

**CAREER AND TECHNICAL EDUCATION CERTIFICATE**

Licensure Requirement Details

**VOCATIONAL ARTS / THEATRE #4108**

*Prepared by the Office Career and Technical Education*

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**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 an **Vocational Arts/Theatre Career and Technical Education Certificate #4108** 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:

- **Acting, CIP Code 50.0506:** *A program that prepares individuals to communicate dramatic information, ideas, moods, and feelings through the achievement of naturalistic and believable behavior in imaginary circumstances. Includes instruction in voice and acting speech, stage dialects, movement, improvisation, acting styles, theatre history, script interpretation, and actor coaching.*
- **Drama and Dramatics/Theatre Arts, Genera, CIP Code 50.0501:** *A program that focuses on the general study of dramatic works and their performance. Includes instruction in major works of dramatic literature, dramatic styles and types, and the principles of organizing and producing full live or filmed productions.*

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- ***Technical Theatre/Theatre Design and Technology, CIP Code 50.0502:*** *A program that prepares individuals to apply artistic, technical and dramatic principles and techniques to the communication of dramatic information, ideas, moods, and feelings through technical theatre methods. Includes instruction in set design, lighting design, sound effects, theatre acoustics, scene painting, property management, costume design, and technical direction and production and use of computer applications to support these functions.*

### **PART B: REQUIRED STATE-ISSUED OCCUPATIONAL LICENSE OR CREDENTIAL**

Currently, there are no state-mandated occupational licenses for this certificate.

### **PART C: APPLICATION FOR CERTIFICATE USING A DEGREE**

#### **Option 1: Bachelor's degree or higher**

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 of an eligible degree with an eligible grade point average (GPA)
- Successful completion of an examination in physiology, hygiene and substance abuse issues
- Successful completion of a 24-hour introduction to teaching course

#### **Requirements:**

1. Applicants must submit the following:
  - a) An official, sealed copy of their transcript(s) for a bachelor's degree or higher in a Department-approved subject area for the certificate. Applicants must have completed at least 30 credits in a coherent sequence of courses in the subject area from a regionally accredited college or university. Examples of eligible subject areas include the following:
    - *Music Theatre*
    - *Speech & Theatre Arts Teacher Certifications*
    - *Theatre Arts*
    - *Theatre Design & Technology*
    - *Theatre Performance*
    - *Theatre Studies*
  - b) The applicant's GPA must be 2.75 or higher. Applicants with a bachelor's degree or higher who graduate on or after September 1, 2004, with a GPA that is below 2.75 in a four-year degree program, but at least 2.50 when a GPA of 4.00 equals an A grade, are eligible to apply for the career and technical education certificate by submitting evidence of a minimum of two years (4,000 hours) of full-time employment or part-time employment as per the requirements of 1(a) – (c) in **PART D**, below.

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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 examination, contact a county office of education: <http://www.state.nj.us/education/counties/>
3. 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>

#### **Option 2: Associate’s degree**

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 of an eligible degree with an eligible grade point average (GPA)
- Possession and documentation of an eligible employment experience
- Successful completion of an examination in physiology, hygiene and substance abuse issues
- Successful completion of a 24-hour introduction to teaching course

#### **Requirements:**

1. Applicants must submit the following:
  - a) An official, sealed copy of their transcript(s) for an associate’s degree in a Department-approved subject area for the certificate. Applicants must have completed at least 30 credits in a coherent sequence of courses in the subject area from a regionally accredited college or university. Examples of eligible subject areas include the following:
    - *Music Theatre*
    - *Technical Theatre*
  - b) Applicants with a GPA that is below 2.75 cannot apply for a certificate using their degree. In such cases, applicants must apply in accordance with the requirements of **Part D** or **Part E**, below.
2. Applicants using an associate’s degree must also submit evidence of a minimum of two years (4,000 hours) of full-time employment or part-time employment in an eligible occupational area as identified in Part D, below. Documentation of the employment experience must follow the requirements of 1(a) – (c) in **Part D**.
3. 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

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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/>

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 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<sup>®</sup> 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 **Vocational Arts/Theatre Career and Technical Education Certificate #4108**: *Actor, Actress, Community Theater Actor, Theatre Ensemble Member, Understudy.*

#### **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](http://www.nj.gov/education/educators/license/forms/voc_employer_experience.pdf)
  - 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

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general occupational competencies and tools as identified in the O\*NET Job Description for this occupation, as follows:

### **TASKS**

- *Study and rehearse roles from scripts in order to interpret, learn and memorize lines, stunts, and cues as directed.*
- *Work closely with directors, other actors, and playwrights to find the interpretation most suited to the role.*
- *Learn about characters in scripts and their relationships to each other in order to develop role interpretations.*
- *Collaborate with other actors as part of an ensemble.*
- *Perform humorous and serious interpretations of emotions, actions, and situations, using body movements, facial expressions, and gestures.*
- *Attend auditions and casting calls in order to audition for roles.*
- *Portray and interpret roles, using speech, gestures, and body movements in order to entertain, inform, or instruct radio, film, television, or live audiences.*
- *Work with other crewmembers responsible for lighting, costumes, makeup, and props.*
- *Sing and/or dance during dramatic or comedic performances.*
- *Read from scripts or books to narrate action or to inform or entertain audiences, utilizing few or no stage props.*

Applicants will attach a list of tasks used in the workplace to the Statement of Employment Experience form(s) prior to submitting the form(s) to an employer(s) for completion. Based upon the O\*NET Information page 27-2011.00 - Actors: <http://www.onetonline.org/link/summary/27-2011.00>

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 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<sup>®</sup> 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<sup>®</sup> 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<sup>®</sup> Pre-Professional Skills Test (PPST) link, which goes to

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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 **Vocational Arts/Theatre Career and Technical Education Certificate #4108:**

- **NAICS Code 711110 Theater Companies and Dinner Theaters:** *This industry comprises (1) companies, groups, or theaters primarily engaged in producing the following live theatrical presentations: musicals; operas; plays; and comedy, improvisational, mime, and puppet shows and (2) establishments, commonly known as dinner theaters, engaged in producing live theatrical productions and in providing food and beverages for consumption on the premises. Theater groups or companies may or may not operate their own theater or other facility for staging their shows.*
- **NAICS Website:** <http://www.census.gov/cgi-bin/sssd/naics/naicsrch?chart=2007>

#### **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.

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- 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<sup>®</sup> 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<sup>®</sup> 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<sup>®</sup> Pre-Professional Skills Test (PPST) link, which brings you to the PRAXIS I<sup>®</sup> Overview page. Click on the light blue “Prepare for the Test” tab. Select one of the three PRAXIS I<sup>®</sup> 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<sup>®</sup> 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 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

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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 [tttnj@doe.state.nj.us](mailto:tttnj@doe.state.nj.us)  
New Jersey Troops to Teachers Website: <http://www.nj.gov/njded/ttnj>

#### **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>