



# OVERVIEW

*Getting started in*

**New Pathways to Teaching in New Jersey  
An alternate route to teacher certification program**



**CONTINUING EDUCATION**  
One College Hill Road  
Newton, New Jersey 07860  
Phone: 973-300-2140 Fax: 973-300-2278  
Website: [sussex.edu/ce](http://sussex.edu/ce)

## **New Pathways To Teaching In New Jersey** **An alternate route to teacher certification program**

*Please read the overview completely before contacting the office for more information. See the glossary, page 11, if you are unfamiliar with the terminology. You may obtain program information in any of the following ways:*

**Email:** cleusink@sussex.edu

Colleen Leusink

**Online:** [www.sussex.edu/ce/pathways/](http://www.sussex.edu/ce/pathways/)

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### **I. General Information**

**New Pathways to Teaching in New Jersey (NPTNJ)** provides an opportunity for people to become teachers who have a BS, BA, or higher degree and who did not complete a traditional teacher preparation program. The program is a collaboration between participating New Jersey Community Colleges and New Jersey City University (NJCU). This unique partnership provides students the opportunity to earn up to 15 graduate credits toward numerous NJCU graduate degrees in education.

#### **Basic Eligibility Requirements**

- Bachelor or higher degree
- 2.75 minimum GPA in Bachelor or higher degree
- Passing Praxis II score
- Certificate of Eligibility (CE)

**\*\*New Requirement\*\*** Anyone applying for a Certificate of Eligibility (CE) after October 30, 2009 is required to complete a Department of Education (DOE) approved Introduction to Teaching 24-hour Pre-service Program. **The Introduction to Teaching 24-Hour Pre-Service Program is DOE approved.** Completion of the course however is only one of the CE requirements and does not guarantee the applicant qualifies for a CE. Those whose complete CE application documentation packet was received by the DOE by October 30, 2009 will not be required to take the course. The Praxis score, sent directly from the Educational Testing Service (ETS) to the DOE, may be received after October 30, 2009 provided the test was taken prior to October 30.

Please refer to [www.sussex.edu/ce/pathways/](http://www.sussex.edu/ce/pathways/) for the Introduction to Teaching 24-Hour Pre-Service Program schedule.

### **NPTNJ Offered In Two Stages**

**Stage I** is a 60-hour course introducing the participant to the world of teaching in the K-12 classroom. Fifteen of the 60 hours are spent observing in a K-12 classroom. A teaching job is not required for Stage I enrollment and registrants may continue current employment but must arrange time off to fulfill the 15 hours of observation.

Sussex County Community College offers Stage I in January, April, and July. All participating community colleges offer the same program for the same fee with the same admission requirements. The dates and times when colleges offer Stage I varies.

Students must complete Stage I with a grade of B to be eligible for Stage II.

**Stage II** registrants must have a K-12 provisional teaching job in a public or private school in the subject in which they hold a CE. Stage II is offered September-June at all participating community colleges. Stage II combines classroom teaching and all the attendant obligations of teaching with attending NPTNJ classes and completing academic assignments. Classes usually meet one night a week throughout the provisional teaching year.

**Completion of Stage I and II fulfills the 200 hour DOE academic requirement for standard (permanent) certification for alternate route teachers with the following exception.**

### **Additional Requirement for Alternate Route Teachers Holding an Elementary and Middle School CE**

Starting October 31, 2009 all alternate route candidates applying for an elementary education and middle school CE will be required to complete a 45-hour methods course in the teaching of literacy and a 45-hour methods course in the teaching of math during their provisional year. Candidates who hold a CE or whose complete CE application documentation packet has been received by the DOE by October 30, 2009 are not required to take the two courses. Praxis scores, sent directly from ETS to the DOE, may be received by the DOE after October 30, 2009 providing the test was taken prior to October 30. Those applying for a subject area CE are exempt from this requirement.

### **Change of Venue**

Applicants may complete Stage I at one community college and enroll in Stage II at another participating community college.

### **Completion Time Sequence**

Students may complete Stage I in one year and come back to complete Stage II another year. There is no time limit between completing Stage I and returning to complete Stage II

### **Choose From Two Options**

- **Graduate credit option:** New Jersey City University (NJCU) offers 15 graduate credits applicable toward numerous NJCU education masters degrees. Stage I earns 4 credits and Stage II earns 11 credits. Graduate credit enrollees will receive a packet of information from NJCU regarding the continuation of graduate studies and the choice of majors.
- **Noncredit option:** Offers a certificate.  
*The course requirements and workload are identical for both options. Both equally fulfill the Department of Education (DOE) requirements for certification. Most students feel that since both options require identical work it is advantageous to select the graduate credit option. Not only have you earned up to 15 credits toward a masters degree, your school district may start you on a higher pay scale.*

### **Changing Options**

- Registrants must stay with the Stage I option they have chosen through completion of Stage I. They may, however, change options between Stage I and II. If changing from noncredit to credit for Stage II students will not receive retroactive graduate credit for Stage I. In this case the student would complete the program earning 11 graduate credits.

