

NJ Department of Education/ Richard Stockton College

***Guide to Certification***

2009-2010

Alternate Route

Provisional

Teacher

Program

Alternate Route / Provisional Teacher Training Program

School of Education

Richard Stockton College of New Jersey

Pomona, New Jersey

## Certification in 2009-2010 in New Jersey Alternate Route / Provisional Teacher

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**NJ DEPARTMENT OF EDUCATION and RICHARD STOCKTON COLLEGE  
ALTERNATE ROUTE PROVISIONAL TEACHER  
CERTIFICATION PROGRAM**

***PROGRAM OVERVIEW and DESCRIPTION***

The Alternate Route Provisional Teacher Certification Program is sponsored by the New Jersey Department of Education to enable individuals who have not completed a traditional Teacher Education Program to enter into the teaching profession. In order to be eligible for the Alternate Route Program, individuals must obtain a Certificate of Eligibility (CE) from the New Jersey Department of Education (NJDOE).

Once a CE has been issued to the individual, he/she is eligible to apply for a job in any NJ school (public or private). The hiring school district will register the individual with the NJDOE as an Alternate Route Teacher Certification candidate. The candidate will then be assigned to a Regional Training Center where he/she must complete a 200-hour instructional training program while completing 34 weeks of mentored teaching. It should be noted that Richard Stockton College simply provides the instructional training program on behalf of the NJDOE and, therefore, upon completion of the ARC Program, a candidate's standard teaching certification will be issued by the Office of Licensure of the NJDOE.

***BASIC Program Costs for 2009-2010, as of July 1, 2009 \$2450***

1) Fee for the 200-Hour Instructional Training Program total is **\$1450**, payable at the beginning of each instructional of the four classes to the Richard Stockton College of New Jersey according to the following schedule. The classes are called **phases**; these are on-the-job-training classes; they are not graduate or undergraduate courses and do not carry into a master's degree program.

<b>2009-2010</b>	\$145	Phase IA (20 hours of classroom instruction/ancillary activities)
<b>2009-2010</b>	\$435	Phase IB (60 hours of classroom instruction /ancillary activities)
<b>2009-2010</b>	\$435	Phase 2 (60 hours of classroom instruction /ancillary activities)
<b>2009-2010</b>	\$435	Phase 3 (60 hours of classroom instruction /ancillary activities)

2) A mentoring fee of **\$1000** will be paid directly to the mentoring teacher assigned to the candidate by the school district.

3) ***There are significant changes to the program coming after October 31, 2009. If the alternate route candidate is already teaching, that person will not be involved in the additional requirements.***

- As of October 31, 2009, alternate route teachers working toward a k-5 certificate or a k-5 certificate with middle school specializations will be required to take an additional 90 hours of instruction in mathematics and language arts.
- As of October 31, 2009, individuals applying for a certificate of eligibility will be required to take a 24 hour pre-service class before receiving the CE.

