Provisional Teacher Process (PTP) for 2016-2017 School Year

Candidates must be Registered into the PTP
All CE teachers and CEAS teachers who are employed by a public school must be registered in the PTP. The New Jersey Department of Education’s (NJDOE’s) Office of Certification and Induction has created an online application to expedite the provisional registration process for teachers. The application is called the Provisional Licensure Registration Management System (PLRMS) found on the NJDOE’s Homeroom page: https://homeroom3.state.nj.us/plrms/. Districts and Nonpublic schools will use this system for all future provisional license registrations. The Department is no longer issuing paper certification documents and paper forms faxed to our office will be returned. All licenses can be accessed by the TCIS database at: https://www20.state.nj.us/DOE_TCIS_ASC/pages/appStatusSearch.jsp

Candidates of CE Teacher of Students with Disabilities (TOSD), Bilingual, English as a Second Language (ESL) and Pre-school through Grade 3 (P-3) candidates must verify enrollment in a New Jersey college or university CE-Educator Preparation Program to the school district of where they have enrolled or intend to enroll in order for a provisional certificate to be issued.

Teachers who hold a standard instructional certificate and a CE for TOSD, bilingual, ESL and P3 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.

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 of a minimum of thirty weeks. Mentoring for part-time teachers is extended until they have completed the equivalent. The Department is no longer processing or accepting the Statement of Acknowledgment Regarding Mentoring and mentoring time must be tracked by each district. Moreover, all fees associated with providing mentoring services must be satisfied. Mentoring information is entered into PLRMS upon registration. All information regarding mentoring regulations can be located at http://www.state.nj.us/education/profdev/mentor/

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.
Evaluating Provisional Teachers

Information regarding evaluations for standard licensure for CE/CEAS teachers for Public/Charter schools can be located at:

https://education.state.nj.us/broadcasts/2016/MAY/10/14929/Provisional%20Licensure%20Registration%20Management%20System.pdf

Information for Nonpublic schools can be located at:
https://education.state.nj.us/broadcasts/2016/MAY/24/14969/Provisional%20Licensure%20Registration%20Management%20System%20for%20NonPublic%20Schools.pdf

CE EPP Information 2016-2017

CE EPP candidates for K-6 and subject area certificates must enroll themselves in regional training centers rather than be assigned to one by the PTP Office. Please review the opportunities below and the candidate must contact the provider of their choice to register. Fees for CE EPP formal instruction are determined by each provider and are listed below. Once enrolled, candidates should confirm attendance to their district, principal or human resources office.

Alternate Route Regional Training Center Information 2016-2017

Approved 200 Hour Regional Training Center Providers for Elementary K-5/6, Elementary N-8, N-12 Subject Area, ESL Alternate Route Teachers

<table>
<thead>
<tr>
<th>NAME</th>
<th>CONTACT PERSON</th>
<th>EMAIL</th>
<th>COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elizabeth Regional Training Center</td>
<td>Stephen J. Williams</td>
<td><a href="mailto:ElizabethRegCent@aol.com">ElizabethRegCent@aol.com</a></td>
<td>$1650</td>
</tr>
<tr>
<td>Monmouth University- Long Branch</td>
<td>Meredith Riddle</td>
<td><a href="mailto:mamiller@monmouth.edu">mamiller@monmouth.edu</a></td>
<td>$1500</td>
</tr>
<tr>
<td>Morris-Union Jointure Commission-New Providence</td>
<td>Diane Viola-Henriksen</td>
<td><a href="mailto:dhenriksen@mujc.org">dhenriksen@mujc.org</a></td>
<td>$1500</td>
</tr>
<tr>
<td>Essex County Provisional Teacher Training Consortium-Montclair</td>
<td>Joanne Petrigliano Renee Graham</td>
<td><a href="mailto:jpetrigliano@montclair.k12.nj.us">jpetrigliano@montclair.k12.nj.us</a> <a href="mailto:rgraham@montclair.k12.nj.us">rgraham@montclair.k12.nj.us</a></td>
<td>$1600</td>
</tr>
<tr>
<td>Rowan University-Blackwood,</td>
<td>Lynne Levy</td>
<td><a href="mailto:levy@rowan.edu">levy@rowan.edu</a></td>
<td>$1450</td>
</tr>
</tbody>
</table>
Approved 45 Hour Programs for Holders of an Elementary K-5 CE – Regional Training Centers

