacher preparation programs in some 40 states to emphasize, measure and support the skills and knowledge that all teachers need from Day 1 in the classroom.

[Webinars for the edTPA Community](#)

[edTPA FAQ](#)

[About edTPA](#)

[Guidance for edTPA in An Alternative Arrangement: Virtual Learning Environment](#)
[edTPA Newsletter](#)
[Submission and Reporting Dates for after September 10, 2020](#)
[Register for edTPA](#)
[Download Handbooks](#)

¹⁴ **Where do I find edTPA training?**

The following webinars spanning academic year 2020-2021, are provided by Pearson for the edTPA community, with the dates and links for sign-up within each document:

<http://edtpa.aacte.org/>

¹⁵ **What is the required GPA for New Jersey teacher certification?**

New Jersey requires that candidates for certification achieve a cumulative GPA of at least 3.00 when a GPA of 4.00 equals an A grade for students graduating on or after September 1, 2016.

¹⁶ **How do I apply for certification?**

[Apply for Instructional Certificates](#)

[Apply for Advanced Certificates](#)

¹⁷ **How do I apply for certification through the DOE?**

Refer to the NJDOE FAQ: <https://www.nj.gov/education/license/faq.htm>

¹⁸ **What type of certification do I need?**

The NJDOE offers three types of instructional certificates:

Certificate of Eligibility

Certificate of Eligibility with Advanced Standing

Standard Certificate

[Details on each are available here.](#)

If you are still unclear, you should meet with your Program Coordinator or Department Chair for advisement.

¹⁹ **How long will it take before I receive my certificate?**

Anticipate receiving your Certificate of Eligibility with Advanced Standing (CEAS) from the New Jersey Department of Education within 8-10 weeks from your **graduation date**, if you have submitted your complete application to the Certification Office.

[Read for more details.](#)

²⁰ **What should I do if I am offered a job before I receive my license?**

Upon successful completion of your application, conferral of your degree and the submission of your application and fee to the New Jersey Department of Education, you may request a courtesy letter from the Certification Office stating that we have recommended you for certification. This letter may be used for any school district interested in interviewing you for a teaching position.

²¹ **Can I check the status of my certification with NJDOE?**

The status of your certification will **not** show on the NJDOE website until your license has been issued. All information about certificates is now online including certificate name, certificate ID number, date of issuance, and expiration date if applicable. Instructions to view this information can be found at [NJDOE](#).

²² **How long do I have to apply for my license?**

You have up to one year from graduation to apply for certification through The College of New Jersey; after that time, you must apply directly through the State of New Jersey for your license.

²³ **What if I need to request a name change?**

You will need to access the Name Change Request Form on the NJDOE website:

https://www.state.nj.us/education/license/forms/name_change.pdf

²⁴ **What if I want to teach in another state?**

New Jersey has specific forms of **reciprocity** with other states for instructional, educational services and administrative certificates under our regulations. Please see [this page](#) for guidance:

<http://www.state.nj.us/education/license/out/reciprocity.htm>

Teacher Certification Information by State: <https://www.teachercertificationdegrees.com/>

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