

CAREER AND TECHNICAL EDUCATION CERTIFICATE

Licensure Requirement Details

CUSTODIAL TRAINING #2516

Prepared by the Office Career and Technical Education

INDEX

INTRODUCTION.....1

PART A: Career and Technical Education Certificate and Program.....1

PART B: Required State-Issued Occupational License or Credential.....1

PART C: Application for Certificate Using a Degree1

Option 1: Bachelor’s degree or higher.....2

Option 2: Associate’s degree.....2

PART D: Application for Certificate Using Employment Experience2

PART E: Application for Certificate Using Self-Employment Experience.....4

PART F: Other Credentials5

PART G: Military Service/Troops to Teachers.....6

PART H: Are You Looking For a Teaching Job in New Jersey?6

INTRODUCTION

The following information is provided by the Department of Education to serve as a self-evaluation guide for individuals interested in applying for a career and technical education teaching certificate in the State of New Jersey using the alternate route program. The guide provides information about eligible degrees, employment experience, and self-employment experience that can be used to apply for a certificate. It also contains information regarding required state-issued licenses or credentials, when applicable. Note that this guide is not meant to be used to determine actual eligibility to apply, and it does not contain all of the requirements for an actual certificate application. For complete application information, visit the Office of Licensure and Credentials website at <http://www.nj.gov/education/educators/license/>. **Individuals who do not hold the required credentials listed on this detail page should consult Part F: Other Credentials.**

PART A: CAREER AND TECHNICAL EDUCATION CERTIFICATE AND PROGRAM

The holder of a **Custodial Training Career and Technical Education Certificate #2516** issued by the New Jersey Department of Education is eligible to teach in the following secondary career and technical education program offered by public school districts in the State of New Jersey:

- *Housing & Human Environments, Other (Custodial, Housekeeping & Home Services), Program CIP # 19.0699*

PART B: REQUIRED STATE-ISSUED OCCUPATIONAL LICENSE OR CREDENTIAL

Currently, there are no State-issued occupational licenses required for this teaching certificate.

CAREER AND TECHNICAL EDUCATION CERTIFICATE

Licensure Requirement Details

CUSTODIAL TRAINING #2516

Prepared by the Office Career and Technical Education

PART C: APPLICATION FOR CERTIFICATE USING A DEGREE

Option 1: Bachelor's degree or higher

Currently, there are no four-year or higher degrees for this occupation in the State of New Jersey. Individuals must apply using the requirements of **PART D** or **PART E**, below.

Option 2: Associate's degree

Currently, there are no four-year or higher degrees for this occupation in the State of New Jersey. Individuals must apply using the requirements of **PART D** or **PART E**, below.

PART D: APPLICATION FOR CERTIFICATE USING EMPLOYMENT EXPERIENCE

Applicants using this option must meet all of the following requirements, and should review the requirements prior to submitting an application. The requirements include the following:

- Possession and documentation of eligible employment experience*
- Successful completion of an examination in physiology, hygiene and substance abuse
- Successful completion of a basic skills assessment (PRAXIS I® exams)
- Successful completion of a 24-hour introduction to teaching course

***NOTICE:** The New Jersey Department of Education uses the federal Occupational Information Network (O*NET) as its standard for determining eligible employment experience. O*NET lists the following additional applicable job titles for the **Custodial Training Career and Technical Education Certificate #2516**: *Janitors and Cleaners, Except Maids and Housekeeping Cleaners, General, Custodian, Janitor, Cleaner, Custodial Worker, Building Custodian, Heavy Duty Custodian, Environmental Specialist, Operational Service Worker, Floor Tech, and Plant Custodian.*

Requirements:

1. Applicants must submit evidence of at least four years (8,000 hours) of eligible employment in one or more of the job titles identified above.
 - a) The eligible employment experience must be within 10 years of the date of the application submitted to the New Jersey Department of Education. Employment experience that is older than 10 years will not be accepted.
 - b) The eligible employment experience must be documented by the applicant's employer(s) using the Department of Education's Statement of Employment Experience form. If the applicant's eligible employment experience was obtained from more than one employer during the period of time for which eligible hours will be calculated, then 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 may download the Statement of Employment Experience form from the Department of Education's website at the following link: http://www.nj.gov/education/educators/license/forms/voc_employer_experience.pdf