In addition candidates with elementary K-6 or N-8 certificates of eligibility who are registered in the PTP after October 30, 2009 must complete 45 hours of study in language arts/literacy at the K-6 level and 45 hours of study in mathematics at the K-6 level at a regional training center or DOE approved college program. This requirement may also be fulfilled by one full year of teaching math or language arts at the K-6 level prior to becoming a provisional teacher. A letter must be submitted by school principal on official letterhead explaining the year of experience or completion of an equivalent course can be located at: http://www.state.nj.us/education/educators/license/advisories/applicant.htm and attached form must be submitted http://www.state.nj.us/education/educators/license/forms/VOC-45HOUEREQUIVALENT.pdf

<table>
<thead>
<tr>
<th>NAME</th>
<th>CONTACT PERSON</th>
<th>EMAIL</th>
<th>COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Glassboro, West Deptford</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rutgers University-</td>
<td>Mary Ellen Morris</td>
<td><a href="mailto:altroute@gse.rutgers.edu">altroute@gse.rutgers.edu</a></td>
<td>$1450</td>
</tr>
<tr>
<td>Center for Effective School Practices- Camden, Hackensack, Mercer, Newark, Paterson, Somerset, Rockaway</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Saint Peter’s University- Jersey City, Kearny, North Plainfield, Sayreville</td>
<td>James Jacobson</td>
<td><a href="mailto:JJacobson@saintpeters.edu">JJacobson@saintpeters.edu</a></td>
<td>$1450</td>
</tr>
<tr>
<td></td>
<td>Michelle Cassaro</td>
<td><a href="mailto:MCassaro@saintpeters.edu">MCassaro@saintpeters.edu</a></td>
<td></td>
</tr>
<tr>
<td>Seton Hall University</td>
<td>Michael Kuchar</td>
<td><a href="mailto:Michael.kuchar@shu.edu">Michael.kuchar@shu.edu</a></td>
<td>$1450</td>
</tr>
<tr>
<td>Stockton University-</td>
<td>Michael Hinman</td>
<td><a href="mailto:altroute@stockton.edu">altroute@stockton.edu</a></td>
<td>$2000</td>
</tr>
<tr>
<td>Stockton Campus, Toms River High School</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Approved 45 Hour Programs for Holders of an Elementary CE – Regional Training Centers**

<table>
<thead>
<tr>
<th>NAME</th>
<th>CONTACT PERSON</th>
<th>EMAIL</th>
<th>COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Morris-Union Jointure Commission</td>
<td>Diane Viola-Henriksen</td>
<td><a href="mailto:dhenriksen@mujc.org">dhenriksen@mujc.org</a></td>
<td>$350</td>
</tr>
<tr>
<td>Institution</td>
<td>Contact Person</td>
<td>Email</td>
<td>Amount</td>
</tr>
<tr>
<td>-------------------------------------------------</td>
<td>---------------------</td>
<td>----------------------------</td>
<td>--------</td>
</tr>
<tr>
<td>Rutgers University - Center for Effective School Practices</td>
<td>Mary Ellen Morris</td>
<td><a href="mailto:Rutgersmathliteracy45@gmail.com">Rutgersmathliteracy45@gmail.com</a></td>
<td>$325</td>
</tr>
<tr>
<td>Saint Peter’s University</td>
<td>James Jacobson</td>
<td><a href="mailto:JJacobson@saintpeters.edu">JJacobson@saintpeters.edu</a></td>
<td>$325</td>
</tr>
<tr>
<td></td>
<td>Michelle Cassaro</td>
<td><a href="mailto:MCassaro@saintpeters.edu">MCassaro@saintpeters.edu</a></td>
<td></td>
</tr>
<tr>
<td>Stockton University</td>
<td>Michael Hinman</td>
<td><a href="mailto:altroute@stockton.edu">altroute@stockton.edu</a></td>
<td>$450</td>
</tr>
</tbody>
</table>

**Approved 45 Hour Programs for Holders of an Elementary K-5/6 CE – For-Credit Programs**

<table>
<thead>
<tr>
<th>Name</th>
<th>Contact Person</th>
<th>Email</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kean University</td>
<td>Melissa Tomich</td>
<td><a href="mailto:tomich@kean.edu">tomich@kean.edu</a></td>
<td>908-737-3757</td>
</tr>
<tr>
<td>New Pathways to Teaching in New Jersey</td>
<td>Mercedes Vargas</td>
<td><a href="mailto:newpathways@njcu.edu">newpathways@njcu.edu</a></td>
<td>201-200-2128</td>
</tr>
<tr>
<td>Relay Graduate School of Education</td>
<td>Evan Hendon</td>
<td><a href="mailto:Newark@relay.edu">Newark@relay.edu</a></td>
<td>973-642-0101 ext 1808</td>
</tr>
</tbody>
</table>

