

CAREER AND TECHNICAL EDUCATION CERTIFICATE

Licensure Requirement Details

HOSPITALITY AND TOURISM MANAGEMENT #4133

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 **Hospitality and Tourism Management Career and Technical Education Certificate #4133** 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:

- *Hospitality Administration/Management, General, Program CIP Code #520901: A program that prepares individuals to serve as general managers and directors of hospitality operations on a system-wide basis, including both travel arrangements and promotion and the provision of traveler facilities. Includes instruction in principles of operations in the travel and tourism, hotel and lodging facilities, food services, and recreation facilities industries; hospitality marketing strategies; hospitality planning; management and coordination of franchise and unit operations; business management; accounting and financial management; hospitality transportation and logistics; and hospitality industry policies and regulations.*

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- ***Hospitality & Recreation Marketing Operations, Program CIP Code #521910:*** A program that prepares individuals to provide marketing services in the hospitality and leisure fields. Includes instruction in hospitality operations, customer sales and assistance operations and techniques, telephone operations, basic office management, retail sports, recreation equipment, food and beverage.
- ***Hotel/Motel Administration/Management, Program CIP Code #520904:*** A program that prepares individuals to manage operations and facilities that provide lodging services to the traveling public. Includes instruction in hospitality industry principles; supplies purchasing, storage and control; hotel facilities design and planning; hospitality industry law; personnel management and labor relations; financial management; marketing and sales promotion; convention and event management; front desk operations; and applications to specific types of hotels and motel operations.
- ***Meeting and Event Planning, Program CIP Code #520907:*** A program that prepares individuals to plan, budget, and implement conferences, meetings, and other special events in the public or private sectors. Includes instruction in principles of meeting and event planning; special event management; budgets and finance; site selection; contracts, vendors, and negotiations; marketing and promotions; food and beverage management; audio-visual basics and meeting technology; and hospitality law.
- ***Tourism and Travel Services Management/Event Planner Program CIP Code #520903:*** A program that prepares individuals to manage travel-related enterprises and related convention and/or tour services. Includes instruction in travel agency management, tour arranging and planning, convention and event planning, travel industry operations and procedures, tourism marketing and promotion strategies, travel counseling, travel industry law, international and domestic operations, and travel and tourism policy.

PART B: REQUIRED STATE-ISSUED LICENSE OR CREDENTIAL

Currently, there are no State-issued occupational licenses or credentials required 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 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

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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:
 - *Hospitality Management Studies*
 - *Hospitality and Tourism Studies*
 - *Hotel/Motel Management 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 in an eligible occupation as per the requirements of **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>

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

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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:
 - *Hospitality Management Studies*
 - *Hospitality and Tourism Studies*
 - *Hotel/Motel Management Studies*
 - 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 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

NOTICE: This employment option is only available to applicants with an approved degree listed under PART C, Option 1, above, but who do not meet the GPA requirement identified under **PART C, Option 1**, and to applicants with an approved degree listed under **PART C, Option 2**, who must include two years of 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*

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- 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 *Hospitality and Tourism Management Career and Technical Education Certificate #4133*: *Front Office Manager, Front Desk Manager, Director of Front Office, Hotel Manager, Bed and Breakfast Innkeeper or Restaurant Manager, Food Service Manager, Food Service Director, Food and Beverage Manager, Banquet Manager, Food Service Supervisor, Restaurant General Manager, Catering Manager, Director of Food and Beverage, Kitchen Manager*

Requirements:

1. Submit evidence of at least two years (4,000 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
 - c) The employer(s) completing a Statement of Employment Experience form(s) will comment on the applicant's work performance and safety practices in accordance with the work tasks, tools and technology identified on one of the following O*NET Job Descriptions:
 - *O*NET Information page 11-9081.00 - Lodging Managers.*
*O*NET website: <http://online.onetcenter.org/link/summary/11-9081.00>*
 - *O*NET Information Page 11-9051.00 - Food Service Managers.*
*O*NET website: <http://online.onetcenter.org/link/summary/11-9051.00>*

Applicants will print out and attach the above list of tasks, tools and technology found on one of the two O*NET Information Pages and attached it to the Statement of Employment Experience form(s) prior to submitting the form(s) to an employer(s) for completion.

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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 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, visit the following website:
<http://www.nj.gov/education/educators/license/advisories/applicant.htm>

PART E: APPLICATION FOR CERTIFICATE USING SELF-EMPLOYMENT EXPERIENCE

NOTICE: This employment option is only available to applicants with an approved degree listed under PART C, Option 1, above, but who do not meet the GPA requirement identified under **PART C, Option 1**, and to applicants with an approved degree listed under PART C, Option 2, who must include two years of 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:

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- 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 codes for the **Hospitality and Tourism Management Career and Technical Education Certificate #4133:**

- NAICS# 721110: *Hotels and Motels or NAICS# 721110: Hotel management services*
<http://www.census.gov/epcd/naics02/def/ND721110.HTM#N721110>
- NAICS# 561110: *Hotel management services (except complete operation of client's business). Website:* <http://www.census.gov/epcd/naics02/def/ND561110.HTM#N561110>
- NAICS# 561510 *Travel Agencies:*
Website: <http://www.census.gov/epcd/naics02/def/ND561510.HTM#N561510>

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 goes to the PRAXIS I[®] Overview page. Click on the light blue “Prepare for the Test” tab. Select

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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.

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, visit 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 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>