Provisional Teacher Process (PTP), 2015-16

Background
Since its inception in 1985, the Provisional Teacher Process (PTP) has served a critical purpose for novice teachers and the districts they serve. During the 2014-2015 school year, more than 1,200 Certificate of Eligibility (CE) and almost 5,000 Certificate of Eligibility with Advanced Standing (CEAS) candidates were registered in the PTP. The following information and attachments provide details about the PTP for School Year (SY) 2015-2016. Please see Attachment A for an overview of the two programs.

Candidate Registration Forms and Instructions
All PTP forms and information are available for download at http://www.nj.gov/education/educators/license/ptp/. This is a password protected site exclusively for the use of school districts and requires your district log-in information:
All candidates will be registered using a new form that is available online for download. Please discard any old registration forms you may have used previously. We will not process registrations faxed on discontinued forms.
CE teachers and CEAS teachers who are employed by a public school must be registered in the PTP. To register and apply for the provisional license, the district must fax the Registration Application/Statement of Assurance to 609-984-3356. This number has been assigned exclusively for the registration of both CE and CEAS candidates.
School districts must verify enrollment of CE Teacher of Students with Disabilities (TOSD), Bilingual, English as a Second Language (ESL) and Pre-school through Grade 3 (P-3) candidates in a New Jersey college or university CE-Educator Preparation Program in order for a provisional certificate to be issued. A Verification of Enrollment form should be faxed with the registration form.

Mentoring Novice Teachers
All novice teachers who hold a CEAS or a CE and are registered in the PTP must be mentored in accordance with state regulations. Moreover, all fees associated with providing mentoring services must continue to be satisfied. Novice teachers who hold a standard certificate with a Teacher of the Handicapped (TOH) endorsement must be mentored, although they are not required to be registered in the Provisional Teacher Program.

Experienced teachers who hold standard New Jersey certificates and are hired as holders of CEs must be registered in the PTP but do not need to be mentored. For example, a holder of a standard certificate with a Teacher of Elementary School endorsement and a CE with a TOSD endorsement is registered in the PTP, works under a provisional certificate while completing the TOSD pedagogy, and applies for a standard certificate when the CE TOSD formal instruction is completed.

1 Note: Previously referred to as the Provisional Teacher Program, the name has been changed to Provisional Teacher Process to more accurately reflect the operations.
2 Licensing regulations that went into effect on May 5, 2014, made significant changes to requirements for district mentoring programs. Please see the mentoring web page for details.
Evaluating Provisional Teachers  Candidates who began the PTP prior to SY 2015-2016 will be evaluated using the standards-based formative and summative evaluation forms that were in place when they started the process. They may be recommended for a standard certificate upon completing a total of 30 weeks of mentoring or its equivalent. CE teachers must also have completed the formal instruction required for the certificate.

Candidates hired for the first time under provisional certificates in or after SY 2015-2016 will be evaluated only according to AchieveNJ requirements and will not receive any separate PTP evaluations. Under AchieveNJ, candidates receive a summative rating at the end of the year. These ratings will be communicated to the Office of Certification and Induction (OCI). In order to obtain a standard certificate, a teacher under this process must earn two summative ratings of Effective or Highly Effective within three years of teaching. When a novice teacher has achieved this end, the principal may recommend to the OCI that the teacher be issued the standard certificate.

A system for submitting the annual summative ratings and recommendations for standard certificates will be in place by the late spring of 2016, when the first ratings under this process will be due.

Students with Disabilities

Students with Disabilities and Bilingual/Bicultural Certificates

Pursuant to N.J.A.C. 6A:9B-8, the teachers of students with disabilities (TOSD) and teachers of bilingual/bicultural education must hold an instructional certificate with an endorsement appropriate to the subject or grade level to be taught. The subject to be taught and the level of instruction determine the endorsement required for the teacher’s assignment. For example, if a TOSD teacher is assigned to teach high school mathematics, the teacher is required to hold the Teacher of Mathematics endorsement. Similarly, a bilingual/bicultural teacher assigned to teach high school mathematics is required to hold the Teacher of Mathematics endorsement and the Bilingual/Bicultural endorsement.