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## **II. Getting Started As An Alternate Route Teacher Candidate**

There are numerous steps to qualify to become a teacher candidate through the alternate route and to complete the requirements for standard certification. Alternate route candidates come from a wide variety of backgrounds and careers. If you like working with young children or teens and decide to pursue this challenging career change, you will enjoy the camaraderie and support of a fascinating group of people as you go through the program.

**\*Note – Steps 1, 2, and 3 may be done in any order.**

1. Take an Introduction to Teaching 24-Hour Pre-Service Program approved by the DOE. (*See Basic Eligibility Requirements, page 2, for information on the DOE approved NPTNJ 24-hour program*). Anyone who does not have a Certificate of Eligibility (CE) or whose complete CE application documentation packet was not received by the Department of Education (DOE) by October 30, 2009 is required to take this course as one of the requirements for a CE. Praxis

scores, sent directly from ETS to the DOE, may be received by the DOE after October 30, 2009 providing the test was taken prior to October 30. Those who have a CE or whose packet was received by the DOE by the deadline are not required to take this course.

**This is one of multiple requirements for the CE and completion does not guarantee you qualify for a CE.**

## **2. Pass the Praxis II Exam in Your Subject Area.**

A passing grade on the Praxis II test in the subject area/s you plan to teach is required to show subject matter competency. Some subject areas require more than one test; a few subjects require no test.

The tests are given September, November, January, March, April, and June at various locations throughout the state. Go to the ETS website, <http://www.ets.org> or call 609- 771-7395 for testing and registration information.

After taking the test, ETS will forward your Praxis score to you and to the DOE. Be sure to use the code for the DOE Office of Licensing and Academic Credentials, code R7666, on the Praxis registration. **You must include your Social Security number on the application.** This is the only way to insure your Praxis II score goes directly to your file at the DOE.

Passing the Praxis II is required to obtain a Certificate of Eligibility (CE). A Praxis score does not expire but ETS does not keep records more than five years.

## **3. Request Official Transcripts**

Request official transcripts from *each* college you have attended and have the transcripts mailed to the NPTNJ office at the address on the page 8. NPTNJ does not accept electronic transcripts. Copies are not acceptable.

### **\*\*Important\*\***

You will need a total of four (4) official transcripts from *each* college attended during the total application process (three if you have a CE). Three official transcripts from *each* college attended are required for the NPTNJ application process and one official transcript from *each* college attended is required for the CE application. If you receive the transcripts, **do not open.** Mail to: SCCC/Continuing Education, One College Hill Road, Newton, NJ 07860. A transcript is not official if it has been opened. All transcripts will be held in your file until needed.

## **4. Apply for the CE**

You must apply and pay for your CE online at:

[www.state.nj.us/education/educators/license/tcis/](http://www.state.nj.us/education/educators/license/tcis/)

The following documents must then be sent to the NPTNJ office who will submit the documents to the DOE. Make a copy of all documents for your personal record.

- Copy of the *Introduction to Teaching 24-Hour Pre-Service Program* completion certificate if required (see #1)
- Copy of Praxis II score from ETS (see #2)

- Official transcripts (see #3)
- Notarized Oath of Allegiance (downloaded from the DOE website)
- Completed NPTNJ checklist (available at [www.sussex.edu/ce/pathways/](http://www.sussex.edu/ce/pathways/))

NPTNJ expedites the application documentation packets in November, February, April and July. You must have your packet submitted to the NPTNJ office by the 15<sup>th</sup> of the expedite month. You may also send your documentation packet directly to the DOE. In most cases, however, going through the college results in a faster review of your application.

**NOTE:** It is important to fulfill the above requirements and apply for your CE as soon as possible.

### 5. Take Physiology and Hygiene Test

If your transcript does not indicate study in any of the following areas you must go to the County Superintendent of Schools office and take the Physiology and Hygiene Test. The areas of college study that exempt you are: human biology, personal health problems, community health, school health, family health, health counseling, nutrition, or health administration. If you are not certain you have fulfilled this requirement in your college studies, we suggest you take the test so your CE is not held up.

Take the test after you have applied for your CE and have been assigned a tracking number by the DOE. You will get your tracking number at the following web address:

[https://www6.State.nj.us/DOE\\_TCIS\\_ASC/pages/appStatusSearch.jsp](https://www6.State.nj.us/DOE_TCIS_ASC/pages/appStatusSearch.jsp)

Take this number with you when you take the Physiology and Hygiene test. This number should be used in all correspondence with the DOE.

