



# ENGLEWOOD PUBLIC SCHOOL DISTRICT

Human Resources Department

DWIGHT MORROW HIGH SCHOOL, 274 KNICKERBOCKER ROAD, ENGLEWOOD, NJ 07631

**To:** 2020-21 Provisional Teachers  
**From:** Denise V. Tighe, Director of Human Resources  
**Date:** Fall 2020  
**Re:** Provisional Teachers' Program

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## Provisional Teacher Process for CE Holders

### 7 Steps to Obtain a Standard Certificate

The Provisional Teacher Process (“PTP”) for Certificate of Eligibility (“CE”) holders is a *non-traditional teacher preparation program* designed for those individuals who HAVE NOT completed a formal Educator Preparation Program (“EPP”) at an accredited college or university, but, wish to obtain the necessary training to become a New Jersey certified teacher.

***Completing the Provisional Teacher Process through a CE Educator Preparation Program requires that the following series of steps be taken by a prospective applicant in the order listed:***

#### **Step 1: Apply for a Certificate of Eligibility (CE) through the Certification and Induction Office**

All instructional certificates available for which a CE may be issued are listed at this link: <http://www.nj.gov/education/educators/license/certandend.htm>

Remember, it is *your responsibility* to make sure all necessary documents are received by the OCI so that your file can be reviewed by an examiner. The waiting time for your application review does not begin until all documentation is received. You must submit a completed and notarized Oath of Allegiance (Non-citizen Oath and Non-citizen Affidavit if you are not a U.S. citizen) and the proper fee. Only *official* transcripts and *official* copies of test scores, where applicable, are acceptable. **Applicants must Apply Online.**

#### **Step 2: Obtain a Certificate of Eligibility**

A CE is issued once a candidate meets all the requirements for the particular title. The CE authorizes an individual to seek and accept employment in a New Jersey public school requiring certification.

### **Step 3: Accept Employment and Begin the Provisional Teacher Process**

CE candidates must complete a minimum amount of **50 hours of pre-professional experience** at a CE EPP prior to employment. A verification of the completion of the 50 hours must be presented to the hiring school in order to obtain a provisional certificate. Once you have secured employment, it is the responsibility of the hiring school district to enroll you in the Provisional Teacher Process. A provisional certificate is then issued which is valid for a period of two years.

### **Step 4: Meet Mentoring and Evaluation Requirements**

While working as a provisional teacher you must be mentored for a minimum of 30 weeks by a certified teacher in the district. To qualify for a standard certificate you must be evaluated based on the AchieveNJ instrument utilized in your district/school and receive two effective or highly effective final ratings, one per year within a three-year span. \$1000 is paid to the teacher(s) who serves as the experienced mentor over the duration of the program.

### **Step 5: Meet Formal Instruction Requirements**

Candidates with a CE must be enrolled in a CE EPP and **verify enrollment** in a CE EPP to the hiring school district.

### **Step 6: DOE Approved CE Educator Preparation Program**

You must attend a DOE approved regional training program. A list of approved CE Educator Preparation Programs are available on the OCI site.

### **Step 7: Successfully Complete the Provisional Teacher Process and Receive a Standard Teaching Certificate**

Once the PTP has been successfully completed, a standard teaching certificate can be issued by the OCI. The standard certificate is a permanent certificate issued to candidates who have met all requirements for State certification. **You must apply on line** for your standard certification and submit transcripts/verification of program completion (“VOPC”) form if required.