CAREER AND TECHNICAL EDUCATION TEACHING CERTIFICATE
Self-Evaluation Guide
GREENHOUSE MANAGEMENT #2506
Prepared by the New Jersey Department of Education
Office Career and Technical Education

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SECTION I: INTRODUCTION AND OVERVIEW OF THE APPLICATION PROCESS

Introduction

The "Career and Technical Education Teaching Certificate Self-Evaluation Guide" (Guide) by the New Jersey Department of Education (NJDOE), Office of Career and Technical Education, was developed to enable individuals to evaluate their education, training, and/or employment experience for a New Jersey Career and Technical Education Teaching Certificate using the Alternate Route Program. The Alternate Route Program is the process by which individuals who have not completed a traditional teaching preparation program may obtain a New Jersey Teaching Certificate based upon their education, training, and/or employment experience.

This Guide is meant to be used for self-evaluation purposes only. <u>It is not meant to determine actual eligibility to apply</u>. The final determination of an applicant's qualifications will be made by the NJDOE, Office of Licensure and Credentials.

Overview of the Application Process

Individuals will apply for an initial "Certificate of Eligibility" (CE), which is a credential issued by the NJDOE with lifetime validity to individuals who have successfully completed the <u>initial requirements</u> of a teaching certificate. In the case of career and technical education certificates, the CE is issued for a particular "endorsement," which is the subject area the holder of the teaching certificate with that endorsement is authorized to teach. The endorsement name and endorsement number for the career and technical education certificate described in this Guide is identified at the top of each page.

Individuals holding a CE are eligible to be hired to teach the subject area identified in their endorsement in grades 9-12 in any New Jersey comprehensive school districts, county vocational-technical school districts, special services school districts, charter schools, and NJDOE-approved private schools for the disabled. Once hired, the individual becomes a "provisional teacher." The hiring school will provide the provisional teacher with a school site mentor and will enroll the provisional teacher into a CTE Alternate Route Teacher Preparation Program (CTE Alternate Route Program). A PowerPoint about the CTE Alternate Route Program can be viewed here:
http://www.brookdalecc.edu/documents/continuinged/career-technical-education-powerpoint-2013.pdf

Upon successfully completing their provisional teaching and the CTE Alternate Route Program, the hiring school will recommend to the NJDOE that the provisional teacher be issued a "Standard Certificate," which is a permanent certificate issued by the NJDOE to a person who has met all teacher certification requirements. For more information about this process, view the NJDOE webinar on the Alternate Route licensing process at: http://www.state.nj.us/education/educators/license/webinar/

SECTION II: AUTHORIZATION TO TEACH

The holder of a career and technical education (CTE) teaching certificate with the **Greenhouse Management #2506 endorsement** is authorized to teach courses, programs, and programs of study in the following subject areas as identified on the National Center for Education Statistics' Classification of Instructions Programs (CIP) website. Click on the program name to view the program description.

- *Greenhouse Operation & Management, Program CIP CODE 01.0604*

Classification of Instructional Programs Website: http://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55

SECTION III: GENERAL REQUIREMENTS FOR ALL APPLICANTS

All applicants for career and technical education certificates using the Alternate Route Program must meet the following general requirements prior to submitting an application:

1. Complete the NJDOE course, Introduction to the "Teaching Profession -- a 24-hour Pre-service Program. Click on the following link for a list of colleges offering this course: http://www.nj.gov/education/educators/license/advisories/applicant.htm.

2. Pass an examination in physiology, hygiene and substance abuse. The examination is administered at the County Office of Education in each county. In lieu of this examination, the applicant may present basic military training or college level study in areas such as biology, health, or nutrition. To obtain details regarding this test, contact a County Office of Education near you at: http://www.state.nj.us/education/counties/.

