

Traditional Route
Alternate Route

Office of Certification and induction
PROVISIONAL TEACHER PROGRAM

New Jersey State Department of Education
PO Box 500
Trenton, New Jersey 08625-0500

SUMMATIVE EVALUATION: Suggested after 30 weeks of full-time teaching for Traditional Route candidates; after 34 weeks for Alternate Route candidates.

*Administrators completing formative and summative evaluations for P-3 candidates must incorporate into their evaluation the degree of mastery of topics delineated in N.J.A.C. 6A:9B-10.1 for the instruction of Preschool through Grade Three novice teachers.

Provisional Teacher _____ Subject/grade _____

Social Security Number _____ Principal/Administrative Designee _____

District or Nonpublic School Name _____ County _____

District Mailing Address _____ Phone Number _____

Definitions:

Approved: Novice teachers receiving the approved designation have shown evidence of competence in all of the New Jersey Professional Teaching Standards. The novice teacher will be recommended for a standard certificate.

Insufficient: Novice teachers receiving an insufficient designation have not shown clear evidence of competence in some of the New Jersey Professional Teaching Standards. A standard certificate will not be issued, but the candidate may be permitted to seek entry on one more occasion into a State-approved district training program.

Disapproved: Novice teachers receiving a disapproved designation have shown little evidence of competence in most of the New Jersey Professional Teaching Standards. A standard certificate will not be issued and the candidate will not be allowed to enter into another State-approved district training program.

In order for your recommendation to be promptly transmitted for issuance of the standard license the following documents/items must be completed and in the PTP Office:

1. Summative Evaluation with **appropriate original signatures on pg 4**. Photocopies are unacceptable.
2. An original notarized Oath of Allegiance attached to the Summative Evaluation
3. Candidate must have applied online.
4. Alternate Route candidate must have paid the \$100 administrative fee online.
5. Completion of formal instruction for Alternate Route candidates.

PLEASE USE BLUE INK

Copy to:

_____ NJ Department of Education _____ Provisional Teacher _____ School District

I. THE LEARNER AND LEARNING

The provisional teacher demonstrates the knowledge, skills and dispositions as defined in NJ Professional Standards for Teachers (1, 2, 3) to make effective decisions regarding:

- How to meet the needs of all students being taught.
- How to select effective teaching strategies that focus on individual learning needs.

Check One:

Approved _____ Insufficient _____ Disapproved _____

Principal's Comments:

II. CONTENT

The provisional teacher demonstrates the knowledge, skills, and dispositions as defined in NJ Professional Standards for Teachers (4, 5) to make effective decisions regarding:

- How to design lessons that are aligned with the Core Curriculum Content Standards (CCCS).
- How to establish learning outcomes that are aligned with CCCS.

Check One:

Approved _____ Insufficient _____ Disapproved _____

Principal's Comments:



III. INSTRUCTIONAL PRACTICE

The provisional teacher demonstrates the knowledge, skills, and dispositions as defined in NJ Professional Standards for Teachers (6, 8) to make effective decisions regarding:

- How to establish learning outcomes that are aligned with the CCCS.
- How to design lessons that are aligned with the CCCS.
- How to use teaching strategies that are research-based and best practice.

Check One:

Approved _____ Insufficient _____ Disapproved _____

Principal's Comments:

PLEASE USE BLUE INK

Copy to:

_____ NJ Department of Education _____ Provisional Teacher _____ School District

IV. PROFESSIONAL RESPONSIBILITY

The provisional teacher demonstrates the knowledge, skills and dispositions as defined in NJ Professional Standards for Teachers (9, 10, 11) to make effective decisions regarding:

- How to function as a professional member of the school and the community.

Check One:

Approved _____ Insufficient _____ Disapproved _____

Principal's Comments:

OVERALL EVALUATION: This rating will be transmitted as a licensure recommendation from the principal to State Board of Examiners.