## **What EXACTLY Do I Do?**

### **Alt Route Checklist - June 2009**

<b>What to Do</b>	<b>Who to call/Where to get information</b>	<b>What to take with you</b>	<b>Cost</b>	<b>Timeline</b>
GPA	<p>New Jersey Department of Education – MUST be 2.75. Less than that, but at least a2.5? There is the Flexibility Rule, but you have to do VERY WELL on the Praxis II test.</p> <p>Your GPA is the GPA that you had on the day of your graduation. You cannot take additional courses after graduation and have those courses bring up your GPA.</p> <p><b>Your GPA is your GPA</b></p>			
Transcript reviewed	<p>Jan Howe, Atlantic County Office of Education, the local branch of the New Jersey Department of Education can review your transcript and tell you what you may be missing as far as course work is concerned. 609-625-0004 Or go directly to the New Jersey Department of Education in Trenton or to your own county office of ed.</p>	<p>All your transcripts. Community college? Undergraduate? Graduate?</p> <p>Take them ALL</p>	\$70	Start here
Praxis II in your subject area	<p>The Praxis Series, Educational Testing Service, Box 6051 , Princeton, NJ 08541 Online - ETS.org Phone – 1-800-772-9476</p>	<p>Make sure that you have the scores sent directly to the New Jersey Department of Education to make sure that you do not delay the issuance of your certificate <b>The code number is R7666</b></p>	At least \$90	ASAP – only given 6 x per year
Apply for a CE	<p>NEW – online The Department of Education's Office of Licensure and Credentials switched over to a paperless application system effective May 1. <a href="http://www.state.nj.us/education/news/2009/0430lic.htm">http://www.state.nj.us/education/news/2009/0430lic.htm</a></p>	<p>You will have to send your <b>official transcripts</b> (in sealed envelopes to the New Jersey Department of Education - even with the “paperless” application)</p>	\$190.00 as of June 2009	NOW
Applying after October 31, 2009?	<p>You will be required to take an additional pre-service 24 hour class. These will be given at Stockton’s ETTC in Mays Landing on Saturdays. You can register electronically at <a href="http://www.ettc.net">www.ettc.net</a> or you can call 609-625-6040</p>		Cost for this is \$200.	
Get the CE	<p>Once you have this, you can be hired by a public school district. It will take 12 weeks for your application to be processed; be patient. Check application status with your SSN at</p>			

	<a href="https://www6.state.nj.us/DOE_TCIS_ASC/pages/appStatusSearch.jsp">https://www6.state.nj.us/DOE_TCIS_ASC/pages/appStatusSearch.jsp</a>			
Register with the state	<b><i>Your district will register you as an alternate route candidate with the New Jersey Department of Education – you do not do this, the school does.</i></b>			
Mentor Assigned	Your district will assign a certified teacher to you as a mentor. This is also a state requirement for certification		\$1000.	School year 2009-2010
Classes Taken	Four classes will be given at seven different Stockton Centers. Cost for 2009-2010	These are on-the-job-training classes; they are not graduate or undergraduate courses and do not carry into a master's degree program	\$1450 - total cost	School year 2009-2010
<b><i>CHANGES COMING on October 31, 2009</i></b>	Anyone who does not have an application on file in Trenton with the New Jersey Department of Education for the alt route by October 31 <sup>st</sup> will ALSO have to take a 24 training pre-service course in order to get a certificate of eligibility.	ram		<b><i>THIS GETS VERY TECHNICAL VERY QUICKLY. CALL THE ALT ROUTE OFFICE FOR INFO ON YOUR SITUATION</i></b>

*SPECIAL NOTE for Candidates seeking a C.E. for World Languages*

- Candidates for a CE in World Languages must also pass an *Oral Proficiency Interview* with a rating of *Advanced Low*
- *And must complete at least a 3 credit course in Methods of Teaching World Languages*

# Information Directly from the New Jersey Department of Education

*(Notes for Stockton students are inserted)*

## CERTIFICATION IN NEW JERSEY

### Definitions

There is a wide variety of endorsements available in New Jersey. The following terms should help the applicant when seeking employment in the state.

- **CERTIFICATE** means one of three types of credentials that the Board of Examiners issues which permits an individual to serve as a teaching staff member.
  - Instructional
  - Educational Services
  - Administrative

The Board of Examiners will issue a separate endorsement for each subject area that falls under a specific type of certificate. The endorsement shall be considered part of that certificate.

- **ENDORSEMENT** means the specific subject area in which a certificate holder is authorized to serve. See a complete list of endorsements in Appendix G.

