

TCIS ONLINE APPLICATION GUIDE

Carefully review this guide before applying online in order to avoid delays during the application process.

APPLYING ONLINE:

1. Before applying online, please click here to research specific requirements on the certificate that you would like to apply for: <http://www.nj.gov/cgi-bin/education/license/endorsement.pl?string=999&maxhits=1000&field=2>
2. You may start the application process online on Teacher Certification Information Systems (TCIS). Please click here: <http://www.nj.gov/education/educators/license/tcis/> (Those that have NOT yet created a User ID must do so first before applying)
3. **You cannot complete the application process online. After applying online, please submit ALL necessary documentation together IN A SINGLE PACKET to the NJ DOE in order to complete your application. Our mailing address is:**

**NJ Department of Education
Office of Licensure & Credentials
P.O. Box 500
Trenton, NJ 08625-0500**

If possible, please have transcripts sent to you first and then forward them in the sealed envelope(s) together with any other documents. Please click here for more details on what you need to submit: <http://www.nj.gov/cgi-bin/education/license/endorsement.pl?string=999&maxhits=1000&field=2>

4. Please make copies of all application materials whenever possible. Official transcripts, however, cannot be opened and must remain in a sealed envelope. It may be beneficial to order several copies of your official transcripts in case your transcripts cannot be located.
5. Please put the tracking number OR your Social Security number on all documents that are sent to this office.

AFTER SENDING IN ALL MATERIALS:

1. After you apply online, you may check your application status online at any time: https://www6.state.nj.us/DOE_TCIS_ASC/pages/appStatusSearch.jsp
2. The status of your application will be “Incomplete” until we receive all application materials outlined above for the particular certificate you are applying for. Please allow up to 15 days (longer in the summertime) from the time that you send your application materials in for the status to change to “In Process”.

3. Once your application is “In Process”, please allow for an **8 to 12 week response time** depending on the type of certificate you apply for and the time of year that you apply. **Summer is the busiest time of year with correspondingly longer waiting periods.**
4. If you are eligible for the certificate, you will receive the physical certificate in the mail. After the certificate is issued, please allow 7-10 business days to receive your certificate.
5. If you are not eligible, an official evaluation will be sent to you via email. You must keep your email address up to date on TCIS. In order to update your email address on TCIS, please RE-REGISTER on TCIS. This applies to applicants who have already created a user id. Please note that the email will be sent from evaluation@doe.state.nj.us upon completion of the review of your application. To ensure delivery to your inbox, please add evaluation@doe.state.nj.us to your address book or approved senders.