CE Students with Disabilities

The requirements for completion of the PTP will depend on the endorsements that the teacher holds. A teacher who holds a CE with an endorsement in both TOSD and the instructional area or grade level to be taught must complete the requirements for both endorsements. We suggest that the standards-based pedagogy provided at the regional training centers throughout the state be completed during the first year of teaching. To obtain the standard certificate with a TOSD endorsement, the teacher must also enroll in and complete the required pedagogy through an approved New Jersey college program. At the successful conclusion of the first year of teaching and the standards-based pedagogy, the teacher would be eligible for recommendation for the standard certificate with an endorsement in the subject area or grade level. Upon completion of the TOSD program, the candidate submits an online application at https://www20.state.nj.us/DOE_TCIS_ONLINEED//login.jsp for the standard certificate and mails an original letter of program completion and an official transcript from the college or university to the Office of Certification and Induction. Teachers who hold the Teacher of the Handicapped endorsement are not required to obtain an instructional certificate appropriate to the grade level or area to be taught or enroll in the PTP. However, they must meet the “highly qualified” requirements to teach the subject or grade level and, as novice teachers, they must be mentored.

- **Teacher of Students with Disabilities candidates** who have a CE in their instructional area attend both 200 hours of instruction at a regional training center and complete an approved New Jersey college or
university Students with Disabilities program of at least 21 credits. A list of TOSD program providers is found in Attachment B.

- **Teacher of Students with Disabilities candidates** who have a CEAS in their instructional area complete an approved New Jersey college or university Students with Disabilities program.

**Bilingual/Bicultural**

- **Bilingual/Bicultural candidates** who have a CE in their instructional area attend both 200 hours of instruction at a regional training center and complete an approved New Jersey college or university bilingual/bicultural program of at least 12 credits. A list of bilingual program providers is found in Attachment B.

- **Bilingual/Bicultural candidates** who have a CEAS in their instructional area complete an approved New Jersey college or university bilingual/bicultural program.

Teachers who hold a standard instructional certificate and a CE for TOSD or bilingual must be registered in the PTP and work under a provisional certificate while completing the required pedagogy. Because they hold a standard certificate, and have previously been mentored and evaluated, they do not need to be mentored or evaluated a second time. Upon completion of the coursework, the candidate submits an online application and mails an original letter of program completion and an official transcript from the college or university to the Office of Certification and Induction.

**Career and Technology Education (CTE) Certificates of Eligibility**

CE vocational candidates must hold a CE prior to being registered in the PTP. If there is a need to have work experience evaluated in order to qualify for the CE, the regular expedited process established by the OCI and in conjunction with the County Superintendent Offices may be followed. Please remember that while County Offices might advise on whether certain experience seems applicable, the Certification Office in Trenton will make the final determination.

CTE candidates must complete 200 hours of instruction at a state-approved CTE professional education center. The New Jersey CTE Alternate Route Teacher Program began operating in January 2011. Please see more information at [www.brookdalecc.edu/arprogram](http://www.brookdalecc.edu/arprogram). A list of CTE endorsements may be found at [http://www.state.nj.us/education/educators/license/cte/endorsements.htm](http://www.state.nj.us/education/educators/license/cte/endorsements.htm).

**Formal Instruction for CE Provisional Teachers**

CE holders are required to complete formal instruction in the essential pedagogy required for the preparation of a novice teacher. Satisfactory completion of required formal instruction must be carefully considered with on the job performance when a building principal makes a final recommendation for standard certification. Requirements for completion of formal instruction vary depending on the endorsement sought:

- **Instructional area and elementary candidates** attend 200 hours of instruction at a regional training center or in an approved college-based CE/alternate route program. A list of regional training sites and approved New Jersey college-based CE/alternate route programs can be found in Attachment B and Attachment C.
• In addition to the above, holders of the Teacher of Elementary School, K-6, and N-8 endorsements hired by school districts after October 30, 2009, must complete 45 hours of study in teaching language arts/literacy at the K-6 level, and 45 hours of study in teaching mathematics at the K-6 level. Exceptions include completion of equivalent coursework or teaching the subject for a full year prior to entering the PTP. Please see the list of approved elementary language arts/literacy and math programs at [http://www.nj.gov/education/educators/license/advisories/applicant.htm](http://www.nj.gov/education/educators/license/advisories/applicant.htm).

