

Application for State Certification

Application Procedures

1. **Complete Application:** Please complete all required information on the following pages to ensure timely and accurate processing. The last page is required to be notarized by a notary public.
2. **Fees:** Please see the attached Fee Schedule to see what the applicable fee is for the certification you are seeking. All fees can be paid at the Graduate College Office of Financial Services, East Campus, Room 217 or at Student Accounting, Administration Building, 3rd floor. A copy of the payment receipt must accompany this application. Fees can be paid by cash, check, money order, or credit card (credit cards are charged a 2.58% processing fee and are only accepted at the Administration Building).
3. **Non-Citizens:** Individuals who are not U.S. Citizens must complete the Application for State Certification and submit a non-citizen oath (BTEAC-20) along with a declaration of intention to become a U.S. Citizen. All documents must be notarized.
4. **Deadlines:** Completed forms, payment receipt, and letter of employment verification (if required) should be submitted to the Office of Graduate Student Services by the dates below:

Program Completion

Fall semester
Spring semester
Summer semester

Deadline

First Friday in October
First Friday in February
First Friday in March.

Failure to comply with the above deadlines can result in a delay in processing or a deferral of this application to the following semester for processing.

5. **Certification Delivery:** Once this application is processed by the Office of Graduate Student Services, the application will be sent to Trenton for processing and issuance of the appropriate certification. All certifications are mailed directly from Trenton to the applicant; please ensure the mailing address included in this application is accurate.
6. **Verify Employment and Work Experience:** Applicants seeking certificates for:

Director of School Counseling
Learning Disabilities Teacher Consultant (LDTC)
Reading Specialist
Principal Endorsement
Supervisor Endorsement

need to submit a letter on official letterhead from your Principal, District Superintendent, or from your District's Office of Human Resources. The letter must include years of employment and the capacity in which you worked. A sample template has been included for your reference. Letters can be submitted with this application or faxed directly to the Office of Graduate Student Services at 908-737-5925.

Important Note:

Applications for Certification will not be sent to Trenton for processing prior to degree conferral and/or program completion. Once program completion and/or degree conferrals are verified, the application will be sent to Trenton for processing. Once received in Trenton, it typically takes approximately two weeks for the certificate to be electronically verified and up to four weeks for the certificate to be mailed.

Certificate	Requirements	Praxis	Fee
Bilingual/Bicultural (Standard)	Language evaluation test and Instructional Certificate in Elementary Education or secondary subject area	NO	\$95
Director of School Counseling (Standard)	Post-Master's, three years experience in guidance, Standard School Counselor of SPS Certificate	NO	\$95
Earth Science (Standard)	Standard Instructional Certificate	YES	\$115*
E.S.L. (Standard)	Language evaluation test, Standard Instructional Certificate	NO	\$95
Initial Instructional Certifications: (CEAS) Art, Biology, Chemistry, Elementary Education (K-5), English, Math, Science, Social Studies, Spanish, Middle School (5-8), P-3	5-8, Middle School, Elementary/N-12 Subject Matter Endorsement	YES	\$190*
Learning Disabilities Teacher Consultant (LDTC) (Standard)	Post-Master's, three years teaching experience, Standard Instructional Certificate	NO	\$95
P-3 Endorsement (Standard)	Standard Instructional Certificate	YES	\$115*
Principal (CE)	Post-Master's, NJ Standard Instructional Educational Services or Administrative Certificate, applicants admitted since fall 2008 must have five years teaching experience	YES	\$190*
Reading Specialist (Standard)	Post-Master's, two years teaching experience	NO	\$95
School Business Administrator (CE)	Post-Master's	NO	\$170
School Counseling (Standard)	Post-Master's	NO	\$95
School Library Media Specialist (CEAS)	Post-Master's	NO	\$170
School Nurse (Standard)	CPR and AED Certificate, NJ Registered Nurse License	NO	\$95
School Psychologist (Standard)	Post-Master's, practicum, externship	NO	\$95
Speech Language Specialist (Standard)	Post-Master's	YES	\$115*
Substance Abuse Awareness Coordinator (SAC) (CEAS)	Must have previous certification administered by NJ Department of Education (teacher, nurse, counselor, or social worker)	NO	\$170
Supervisor (Standard)	Post-Master's, three years teaching experience, Standard Instructional Educational Certificate	NO	\$95
Teacher of Reading (Standard)	Standard Instructional Certificate	YES	\$115*
Teacher of Students with Disabilities (CEAS)	Standard or Provisional Instructional Certificate	NO	\$170
Teacher of Students with Disabilities (Standard)	Standard Instructional Certificate	NO	\$95

*PRAXIS handling fee included. If the PRAXIS is required, it is the student's responsibility to make sure the scores have been forwarded to the NJ State Department of Education by the Educational Testing Service (ETS).

Payment must be made at the time of submission of this application. Payment can be made at Graduate College Office of Financial Services, Room 217 or at Student Accounting, Administration Building, 3rd floor. A copy of the payment receipt must accompany this application. Fees can be paid by cash, check, money order, or credit card (credit cards are charged a 2.58% processing fee and are only accepted at the Administration Building).

Application for State Certification

Please note, you can type on this form

Last Name _____ First Name _____

Social Security # _____ Student ID# _____ D.O.B. ___/___/___

Program _____ Gender ___ Male ___ Female

What certification are you requesting? _____

Address _____

City _____ State _____ Zip _____

Preferred Contact Phone # _____ Kean Email _____

Ethnicity (Optional)

Are you Hispanic/Latino ___ Yes ___ No

What is your race? (check as many that apply)

___ American Indian or Alaska Native

___ Asian

___ Black or African American

___ Native Hawaiian or other Pacific Islander

___ White

Are you a US Citizen? ___ Yes ___ No

If No, have you filed a Declaration of Intention? ___ Yes ___ No

Do you have any professional teaching experience? ___ Yes ___ No

Have you ever held a NJ Teaching Certificate? ___ Yes ___ No

Do you currently hold a valid standard teaching certificate(s) in another state? ___ Yes ___ No

If yes, please submit copies of certificate(s) with application

Anticipated Date of Program Completion

___ January 2015

___ May 2015

___ August 2015

Work Experience (Please list your last three professional employments, beginning with the most recent)

Employer _____ Location _____

Title/Position Held _____ From _____ To _____

Employer _____ Location _____

Title/Position Held _____ From _____ To _____

Employer _____ Location _____

Title/Position Held _____ From _____ To _____

Have you ever had a certificate revoked or suspended in this or any other state?

____ Yes ____ No If yes, please explain _____

Have you ever been convicted of a crime in this or any other state?

____ Yes ____ No If yes, please explain _____

Oath of Allegiance (to be completed by US Citizens).

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 government established in the United States and in this state, under the authority of the people, so help me God.

Sworn and subscribed to before me this _____ Day of _____ A.D. 20 ____.

Notary Signature

Date

Notary Seal

**Non US Citizens must complete a Non-Citizen Oath of Allegiance and an Affidavit of Intent to become a US Citizen.*

I certify that the previous statements and data are correct.

Signature

Date

Please submit this completed form with proof of payment to the Office of Graduate Student Services, East Campus, Room 218A.

For official use:

Date Processed

Evaluator Initial