

# STUDENTS WITH DISABILITIES STANDARD CERTIFICATE (ENDORSEMENT CODE: 2475)

Please print this page before you apply.

This endorsement authorizes the holder to teach students classified with disabilities to one of the designated populations as per the teachers' content and/or grade level endorsements authorize. They may also provide consultative services and supportive resource programs including modification and adaptation of curriculum and instruction to students with disabilities in general education programs in grades preschool through 12.

## In order to be eligible for the Standard Certificate, you will need to meet the following:

### Instructional Certification

- The Students with Disabilities certificate is not a standalone certificate. You need to hold a standard NJ instructional certificate with an endorsement appropriate to the subject or grade level to be taught. If you have not yet applied for instructional certification, please see the NJ DOE website for details and a listing of instructional endorsements.

### Cumulative GPA Requirement

- New Jersey requires that candidates for certification achieve a cumulative **GPA of at least 3.0 when a GPA of 4.00** equals an A grade for students graduating on or after **September 1, 2016 (2.75 for those graduating before September 1, 2016)** in a baccalaureate degree program, higher degree program or a State-approved post-baccalaureate certification program with a minimum of 13 semester-hour credits. Please note that a high praxis test score may offset a GPA that is lower than 3.0 but higher than 2.75. Click on the following link for more details: <http://www.nj.gov/education/educators/license/gpa.htm>

### Professional Teacher Preparation in Students with Disabilities

- Current regulations for certification require that applicants complete a coherent sequence of study in professional education which may be completed in a provisional teacher program or an approved teacher preparation program. This is to advise that courses presented by the applicant in professional education must be a coherent sequence of courses that culminates in supervised student teaching.

### State Teaching Certificate

- Please submit a copy of an out-of-state teaching certificate that is equivalent to a NJ Standard Instructional Certificate. Holders of a NJ Standard Instructional Certificate do not need to send in a copy of their certificate.

### Record of Professional Experience

- Please submit the following form which must be filled out by your employer:  
<http://www.state.nj.us/education/educators/license/forms/ROPE.pdf>

The New Jersey Department of Education will make the final determination as to whether or not the experience meets NJ reciprocity regulations:

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

Please note: Holders of a NJ standard instructional certificate do not need to send in the above form with the exception of those who hold a standard *Teacher of the Handicapped* certificate.

### Fee Information

- The current cost of the certificate is \$95.
- **No checks or money orders will be accepted**
- Please make the payment online at <http://www.nj.gov/education/educators/license/epay.htm>.

- **Please notify your examiner after payment has been made.**
- If you apply and are denied, you will be charged a fee of \$70.
- **All fees, including money left on file, are nonrefundable**

## Online Certificate Information

- All information about certificates is now available online, including certificate name, certificate ID number, date of issuance, and expiration date if applicable. Instructions to view this information can be found at [www.state.nj.us/education/educators/license/tcis/instructions.pdf](http://www.state.nj.us/education/educators/license/tcis/instructions.pdf).
- In order to make certification information available more quickly, this information will appear on our website in lieu of the issuance of paper certificates. Additionally, the move to electronic certificates will save costs associated with printing and mailing, as many of our neighboring states have discovered. **Therefore, as of May 15, 2015, paper certificates will no longer be issued.**

IF YOU HAVE MET THE ABOVE REQUIREMENTS, [CLICK HERE](#) TO APPLY ONLINE.

## Applicant Checklist:

**You cannot complete the entire application process online.** After applying online, please submit ALL necessary documentation together IN A SINGLE PACKET to the NJ DOE in order to complete your application. Please put your tracking number or Social Security number on all documents that you send to our office. For this particular certificate, you will need to send in the following:

- Oath of allegiance/verification of accuracy form. (Available here: <http://www.nj.gov/education/educators/license/forms/verify.pdf> )
- Verification of Program Completion. (Not necessary if student teaching is clearly noted on transcripts.) (Available here: <http://www.nj.gov/education/educators/license/forms/college1.pdf> )
- Official transcripts noting degree conferral and all other relevant transcripts. If possible, please have transcripts sent to you first and then forward them in the sealed envelope(s) together with any other documents.
- Out-of-State teaching certificate. (See above for details).
- Letter of teaching experience. (See above for details).
- Fee of \$95 paid online.