### New Jersey's Three-Step Certification Process for Novice Educators

#### STEP 1: Establishing Eligibility – Certificate of Eligibility and Certificate of Eligibility with Advanced Standing

**Certificate of Eligibility (CE):** a credential with lifetime validity issued to persons who have completed a degree program of academic study and the applicable test requirements for certification. The CE permits the applicant to seek and accept employment in positions requiring certification. *(For Stockton Students: a CE is like a learner's permit. It allows you to be hired by a district; as soon as you are hired, you will eligible for a provisional certificate.)*

- or -

**Certificate of Eligibility with Advanced Standing (CEAS):** a credential with lifetime validity issued to persons who have completed a degree program of academic study and the applicable test requirements and traditional professional preparation programs for certification. The CEAS permits the applicant to seek and accept employment in positions requiring certification. *(For Stockton Students: a CEAS is like a learner's permit with student teaching. It allows you to be hired by a district; as soon as you are hired, you will eligible for a provisional certificate.)*

**NOTE:** In addition to the following, see Appendix E and F for more detailed information regarding eligibility requirements.

## **STEP 2: Legalizing Employment and Induction – Provisional Certificate**

**Provisional Certificate:** a two-year certificate issued to candidates who have met the requirements for initial employment (holder of a CE or CEAS) and are employed and part of a state-approved district training program or residency leading to standard certification. *(For Stockton Students: **district training programs** are alternate route classes and **residency** is generally what the first year is called for new teachers who have had student teaching.)*

## **STEP 3: Becoming Permanently Certified – Standard Certification**

**Standard Certificate:** a permanent certificate issued to persons who have **met all certification requirements**. *(For Stockton Students: no one is going to get certified who doesn't meet these GPA requirements. Be careful.)*

### **Requirements for a Standard Instructional Certificate**

1. Bachelor's degree from a regionally accredited college or university.
2. A baccalaureate degree, post-baccalaureate program or advanced degree conferred:
  - before September 1, 2004 with a cumulative grade point average (GPA) of at least 2.50, when a 4.0 equals an A grade;
  - on or after September 1, 2004 with: a GPA of at least 2.75; a GPA below 2.75, but at least 2.50 when a GPA of 4.0 equals an A grade, and where the candidate's score in the appropriate State test of subject matter knowledge exceeds the passing score by 10 percent or more; or a GPA that is 3.50 or higher, when a GPA of 4.0 equals an A grade, but where the candidate's score in the appropriate State test of subject matter knowledge falls below the passing score by no more than five percent.  
*(For Stockton Students: this is the flexibility rule.)*
3. Passing score in Praxis or School Leadership Series test(s) for secondary teaching. See information on test requirements in Appendix D for details and for exceptions.
4. For the elementary school endorsement, complete a liberal arts, science, dual content or interdisciplinary academic major or a minimum of 60 semester hour credits in liberal arts and/or science. For subject area endorsements, complete at least 30 credits in a coherent sequence of courses appropriate to the instructional area. At least 12 semester-hour credits must be at the advanced level of study, including junior, senior or graduate level study. (For requirements of other areas of certification, visit our website: <http://www.nj.gov/education/educators/license/>).
5. Pass an examination in physiology, hygiene and substance abuse issues pursuant to N.J.A.C. 6A:9-5.9, 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.
6. Successful completion of one of the following:
  - the Provisional Teacher Program (induction/mentoring for alternate route or traditionally prepared first-year teachers)

or

a state approved college teacher preparation program and one year of full time teaching under a valid state license.

### **Reciprocity**

Out of state applicants qualifying under any form of reciprocity in accordance with the Interstate Certification Compact will have met the professional education requirements, but all ancillary requirements such as content coursework, prerequisite certificates, grade point average, praxis tests and citizenship must be completed for issuance of an instructional license in a specific field. Transcripts, copies of state licenses, and original documentation of teaching experience will be reviewed to determine eligibility for reciprocity.

### **Additional Types of Certificates/Credentials**

In addition to the certificate of eligibility, the provisional certificate and the standard certificate, the following are available.

**Emergency Certificate:** a substandard one-year license issued only in limited fields of educational services.

**County Substitute Credential:** allows the holder to temporarily perform the duties of a fully licensed and regularly employed teacher.

## **HOW TO APPLY FOR CERTIFICATION**

*(For Stockton Students: see the checklist at the beginning of this booklet)*

### **1. NEW JERSEY RESIDENTS**

**Applicants in Approved Teacher Education Programs (Seeking CEAS).** Applicants enrolled in teacher education programs in New Jersey colleges must submit applications through the colleges. Applications are available from the college certification officer.