There is no charge and no appointment is needed. Be sure to write at the top of the test, **AR - NPTNJ**. The test results are faxed to the DOE. Sussex County Community College does not need the results of the test. The Sussex County Superintendent of Schools office can be reached at 973-579-3996

### 6. Apply to the NPTNJ Program.

Make a copy of all documents for your personal record.

A copy of the application is available at [sussex.edu/ce/pathways](http://sussex.edu/ce/pathways). Your NPTNJ Application Packet will be complete when the community college has on file:

- four official transcripts from each college attended (see #3)
- completed NPTNJ Application
- copy of CE

### 7. Stage I

If you meet the eligibility requirements you will be admitted to Stage I when all items that comprise the application packet have been received by the college NPTNJ office (see #6). Registration and payment procedures, current fees, program dates/times and other relevant

information will be given when you request the NPTNJ Application or during an information session.

If Stage I at your community college of choice is full or for any reason cannot accept you we suggest you apply to another community college. All participating community colleges offer the same program for the same fee and have the same admission requirements. Students may transfer to another participating community college between Stage I and II.

To successfully complete Stage I students must fulfill all program requirements and earn a minimum grade of B. Students who took Stage I for credit will receive 4 NJCU graduate credits. Both credit and noncredit students will receive a Stage I Completion Certificate.

Students may complete Stage I in one year and come back to complete Stage II another year. There is no time limit between completing Stage I and returning to complete Stage II.

## 8. Stage II

Enrollment in Stage II requires:

- Successful completion of Stage I (see #7)
- Provisional teaching job in a public or private K-12 school. This means you are hired as the “teacher of record” **in a subject in which you have a CE**. Part-time jobs (minimum 17 ½ hours/week) are acceptable though the teacher candidate will need to teach more than one year (the equivalent of one full year of teaching) to receive standard certification. Teacher aide, teacher assistant or substitute positions are **not** acceptable.
- A long-term substitute job is acceptable if **1) You have a CE in the subject area 2) The assignment is, at a minimum, September through January and 3) The district will enroll you in the Provisional Teacher Program**. All three criteria must be met.
- Enrollment in the Provisional Teacher Program (PTP): All new teachers must be enrolled by their school district in the Provisional Teacher Program (PTP) with the DOE.

To successfully complete Stage II students must fulfill all program requirements and earn a minimum grade of B. Credit students will receive 11 NJCU graduate credits. Both credit and noncredit students will receive a Stage II Completion Certificate.

## 9. Literacy and Math Methods Courses

Starting October 31, 2009 all alternate route candidates applying for an elementary education and middle school CE will be required to complete a 45-hour methods course in the teaching of literacy and a 45-hour methods course in the teaching of math during their provisional year. Candidates who hold a CE or whose complete CE application documentation packet has been received by the DOE by October 30, 2009 are not required to take the two courses. Praxis scores, sent directly from ETS to the DOE, may be received by the DOE after October 30, 2009 provided the test has been taken prior to October 30. Teachers holding a subject area CE, no matter what grade they are teaching, are exempt from this requirement.

**When all provisional year requirements have been met, the teacher candidate will receive standard certification from the NJDOE.**

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**Send all documents to:**

**Sussex County Community College  
Continuing Education – Room E-102  
One College Hill Road  
Newton, NJ 07860**

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### **III. Subject/Grade Level Academic Requirements**

#### **How do I know if I have the qualifications to teach Elementary, Middle or High School?**

The following are the academic requirements your college transcript/s must reflect. To show subject competency you must also pass the Praxis II in your subject area. A few subjects require no Praxis.

If you are uncertain if you have the credits to teach a subject, the DOE will review your transcripts. You must indicate on the application the endorsement (subject area) you want evaluated as that is the only area that will be evaluated. The fee of \$70 will be applied toward your CE application. The community college NPTNJ office does not review transcripts.

- **Elementary Education (grades K-5):**

To qualify for a CE in elementary education you must have 60 credits in liberal arts.

- **Middle School (grades 5-8):** There are multiple requirements to qualify.

To teach middle school you must have two CEs, one in elementary education (60 liberal arts credits) **and** one in Elementary Education with Specialization in math, science, social studies, English/language arts or a world language (Spanish, French, etc.).

Your transcript must show 15 credits in the subject you plan to teach. No credits above the 200 level are required. The credits must appear on a 4-year college transcript.

There is a middle school Praxis II exam for all middle school specialization areas, with the exception of world languages. For any of the world languages you must take the **subject area** Praxis II test, and follow the additional world language regulations (not included here).