3. Complete an Oath of Allegiance/Verification of Accuracy Form, which can be downloaded at: http://www.nj.gov/education/educators/license/forms/verify.pdf

4. Prior to September 2015, all applicants not holding a college degree must complete the Praxis™ Core Academic Skills for Educators (CORE) tests. Starting on September 1, 2015, and afterwards, all applicants must complete the Praxis™ Core Academic Skills for Educators (CORE) tests. For more information, visit http://www.ets.org/praxis/nj/requirements and click on Career and Technical Education. **NOTICE:** Applicants required to take the CORE tests have two options, as follows:

    a) Individuals may take the CORE exams prior to applying for CE and submit the CORE test scores as part of their initial application; or

    b) Individuals may delay taking the CORE tests until after a CE is issued. However, they must submit passing scores for the CORE tests by the end of their provisional teaching period before the NJDOE will issue a Standard Teaching Certificate.

SECTION IV: SPECIFIC REQUIREMENTS FOR THIS CERTIFICATE

This section provides detailed information about eligible degrees, training, and/or employment experience that may be used to apply for the endorsement identified at the top of this Guide. The Guide is to be used for self-evaluation purposes only, and is not meant to determine actual eligibility for a teaching credential.

Individuals whose credentials are not identified in this document may request the NJDOE, Office of Licensure and Credentials, to evaluate those credentials. There is a fee for this service. For more information on credential evaluations, see PART E, below.

The final determination of an applicant's qualifications will be made by the Office of Licensure and Credentials prior to issuance of any credentials. For complete application information, visit the Office of Licensure and Credentials website at: http://www.state.nj.us/education/educators/license/cte/

PART A: REQUIRED STATE-ISSUED OCCUPATIONAL LICENSE OR CREDENTIAL

Currently, no State-required occupational license is required.

PART B: REQUIREMENTS FOR USING A COLLEGE DEGREE

Individuals applying for this endorsement using a college degree must following the requirements for Option 1 or Option 2, below.

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Option 1: Requirements for using a Bachelor's degree or higher

1.1 **Degree Requirement:** Applicants must submit an official, sealed copy of their transcript(s) for a bachelor's degree or higher in an NJDOE-approved subject area for this endorsement. Listed below is the eligible subject area(s). If an applicant holds a degree in a subject area not identified in this list below, see PART E.

- *Horticulture*
- *Ornamental Horticulture*

1.2 **Degree GPA Requirements:**

a) Applicants must have a cumulative GPA of at least **2.75** when a GPA of 4.00 equals an A grade if the applicant graduated **on or after September 1, 2004**, in an eligible baccalaureate degree program or higher degree program; or
b) Applicants must have 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**, in an eligible baccalaureate degree program or higher degree program.

1.3 **Flexibility Rule:** Applicants graduating on or after **September 1, 2004,** with a bachelor's degree or higher, and a GPA that is below the required applicable GPA indentified in Number 1.2, above, but have a GPA of at least **2.50** when a GPA of 4.00 equals an A grade, may meet the requirements Number 1.1, above, by submitting evidence of a minimum of at least 4,000 hours of full-time employment or equivalent part-time eligible employment. The 4,000 hours of eligible employment or self-employment experience must be submitted in accordance with requirements described in PART C or PART D, respectively.

Option 2: Requirements for using an Associate's Degree

1.1 **Degree Requirement:** Applicants must submit an official, sealed copy of their transcript(s) for an associate's degree in an NJDOE-approved subject area for this endorsement. Listed below is the eligible subject area(s). If an applicant holds a degree in a subject area not identified in this list below, see PART E.

- *Horticulture*
- *Ornamental Horticulture*

1.2 **Degree GPA Requirements:**

a) Applicants must have a cumulative GPA of at least **2.75** when a GPA of 4.00 equals an A grade if the applicant graduated **on or after September 1, 2004**, in an eligible associate's degree program; or
b) Applicants must have 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**, in an eligible associate's degree program.

1.3 **Employment Experience:** Applicants must submit evidence of a minimum of 4,000 hours of eligible employment or self-employment experience in accordance with requirements described in PART C or PART D, respectively.