**Career and Technology Education CE EPP**

Candidates for CTE certification must attend the CTE program. CTE candidates must complete 200 hours of instruction at a state-approved CTE professional education center. Please see more information at [www.brookdalecc.edu/arprogram](http://www.brookdalecc.edu/arprogram). Kelly Canonico, kcanonico@brookdalecc.edu, [http://continuininged.brookdalecc.edu/careerdevelopment/teacher-education/alternateroute/cte/](http://continuininged.brookdalecc.edu/careerdevelopment/teacher-education/alternateroute/cte/), 732-224-2319

**World Language Certificates of Eligibility** in addition to 200 hours must also complete three credits in language acquisition theory and related methodologies at a regionally accredited four-year college or university within 12 months of initial assignment.

**College-based CE EPPs**

Fairleigh Dickinson University Alternate Route MAT
Kean University Alternate Route Program
New Jersey City University New Pathways to Teaching in New Jersey
New Jersey City University World Languages Alternate Route
Seton Hall University Alternate Route

**CE EPPs with Pre-Service Requirements**
- New Jersey Center for Teaching and Learning Progressive Science Initiative
- New Jersey City University New Pathways to Teaching in New Jersey
- Relay Graduate School of Education
- Teach for America

**P-3 Specialized CE EPPs**
Candidates with **P-3 Certificates of Eligibility** must enroll in and complete a 13 – 17 credit college-based preschool through grade three alternate route program.

- Bloomfield College
- Caldwell College
- Kean University
- Monmouth University
- Montclair State University
- New Jersey City University
- Rutgers University Camden
- The College of New Jersey
- William Paterson University

**Bilingual/Bicultural Approved Programs**
*(not all programs admit CE EPP teachers – check with the program for requirements)*
Candidates with **Bilingual/Bicultural Certificates of Eligibility** must enroll in and complete a DOE approved 12 credit bilingual/bicultural alternate route program.

- Fairleigh Dickinson University
- Georgian Court University
- Kean University
- Montclair State University
- New Jersey City University
- Richard Stockton College
- Rider University
- Rowan University
- Rutgers - New Brunswick
- Seton Hall University
- William Paterson University

**ESL Approved Programs**
*(not all programs admit CE EPP teachers – check with the program for requirements)*
Candidates with **English as a Second Language (ESL) Certificates of Eligibility** must complete 200 hours of instruction at a regional training center or college based alternate route program. They must also enroll in and complete an approved ESL program of 15 – 21 credits.

- Fairleigh Dickinson University
- Georgian Court University
- Kean University
- Monmouth University
- Montclair State University
- NJCU
- Richard Stockton College
- Rider University
- Rowan University
- Rutgers University - Camden
- Rutgers University - New Brunswick
- Seton Hall University
- The College of New Jersey
- William Paterson University

**Approved Teacher of Students with Disabilities Programs**
*(not all programs admit CE EPP teachers – check with the program for requirements)*

Candidates with **Students with Disabilities Certificates of Eligibility (TOSD)** must enroll in and complete a 21-27 credit DOE approved Students with Disabilities alternate route program.

- Bloomfield College
- Caldwell College
- Centenary College
- College of Saint Elizabeth
- Fairleigh Dickinson University
- Felician College - Rutherford Campus
- Georgian Court University
- Kean University
- Monmouth University
- Montclair State University
- New Jersey City University
- Richard Stockton College of New Jersey
- Rider University
- Rowan University
- Rutgers University – Graduate School of Education
- Seton Hall University
- The College of New Jersey
- William Paterson University
Verification of Completion of Formal Instruction for Alternate Route Teachers

Regional training centers provide Phase Reports for each phase of instruction to candidates, principals and directly to the PTP.

New Pathways to Teaching in New Jersey provides NPTJN completion forms to candidates, principals, and directly to the PTP.

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 requirements 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 approved CE EPP programs for P-3, ESL, Bilingual and TOSD provide candidates with letters/certificates/forms and transcripts that verify program completion. The oath, letter of program completion and official transcript should be mailed to the PTP.

Candidates who hold a standard license and a CE in P-3, ESL, Bilingual and TOSD should apply for a standard certificate online, submit an oath of allegiance along with an original letter of program completion and an official transcript. The oath, letter of program completion and official transcript should be mailed to the Licensing office.