• **Middle School Specialization candidates** must complete study in the characteristics of early adolescents. This study is included in regional training center and college-based CE program curricula.

• **Preschool through grade three candidates** attend approved NJ college or university CE/alternate route P-3 programs of at least 13 credits. See Attachment B for a list of providers.

• **English as a Second Language (ESL) candidates** attend both 200 hours of instruction at a regional training center and complete an approved New Jersey college or university ESL program of at least 15 credits. A list of ESL program providers is found in Attachment B.

• **Candidates holding a World Language Certificate of Eligibility** must complete at least three credits in second language acquisition theory and related methodologies within 12 months of initial assignment. A standard certificate may not be issued prior to completion of this requirement. A list of approved courses is available at [http://www.state.nj.us/education/aps/cccs/wl/courses.htm](http://www.state.nj.us/education/aps/cccs/wl/courses.htm).

**Regional Training Centers for SY 2015-16**

CE candidates must enroll in a regional training center if not previously enrolled in a college-based CE Educator Preparation Program. A list of regional training centers and contact information is available at [http://www.state.nj.us/education/educators/license/advisories/applicant.htm](http://www.state.nj.us/education/educators/license/advisories/applicant.htm).

Once enrolled, the contact person should be told that this has been done. Candidates will no longer be assigned to regional training centers by PTP staff.

Please note that P-3, ESL, bilingual-bicultural, and TOSD candidates do not register for regional training center classes; rather, they must enroll in approved New Jersey college/university programs. A list of college/university programs is found in Attachment C.

**Verification of Completion of Formal Instruction**

Completion of formal instruction for CE teachers is verified by providers or candidates directly to districts or schools in order that administrators may complete evaluations for standard certificates.

• Regional training centers send reports for each phase of instruction to principals and candidates (and to the PTP Office).

• New Pathways to Teaching in New Jersey provides reports for each stage of instruction to candidates and principals (and to the PTP Office).

• Providers of the 45-hour mathematics and language arts/literacy classes for elementary K-6 teachers send reports to candidates and principals (and to the PTP Office).

• Candidates for the elementary K-6 certificate who are using an equivalent college/university course to satisfy the math and language arts requirement must submit a transcript showing completion of the course and a course description.
Candidates for the elementary K-6 certificate who are using a year of teaching experience to satisfy the math and language arts requirement must submit a letter signed by the principal/director of the school in which the experience took place. The letter must include the **dates of employment and specify the subject and grade level taught**. The experience must have been completed prior to entrance into the PTP.

- College or university programs, including MAT, P-3, ESL, bilingual-bicultural, and TOSD programs, provide original letters of program completion. The letter should be attached to the summative evaluation along with an official transcript (where applicable) when it is sent to the PTP Office by the district.

Principals should consider the successful completion of all phases of instruction or all aspects of a college-based program before submission of the recommendation for standard certification.

**PTP Fees**

**Formal Instruction**
- Regional Training Center - fees vary by provider
- College based CE programs, including New Pathways, MAT, P-3, ESL, bilingual-bicultural, and TOSD programs – tuition as charged by the college or university

**Mentoring**
Mentor fees have not changed. The fee for CE teachers is $1,000. The fee for CEAS teachers is $550. Regulations require that all payments to mentors by candidates are paid through the district and no payments should be made directly from novices to mentors. Districts may choose to pay the mentor fees for their novice teachers.

**Administrative Fee – CE Applications for Standard**
CE candidates who are hired and registered in the PTP on or after January 7, 2008 must pay a $100 administrative fee when applying for their first standard certificate. This fee applies only to the application for the initial standard certificate. The fee must be paid online when the candidate is filing the application for a standard certificate. To do so please see the online application at https://www20.state.nj.us/DOE_TCIS_ONLINEED//login.jsp.

**For More Information**
- With questions, contact Betty Sue Zellner, the coordinator of the PTP at (609) 984-6377 or by email at PTP@doe.state.nj.us.