

**CAREER AND TECHNICAL EDUCATION CERTIFICATE**

Licensure Requirement Details

**HEALTH OCCUPATIONS #4124**

*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 a **Health Occupations Career and Technical Education Certificate #4124** issued by the New Jersey Department of Education is eligible to teach in the following secondary career and technical education programs offered by public school districts in the State of New Jersey:

- ***Certified Homemaker-Home Health Aides, Program CIP Code #511614:*** A program that prepares individuals to perform routine nursing-related services to patients in hospitals or long-term care facilities, under the training and supervision of a registered nurse or licensed practical nurse.
- ***Health Aide, Program CIP Code #512601:*** A program that prepares individuals to provide routine care and assistance to patients under the direct supervision of other health care professionals, and/or to perform routine maintenance and general assistance in health care facilities and laboratories.

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- ***Health Services/Allied Health/Health Sciences, Program CIP Code #510000:*** A general, introductory, undifferentiated, or joint program in health services occupations that prepares individuals for either entry into specialized training programs or for a variety of concentrations in the allied health area. Includes instruction in the basic sciences, research and clinical procedures, and aspects of the subject matter related to various health occupations.
- ***Health Unit Coordinator/Ward Clerk, Program CIP Code #510703:*** A program that prepares individuals, under the supervision of nurses or ward supervisors, to perform routine administrative and reception duties in a patient care unit within a hospital or other health care facility. Includes instruction in receiving and directing visitors, transcribing medical and nursing orders, preparing requisition forms, scheduling patient appointments and procedures, monitoring patients and personnel, and interpersonal skills.
- ***Licensed Practical Nurse, Program CIP Code #511613:*** A program that prepares individuals to assist in providing general nursing care under the direction of a registered nurse, physician or dentist. Includes instruction in taking patient vital signs, applying sterile dressings, patient health education and assistance with examinations and treatment.
- ***Medical/Clinical Assistant, Program CIP Code #510801:*** A program that prepares individuals, under the supervision of physicians, to provide medical office administrative services and perform clinical duties including patient intake and care, routine diagnostic and recording procedures, pre-examination and examination assistance, and the administration of medications and first aid. Includes instruction in basic anatomy and physiology; medical terminology; medical law and ethics; patient psychology and communications; medical office procedures; and clinical diagnostic, examination, testing, and treatment procedures.

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

Applicants for this certificate must submit a copy of a current New Jersey Registered Professional Nurse License\* issued by the New Jersey State Board of Nursing as per Board of Nursing Laws and Regulation, N.J.S.A. 45:11-23 and N.J.A.C. 13:37. New Jersey State Board of Nursing website: <http://www.njconsumeraffairs.gov/nursing/>

**\*NOTICE:** Individuals holding a license issued by a state, county, municipality or government agency other than the New Jersey State Board of Nursing will not meet the requirements of this section. Applicants must obtain the above-referenced New Jersey license listed above prior to applying to the New Jersey Department of Education for a Health Occupations Career and Technical Education Certificate.

**\*NOTICE:** A practical nurse license (LPN) issued by the New Jersey State Board of Nursing will not be accepted as a substitute for the New Jersey Registered Professional Nurse License.

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### **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 and 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
- Possession of a current New Jersey Registered Professional Nurse License

#### **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. Approved subject areas include the following:
    - *Nursing*
  - (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 or part-time employment, following the requirements identified in PART D, below.
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>
4. Applicants must submit a copy of a current New Jersey Registered Professional Nurse License as identified in **PART B**, above.

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#### **Option 2: Associate's degree**

Currently, an associate's degree is not an available option for this teaching certificate. Individuals must apply using the requirements of **PART C, Option I**, above.

#### **PART D: APPLICATION FOR CERTIFICATE USING EMPLOYMENT EXPERIENCE**

**NOTICE:** This employment option is available only to applicants with an approved degree listed under **PART C, Option I**, above, but who do not meet the GPA requirement identified under **PART C, Option I**. Individuals with employment experience only are not eligible to apply for this teaching certificate.

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 24-hour introduction to teaching course
- Possession of an eligible degree
- Possession of a current New Jersey Registered Professional Nurse License

**\*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 **Health Occupations Career and Technical Education Certificate #4124**: *Registered Nurse, Staff Registered Nurse, Staff Nurse, Charge Nurse, Operating Room Registered Nurse, Oncology Registered Nurse, Relief Charge Nurse, Cardiac Care Unit Nurse, Certified Nurse Operating Room, and Coronary Care Unit Nurse.*

#### **Requirements:**

1. Applicants must submit evidence of at least two years (equivalent to 4,000 hours) of full-time or part-time employment in one or more of the job titles identified above, working under a Registered Nurse License for the state in which the employment took place.
  - 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)

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- 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, record and report symptoms and changes in patients' conditions.*
- *Maintain accurate, detailed reports and records.*
- *Record patients' medical information and vital signs.*
- *Order, interpret, and evaluate diagnostic tests to identify and assess patient's condition.*
- *Modify patient treatment plans as indicated by patients' responses and conditions.*
- *Direct and supervise less skilled nursing or health care personnel or supervise a particular unit.*
- *Consult and coordinate with health care team members to assess, plan, implement and evaluate patient care plans.*
- *Monitor all aspects of patient care, including diet and physical activity.*
- *Instruct individuals, families and other groups on topics such as health education, disease prevention and childbirth, and develop health improvement programs.*
- *Prepare patients for, and assist with, examinations and treatments.*
- *Knowledge of workplace safety/OSHA practices and procedures.*

#### **TOOLS & TECHNOLOGY**

- *Electronic blood pressure units: Electronic blood pressure monitors; Manual blood pressure monitors*
- *Floor grade forceps or hemostats: Curved hemostats; Hemostats; Straight hemostats*
- *Medical oxygen masks or parts: Non-rebreather masks; Partial masks; Ventimasks*
- *Peripheral intravenous catheters for general use: Peripheral angiocaths; Peripheral butterflys; Single, double, triple lumen catheters*
- *Suction kits: Nasal suctioning equipment; Oral suctioning equipment; Tracheal suction equipment*
- *Calendar and scheduling software: Per-Se Technologies ORSOS One-Call*
- *Medical software: Eclipsys Sunrise Clinical Manager; Electronic medical record EMR software; QuadraMed Affinity Healthcare Information System; Siemens SIENET Sky*
- *Office suite software: Microsoft Office*
- *Spreadsheet software: Microsoft Excel*
- *Time accounting software: Kronos Workforce Timekeeper*

Applicants will attach the above list of O\*NET tasks, tools and technology 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 29-1111.00 - Registered Nurses.

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O\*NET website: <http://online.onetcenter.org/link/summary/29-1111.00>

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 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/advisorics/applicant.htm>
4. Applicants must submit to the Department 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. Eligible subject areas include the following:
  - *Nursing*
5. Applicants must submit a copy of a current New Jersey Registered Professional Nurse License as described in **PART B**, above.

#### **PART E: APPLICATION FOR CERTIFICATE USING SELF-EMPLOYMENT EXPERIENCE**

Currently, self-employment experience is not an available option for this teaching certificate. Individuals must apply using the requirements of **PART C, Option I**, above.

#### **PART F: OTHER CREDENTIALS**

Currently, other credentials are not an available option for this teaching certificate. Individuals must apply using the requirements of **PART C, Option I**, above.

#### **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

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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 [ttnj@doe.state.nj.us](mailto:ttnj@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>

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