



State of New Jersey

DEPARTMENT OF EDUCATION

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May 10, 2016

TO: Chief School Administrators
Charter School and Renaissance School Project Lead Persons

ROUTE TO: School District Certification Personnel

FROM: Robert R. Higgins, Ph.D., Director
Office of Certification and Induction

SUBJECT: Provisional Licensure Registration Management System

The New Jersey Department of Education's Office of Certification and Induction has created an on-line application to expedite the provisional registration process for teachers, administrators, and those who provide educational services. The application is called the Provisional Licensure Registration Management System (PLRMS) found [here](#) on the NJDOE Homeroom page.

School district personnel logging into Homeroom using their current password credentials will now see a link and instructions to the Provisional Licensure Registration Management System (PLRMS). Please log on to the new application as soon as possible and enter your district's contact information. You 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.

Any candidates registered for the 2015-2016 school year prior to February 2, 2016, will be added to the PLRMS automatically and will appear in your district's Overview of Existing Records Page by the end of June 2016.

Rules adopted in November 2015 require provisional teachers who start teaching for the first time in the 2015-2016 school year or thereafter to receive two effective or highly effective final ratings within a three-year span to qualify for a standard certificate (see [guidance](#)). The Department will keep track of provisional teachers' yearly summative evaluation ratings through the PLRMS. **Districts will not have to take any additional action to enter their provisional teachers' first summative evaluation rating into the PLRMS.** Instead, provisional teachers' first summative evaluation ratings will be automatically downloaded to the PLRMS using the data that districts verify and submit to the Department through the Evaluation Score Certification Tool ([ESCT](#)). It is

estimated that evaluation data from the 2015-2016 school year will be visible in the PLRMS by early 2017.

School districts are also required to register administrative personnel (principal, administrator, school business administrator) and educational services personnel who wish to work under a provisional certificate in the PLRMS. Standard administrative certificates will continue to be issued once the required residency program is completed.

Complete instructions for the registration process and evaluation component can be found when logging into the PLRMS application.

If you have any questions or concerns about PLRMS or the requirements for standard certification, please contact the Office of Certification and Induction at 609-984-6377, or at ptp@doe.state.nj.us.

Thank you for your attention to these important updates.

RH/RW/lfl/051016 Provonlineprocess

c: Members, State Board of Education
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