Approved _____ Insufficient _____ Disapproved _____

***Attention: Candidate:** A candidate given an overall recommendation of "**Disapproved**" or a second "**Insufficient**" and who wishes to challenge the rating may file an appeal with the Secretary, State Board of Examiners, in accordance with N.J.A.C. 6A:9B-2.18. **Within 60 days of receipt of the summative evaluation and certification recommendation**, a candidate must submit to the Secretary, State Board of Examiners, and written documentation demonstrating the reasons why he/she believes standard certification should be awarded or a recommendation of "Insufficient" granted. Details about this process can be found in the above mentioned regulations. The State Board of Examiners will base its decision solely on the written submissions and shall issue a formal decision.

Principal's Comments:

Provisional Teacher's Comments: (optional)

PLEASE USE BLUE INK

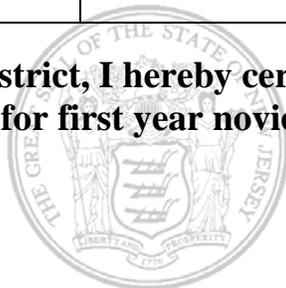
Copy to:

_____ NJ Department of Education _____ Provisional Teacher _____ School District

VERIFICATION OF PROGRAM COMPLETION (Select Appropriate Candidate)

TRADITIONAL ROUTE CANDIDATE	ALTERNATE ROUTE CANDIDATE
Completion of Formal Instruction Not Applicable	Completion of Formal Instruction Based on a review of the information provided by faculty at the assigned regional training center/consortium or college/university program of formal instruction to the district administrator or contact person, check the alternate route candidate's overall performance. For candidates who attended a college/university alternate route program, an original letter of program completion should be attached to the summative evaluation. In addition, an official transcript should be attached in the case of a credit bearing program. MUST Check One: Outstanding ____ Satisfactory ____ Unsatisfactory ____

As a representative of the school/district, I hereby certify that all requirements associated with the mentoring program for first year novice teachers have been fulfilled.



Signature of Building Principal/School Administrator

Date Evaluated

Signature of Provisional Teacher

Date Reviewed

PLEASE USE BLUE INK WHEN SIGNING ALL DOCUMENT'S

Copy to:

____ NJ Department of Education ____ Provisional Teacher ____ School District

OATH OF ALLEGIANCE / VERIFICATION OF ACCURACY

IMPORTANT: This form is to be completed by only those individuals who are U.S. citizens. See Section B below.

A. Basic Information *Please print your name as it appears on any documentation that you are required to submit*

Last Name First Name Middle Name or Initial

Street Address

City State Zip

Social Security Number Date of Birth: Month Day Year

Tracking Number

Email Address Phone Number Including Area Code

Are you applying for the New Charter School Certificates? Circle whichever applies YES NO

Are you a military veteran? Circle whichever applies YES NO

Endorsement Information. Please enter below the code and print the name of each endorsement for which you are applying.

Code Name of Endorsement

B. Oath of Allegiance *Choose one of the following.*

Option I

I, _____ do solemnly swear, (or affirm) that I will support the Constitution of the United States and the Constitution of the State of New Jersey, and that I will bear true faith and allegiance to the same and to the governments established in the United States and in this State, under the authority of the people, so help me God.

Option II

I, _____ do solemnly swear, (or affirm) that I will support the Constitution of the United States and the Constitution of the State of New Jersey, and that I will bear true faith and allegiance to the same and to the governments established in the United States and in this State, under the authority of the people.