CAREER AND TECHNICAL EDUCATION CERTIFICATE

Licensure Requirement Details

CUSTODIAL TRAINING #2516

Prepared by the Office Career and Technical Education

- c) The employer(s) completing a Statement of Employment Experience form(s) will comment on the applicant's work performance and safety practices for the following general occupational competencies and tools as identified in the O*NET Job Description for this occupation, as follows:

TASKS:

- *Monitor building security and safety by performing such tasks as locking doors after operating hours and checking electrical appliance use to ensure that hazards are not created.*
- *Service, clean, and supply restrooms.*
- *Gather and empty trash.*
- *Clean building floors by sweeping, mopping, scrubbing, or vacuuming them.*
- *Follow procedures for the use of chemical cleaners and power equipment, in order to prevent damage to floors and fixtures.*
- *Mix water and detergents or acids in containers to prepare cleaning solutions, according to specifications.*
- *Strip, seal, finish, and polish floors.*
- *Notify managers concerning the need for major repairs or additions to building operating systems.*
- *Requisition supplies and equipment needed for cleaning and maintenance duties.*
- *Clean windows, glass partitions, and mirrors, using soapy water or other cleaners, sponges, and squeegees.*
- *Knowledge of occupational health/OSHA and workplace safety practices*

TOOLS & TECHNOLOGY:

- *Adjustable wrenches: Adjustable hand wrenches*
- *Dollies: Equipment dollies*
- *Floor polishers: Floor buffers; Floor waxers*
- *Hammers: Claw hammers*
- *Ladders: Extension ladders; Step ladders*
- *Snow blowers*
- *Vacuum cleaners: Industrial vacuums; Ride-on industrial vacuum cleaners*
- *Office suite software: Microsoft Office software*
- *Spreadsheet software: Microsoft Excel*
- *Word processing software: Microsoft Word*

Applicants will attach the above list of tasks and tools to the Statement of Employment Experience form(s) prior to submitting the form(s) to an employer(s) for completion. Based upon 37-2011.00 - Janitors and Cleaners, Except Maids and Housekeeping Cleaners. O*NET website: <http://online.onetcenter.org/link/summary/37-2011.00>

2. Applicants must pass an examination in physiology, hygiene and substance abuse issues pursuant to *N.J.A.C. 6A:9-5.9*, including the effects of narcotics and alcohol. The examination is administered at the county offices of education. In lieu of this examination, the applicant may present basic military training or college level study in

CAREER AND TECHNICAL EDUCATION CERTIFICATE

Licensure Requirement Details

CUSTODIAL TRAINING #2516

Prepared by the Office Career and Technical Education

areas such as biology, health or nutrition. To obtain details regarding this test, contact a county office of education: <http://www.state.nj.us/education/counties/>

3. Applicants must pass the PRAXIS I[®] basic skills tests*, including the following:
 - Praxis Pre-professional Skills Test Reading (#10710)
 - Praxis Pre-professional Skills Test Writing (#20720)
 - Praxis Pre-professional Skills Test Mathematics (#10730)

For more information regarding the PRAXIS I[®] basic skills tests, visit the “New Jersey: Praxis Test Requirements” page of the Employment Testing Service (ETS) website at the following link: <http://www.ets.org/praxis/nj>. Scroll to the bottom of the page to “Career and Technical Education.” The three required tests are in the column to the right. Test preparation information and materials are also available from ETS. On the webpage, go to the “In This Section” selection in the upper left-hand corner and click on “For Test Takers.” Select the PRAXIS I[®] Pre-Professional Skills Test (PPST) link, which goes to the PRAXIS I[®] Overview page. Click on the light blue “Prepare for the Test” tab. Select one of the three PRAXIS I[®] tests. Each link goes to a page that contains free test prep information as well as test guides that may be purchased.

***NOTICE:** Applicants who have completed a college degree (two-year, four-year or higher) in any subject area, regardless of GPA, are not required to take the PRAXIS I[®] tests.