PART C: REQUIREMENTS FOR USING EMPLOYMENT EXPERIENCE ONLY

Individuals applying for this endorsement using eligible employment experience only must meet the requirements listed below:

1. Applicants must submit evidence of at least 8,000 hours of eligible full-time and/or part-time employment experience. The following job titles will be accepted as eligible employment experience as identified in the federal Occupational Information Network (O*NET) job descriptions: *Greenhouse Manager, Production Manager, Nursery Manager, Greenhouse Manager, Grower, Propagation Manager, Farm Manager, Garden Center Manager, Harvesting Manager, Horticulturist, and Perennial House Manager*

   - *11-9013.01 - Nursery and Greenhouse Managers*

2. The eligible employment experience must be within 10 years of the date of the CE application submitted to the NJDOE. Employment experience that is older than 10 years will not be accepted.

3. The eligible employment experience must be documented by the applicant's employer(s) using the NJDOE Statement of Employment Experience Form. If eligible employment experience was obtained from more than one employer during the period of time for which eligible hours will be calculated, a separate Statement of Employment Experience Form must be completed by each employer. Employment experience submitted in any other format will not be accepted. Applicants can download the Statement of Employment Experience Form from the NJDOE website at the following link: http://www.nj.gov/education/educators/license/forms/voc_employer_experience.pdf

4. Employers completing a Statement of Employment Experience Form should comment on the applicant's work performance and safety practices using general occupational competencies for eligible employment experience as detailed in the federal Occupational Information Network (O*NET) job descriptions. O*NET job descriptions may be obtained by clicking on the links provided in Number 1, above. Print the Tasks list and the Tools & Technology list from the selected O*NET job description and attach them to the Statement of Employment Experience Form prior to submitting to an employer for completion. O*NET Website: http://www.onetonline.org/

5. If an applicant has employment experience not identified above, see PART E.

PART D: REQUIREMENTS FOR USING SELF-EMPLOYMENT EXPERIENCE ONLY

Individuals applying for this endorsement using self-employment experience only must meet the requirements listed below:

1. Applicants must submit evidence of at least 8,000 hours of eligible self-employment. The self-employment experience must be within 10 years of the date of the application submitted to the NJDOE. Self-employment experience that is older than 10 years will not be accepted.

2. Evidence of eligible self-employment experience must be submitted as a notarized letter from the applicant's accountant or attorney verifying the dates of self-employment and verifying that the applicant has filed for state and/or federal taxes for the self-employment experience. The U.S. Census North American Industry Classification Systems (NAICS) code appropriate used to file federal taxes for eligible self-employment experience is:

   - *NAICS Code 11142 Nursery and Floriculture Production*

   NAICS Website: http://www.census.gov/eos/www/naics/index.html

3. If an applicant has self-employment experience not identified above, see PART E.

PART E: OTHER CREDENTIALS

Individuals who possess a degree, employment experiences or self-employment experience not listed on this worksheet may submit their degree and/or experience along with an application for a CE to the NJDOE, which will review the submission in order to determine eligibility. There is a fee associated with this service. However, the NJDOE does not guarantee that credentials submitted will be accepted as satisfying the requirements for this career and technical education certificate endorsement. For more information, visit the Office of Licensure and Credentials homepage at: http://www.nj.gov/education/educators/license/

MILITARY SERVICE/TROOPS TO TEACHERS

Individuals with military service may have obtained qualifying employment experience, education, and/or training during their military service via the New Jersey Troops to Teachers program. The Troops to Teachers program (TTT) assists eligible military personnel with the transition to a new career as public school teachers. The New Jersey TTT office will provide participants with counseling and assistance regarding certification requirements, routes to state teacher certification and employment leads. For information, contact the NJDOE Troops to Teachers office at 800-680-0884 or e-mail tttnj@doe.state.nj.us. Visit the New Jersey Troops to Teachers Website at: www.nj.gov/njded/tttnj

ARE YOU LOOKING FOR A TEACHING JOB IN NEW JERSEY?

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