

APPLICANT CHECKLIST

YOUR APPLICATION WILL NOT BE DATED AS COMPLETE AND SENT TO AN EXAMINER FOR REVIEW UNTIL ALL REQUIRED DOCUMENTATION IS RECEIVED.

This checklist has been designed as an aid to facilitate applying for state certification. Depending on whether you apply for a new certificate or a name change to an existing certificate, you will be required to complete the processes indicated and/or provide the required attachments to your application.

For New Certificate:

___ Submit payment online by credit card only. (https://www20.state.nj.us/DOE_TCIS_ONLINEED//login.jsp)

___ Verification of Program Completion, if applicable ([Click here to download](#)). Also, see [Guidelines for Verification of Program Completion form](#)

___ Copy of out-of-state certificates (if any).

___ Original Record of Professional Experience form signed by the appropriate school district official, documenting your years of full-time or administrative experience, if applicable. The letter should include your full or part-time status, specific assignment and dates of employment. [See Guidelines for Letters of Employment Experience.](#) (<http://www.nj.gov/education/educators/license/forms/ROPE.pdf>)

___ Official college transcript(s) sent with degree conferral and grade point average (GPA) listed on the transcript.

___ If your academic studies were completed in another country, submit a credentials evaluation from an approved evaluation service in the United States that includes degree equivalency, semester-hour equivalent of each area of college-level study, and the cumulative baccalaureate and advanced degree GPA's.

___ Signed and notarized Oath of Allegiance/Verification of Accuracy Statement for United States citizens. (<http://www.nj.gov/education/educators/license/forms/verify.pdf>)

___ For non-citizens, signed and notarized [Non-citizen Oath of Allegiance/Verification of Accuracy Statement](#) and [Affidavit of Intent to Become a Citizen](#).

___ Take any applicable Praxis II: Subject Assessment/Specialty Area test(s). Test registration procedures registration form and other information are available through the Praxis Web Site at www.ets.org/praxis or the School Leadership Series Web Site at www.ets.org/sls . Online registration is also available. More information can also be found here: <http://www.nj.gov/education/educators/license/praxis/>

___ **Physiology and Hygiene:** Applicants applying for instructional certification must pass an examination in physiology and hygiene, 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.

___ 24 hour requirements (CE certificates only). (<http://www.nj.gov/education/educators/license/advisories/applicant.htm>)

APPLICANT CHECKLIST (cont.)

Please be advised that there is a test requirement for most instructional endorsements, for the Speech-language Specialist endorsement and for the Principal and School Administrator endorsements. No certificates can be issued without a passing score on the required test. Candidates must meet the score in effect at the time of application and determination of certificate eligibility. Scores are subject to change without notice. It is the candidate's responsibility to review the [testing requirements](#) information available on the NJDOE website.

For a name change on the certificate:

___ Apply and submit payment online by credit card only.
(https://www20.state.nj.us/DOE_TCIS_ONLINEED//login.jsp)

___ Complete and mail the Name Change Request Form ([Click here to download](#))