4. Applicants must complete a 24-hour introduction to teaching course through an authorized provider, which serves as an introduction to the teaching profession for those individuals who are exploring career options. Topics include classroom management, lesson planning, introduction to New Jersey core curriculum content standards, and assessment of pupil progress. To obtain information regarding this requirement, read the section titled, “New Requirement for Certificate of Eligibility,” on the following website: <http://www.nj.gov/education/educators/license/advisories/applicant.htm>

PART E: APPLICATION FOR CERTIFICATE USING SELF-EMPLOYMENT EXPERIENCE

Applicants using this option must meet all of the following requirements, and should review the requirements prior to submitting an application. The requirements include the following:

- Possession and documentation of eligible self-employment experience*
- Successful completion of an examination in physiology, hygiene and substance abuse
- Successful completion of a basic skills assessment (PRAXIS I exams)
- Successful completion of a 24-hour introduction to teaching course

***NOTICE:** The New Jersey Department of Education uses the federal North American Industry Classification System (NAICS) as its standard for determining eligible self-employment experience. NAICS lists the following applicable code for the **Custodial Training Career and Technical Education Certificate #2516:**

CAREER AND TECHNICAL EDUCATION CERTIFICATE

Licensure Requirement Details

CUSTODIAL TRAINING #2516

Prepared by the Office Career and Technical Education

- **NAICS Code #561720 Janitorial Services:** *Building cleaning services, interior; Building cleaning services, janitorial; Cleaning offices; Cleaning shopping centers; Custodial services; Janitorial services.*

NAICS Website: <http://www.census.gov/epcd/naics02/def/NDEF561.HTM#N56172>

Requirements:

1. The candidate shall present a notarized letter from a tax preparer and/or an attorney verifying the following:
 - a) The applicant has at least four years (8,000 hours) of eligible self-employment in one or more of the NAICS codes identified above.
 - b) The eligible self-employment experience is within 10 years of the date of the application submitted to the New Jersey Department of Education. Self-employment experience that is older than 10 years will not be accepted.
2. Applicants must pass an examination in physiology, hygiene and substance abuse issues pursuant to *N.J.A.C. 6A:9-5.9*, including the effects of narcotics and alcohol. The examination is administered at the county offices of education. 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: <http://www.state.nj.us/education/counties/>
3. Applicants must pass the PRAXIS I[®] basic skills tests*, including the following:
 - a) Praxis Pre-professional Skills Test Reading (#10710)
 - b) Praxis Pre-professional Skills Test Writing (#20720)
 - c) Praxis Pre-professional Skills Test Mathematics (#10730)

For more information regarding the PRAXIS I[®] basic skills tests, visit the “New Jersey: Praxis Test Requirements” page of the Employment Testing Service (ETS) website at the following link: <http://www.ets.org/praxis/nj>. Scroll to the bottom of the page to “Career and Technical Education.” The three required tests are in the column to the right. Test preparation information and materials are also available from ETS. On the webpage, go to the “In This Section” selection in the upper left-hand corner, and click on “For Test Takers.” Select the PRAXIS I[®] Pre-Professional Skills Test (PPST) link, which brings you to the PRAXIS I[®] Overview page. Click on the light blue “Prepare for the Test” tab. Select one of the three PRAXIS I[®] tests. Each link goes to a page that contains free test prep information as well as test guides that may be purchased.

***NOTICE:** Applicants who have completed a college degree (two-year, four-year or higher) in any subject area, regardless of GPA, are not required to take the PRAXIS I[®] tests.

4. Applicants must complete a 24-hour introduction to teaching course through an authorized provider, which serves as an introduction to the teaching profession for those individuals who are exploring career options. Topics include classroom management, lesson planning, introduction to New Jersey core curriculum content standards, and assessment of pupil progress. To obtain information regarding this requirement, read the

CAREER AND TECHNICAL EDUCATION CERTIFICATE

Licensure Requirement Details

CUSTODIAL TRAINING #2516

Prepared by the Office Career and Technical Education

section titled, “New Requirement for Certificate of Eligibility,” on the following website:
<http://www.nj.gov/education/educators/license/advisories/applicant.htm>

PART F: OTHER CREDENTIALS

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

PART G: 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 New Jersey Department of Education Troops to Teachers office at 800-680-0884 or e-mail tttj@doe.state.nj.us
New Jersey Troops to Teachers Website: <http://www.nj.gov/njded/tttj>

PART H: ARE YOU LOOKING FOR A TEACHING JOB IN NEW JERSEY?

Visit NJHire today, the New Jersey Department of Education’s free education recruitment website. NJ HIRE Website: <http://www.njhire.com>