If you hope to teach a subject in middle school that is not one of the middle school specialization areas mentioned above (such as home economics or art) you will need a subject area CE, explained below. *If you have a subject area CE you may teach this subject K-12 and do not need an elementary or middle school CE.*

- **To Qualify to Teach High School (grades 9-12):**

A **subject area** CE is required. To qualify for a CE in a subject area such as math, social studies, English, physical sciences, psychology, etc., **30 credits in the subject field** are required. *Though a subject area CE is often referred to as a high school or secondary CE, a subject area CE qualifies you to teach that subject K-12.*

The credits must be in a **coherent sequence**, 100-400 level, with a minimum of 12 credits at the 300-400 (junior/senior) level.

**A subject area CE is the most versatile CE and gives you the option of teaching that subject K-12. A subject area CE does not require an elementary CE or middle school CE or the 45-hour math and 45-hour literacy courses even if hired for an elementary or middle school position.**

### **Summary of Requirements to Teach at Different Levels, K-12**

- To teach K-5 an Elementary Education CE is required. (see subject area CE exception)
- To teach middle school a CE in Elementary Education **and** a CE in Elementary Education with Specialization is required. (see subject area CE exception)
- A subject area CE qualifies you to teach the subject K-12. Thirty credits in that subject are required. A subject area CE is the most versatile and gives you the most employment options. You may teach only that subject and may not teach an elementary or middle school contained classroom (all subjects taught by one teacher) with a subject area CE.

### **\*\*\*\*Special Notice\*\*\*\***

**The NPTNJ office does not review transcript/s, advise on what you are qualified to teach, determine what credits might be missing, or if your course work has fulfilled the physiology and hygiene requirement. This is the sole jurisdiction of the DOE Office of Licensing and Academic Credentials. Remember, only the endorsements (subject area/s) you list in on the CE application will be considered for transcript review and approval.**

**You will receive your CE from the DOE when their review is complete and if you meet the qualifications. The process is sometimes a lengthy one and we suggest you start the application process as soon as possible.**

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## IV. Getting A Job

You are eligible to be hired as a provisional teacher after you receive your CE. The CE is an official DOE document that shows you are qualified to teach that subject in NJ.

It is easiest to get a job in math, science and languages. The most difficult job to get is an elementary education position in a suburban school. Urban schools, private and charter schools often have jobs in all areas, at all levels. You are responsible for finding your own job. We highly encourage you to explore teaching positions outside your “comfort zone”, to increase your options for employment.

If you are hired by a school district and have not completed a traditional teacher preparation program you *must* be in an alternate route program. NPTNJ is one of several such programs. Each year a high percentage of new teachers throughout the state are alternate route teachers. The NPTNJ program has gained a reputation for high academic standards and for graduating well prepared teachers and is favored by many school districts in the hiring of alternate route teachers.

The county superintendent’s office is one source of county job openings as are the websites of school districts. Following is one helpful website.

- Hiring and job outlook in NJ, <http://www.njhire.com>

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## V. Resources

- Praxis II exam information: Educational Testing Services (ETS)  
<http://www.ets.org/praxis> or 609-771-7395
- New Jersey Department of Education Office of Licensing and Academic Credentials  
609-292-2070
- Foreign Credentials Review: World Education Services: phone – 212-966-6311; fax – 212-739-6139; website <http://www.wes.org>

### Financial Aid

The following list represents a small number of lending institutions that may offer alternative loans. There are many other lending institutions that may offer similar or better loan programs. Our college does not endorse any lending institution. **The list is provided for quick reference only and students are encouraged to shop and secure the best terms from any lending institution on their own.**

Chase	866-661-3877
Citibank	800-967-2400
Nelnet	800-922-6352
Sallie Mae	888-272-5543
Wells Fargo	800-658-3567
Wachovia	877-689-0763

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## Glossary of Terms

**DOE:** New Jersey Department of Education

**Certificate of Eligibility (CE):** Shows the person has the qualifications to teach in New Jersey and may seek employment in the subject area/s indicated. This is NOT a teaching license.

**Certificate of Advanced Standing (CEAS):** Same as a CE but is only issued to people who have graduated from a traditional teacher preparation program.

**Provisional License:** One-year license that allows first year teachers to begin working in the classroom and legalizes employment. Upon employment, the school enrolls the new teacher in the Provisional Teacher Program. Under certain circumstances the provisional license can be extended beyond one year.

**Provisional Teacher Program (PTP):** The combination of training, support and evaluation required by the state of New Jersey for first year teachers.

**Standard License:** The permanent credential that allows the holder to serve without condition in all New Jersey schools. The standard license is issued after meeting all requirements of the provisional license.

**NPTNJ Liaison:** The person at each community college responsible for administering the NPTNJ program.