C. Certification *Failure to complete these items will result in rejection of the candidate's application for certification.*

Circle whichever applies

1. Have you ever been convicted of, pled guilty, no contest or *nolo contendere* to, or had adjudication withheld to a crime or offense, including DUI, in New Jersey or any other state or jurisdiction? If yes, complete and submit a Criminal/Offense Information Form. Yes No

2. Have you ever had an education or other professional certificate, license or credential revoked, suspended, invalidated or denied for cause in New Jersey or any other state or jurisdiction? * Yes No

3. Have you ever surrendered or relinquished an education or other professional certificate, license or credential in New Jersey or any other state or jurisdiction? * Yes No

4. Are you the subject of any pending action or proceedings against your education or other professional

certificate(s), license(s) or credential(s) in New Jersey or any other state or jurisdiction? *	Yes	No
5. Have you ever resigned, retired or been dismissed or suspended from an education-related position in New Jersey or any other state or jurisdiction following allegations of misconduct? *	Yes	No
6. Are you the subject of any civil, criminal or administrative investigation in New Jersey or any other state or jurisdiction? *	Yes	No
* If any answer to Questions 2 through 6 is "yes," complete and submit an Additional Information For the Oath of Allegiance Form.		
D. Verification of Accuracy		
I certify that all statements and information provided herein are true and accurate.		
Applicant's Signature (in ink)	Date	
Sworn and subscribed to before me this _____ day of _____, 20_____		
Notary Seal	Notary Signature	
		
Once completed, mail the form to:	New Jersey State Department of Education Office of Certification and Induction P.O. Box 500 Trenton, New Jersey 08625-0500 Attention: Oath of Allegiance/Verification of Accuracy	

APPLYING FOR THE STANDARD CERTIFICATE

The Office of Certification and Induction now requires that provisional teachers seeking their standard license apply and pay online instead of submitting paper applications. Districts will still submit supporting documents, per below. Following are specific instructions:

1. Go to <http://www.state.nj.us/education/educators/license/> **Candidates who have not previously applied online will have to register in the TCIS system.**
2. To set up application click on “**APPLY ONLINE**”, when the new page opens, scroll down and click “**APPLY ONLINE**” once more. This will take you to the online system.
3. Read and follow all instructions on the online system page.
4. Once you are logged in, click “**APPLY ONLINE**” and follow the instructions for each of the 4 steps.
5. When you reach Step 2, answer ‘yes’ to all the screening questions. These questions concern:
 - Holding a bachelor’s or higher degree
 - Having a qualifying GPA
 - Completing a formal teacher preparation program including student teaching. (Note: If alternate route candidates answer ‘no’, they will be prevented from applying for the standard. At this point in their careers, however, their regional training center study and teaching experience allow them to answer ‘yes.’)
 - Completing appropriate study requirements such as a major, 30 credits, 60 liberal arts credits, etc.
6. Continue completing the application for your standard certification appropriately.
7. Once you reach the “**PAYMENT MODE**” section, choose “**CERTIFICATE PAYMENT NOT NEEDED**” and submit your application.
8. After you receive your online application confirmation, there are **ONLY** two groups of candidates that will owe a fee:
 - Candidates who received their CE/CEAS **prior** to February 1, 2004 must pay \$95 for their standard certificate;
 - **Alternate Route Candidates** applying for their initial standard certificate must pay a one-time administrative fee of \$100.
9. **ONLY** the applicants above, once their application has been submitted need to go to the left column and click on “**PAY BALANCE OWED OPTION**”, follow all instructions to pay whichever amount you owe. **(Please note: If you do not fall in either category listed in #8 then this last step does not apply to you)**
10. Endorsements for some career and technical education, family and consumer science, and driver’s education certificates are not available through an online application. For these transactions, you will have to use a paper application and pay by check for now. Paper applications are available through your county office.

11. PLEASE DO NOT PRINT OUT APPLICATION CHECKLIST THAT WILL POP UP AFTER YOU APPLY. THESE DOCUMENTS ARE WITH YOUR FILE IN N.J.D.O.E. WE DO NOT NEED THEM AGAIN.

12. IF ANYTHING ELSE IS REQUIRED YOU WILL BE CONTACTED BY AN EXAMINER IN THE CERTIFICATION OFFICE