**Applicants for the Alternate Route Certification (Seeking CE).** The alternate route to certification provides an opportunity for applicants who have not completed teacher preparation in a traditional college program to participate in district training programs for licensure. Interested applicants should apply through the county office of education of the county in which they live or work. See Appendix B for a listing of county offices of education.

**Applicants not in (a) or (b) above** should apply through the county office of education of the county in which they live or work.

**2. OUT OF STATE RESIDENTS.** Out of state residents should apply through the Office of Licensure and Credentials at the following address: New Jersey State Department of Education, Office of Licensure and Credentials, P.O. Box 500, Trenton, New Jersey, 08625-0500, Attention: Out-of-State Application.

### **3. DOCUMENTS AND FEES REQUIRED FOR LICENSURE**

**Application for Licensure:** Complete Part A, #1-17 and Part B, #1-16. (Note Part A, #16 Oath of Allegiance must be notarized. Sign and date #17). Out of state residents may have the



Oath of Allegiance notarized in their respective states. In Part A, #5A, list the certificate(s) for which you are applying (see Appendix H for available certificates). Complete Part A, #5B if you are applying for evaluations only. Complete Part A, #5C and/or #5D if you are applying for duplicate certificate(s) and/or name change(s).

**Appropriate fee in money order, personal or certified check payable to “Commissioner of Education.”** The candidate’s Social Security Number must on the front of the money order/certified check. See Appendix A for fee schedule.

**Applicant’s official transcript(s)** of all college credits. A transcript is official if it contains the signature of the registrar or designated official, the seal of the college or university and degree conferral (if applicable).

Applicants for initial New Jersey instructional (teaching) certificate(s) who have a minimum of one year of full-time teaching experience in another state under a valid out of state license/certificate, must submit an original letter verifying the teaching experience and a copy of the valid out of state license/certificate under which the experience was completed. Substitute teaching experience is not applicable.

#### 4. TEST REQUIREMENT FOR LICENSURE

Applicants must satisfy the test requirement for certification in designated endorsements. Licensed out of state applicants must also satisfy the test requirement. Applicants in college approved programs must seek advisement from their respective colleges.

The Praxis Series code for the New Jersey Department of Education is R7666.

Passing scores are subject to change. Official scores must be presented directly from Educational Testing Service (ETS) to the Office of Licensure and Credentials. Only official score reports are accepted. The applicant’s social security number must appear on the score report.

See Appendix D for further information.

#### 5. “NEW” NEW JERSEY GRADE POINT AVERAGE (GPA) REQUIREMENTS

***Candidates who graduated on or after September 1, 2004 with:***

1. a cumulative Grade Point Average (GPA) of at least 2.75 when a GPA of 4.00 equals an A grade in a baccalaureate degree program, higher degree program or in a State-approved post-baccalaureate certification program with a minimum of 13 semester-hours
2. a GPA that is below 2.75, but at least 2.50 when a GPA of 4.00 equals an A grade, and whose score in the appropriate State test of subject matter knowledge exceeds the passing score by 10 percent or more will meet the GPA and State test requirements.

3. a GPA that is 3.50 or higher, when a GPA of 4.00 equals an A grade, but whose score in the appropriate State test of subject matter knowledge falls below the passing score by no more than five percent will meet the GPA and State test requirements.

***Candidates who graduated before September 1, 2004,***

a cumulative GPA of at least 2.50 when a GPA of 4.00 equals an A grade in a baccalaureate degree program, higher degree program or in a State-approved post-baccalaureate certification program with a minimum of 13 semester-hours;

**For candidates who have teaching experience in another state but who cannot meet the requirements above,** a valid out-of-state teaching certificate with three years of successful teaching under that certificate. Successful teaching experience will be demonstrated by the offer of contract renewal from the employing district or submission of satisfactory performance evaluations.

**6. CITIZENSHIP.**

Certificate(s) are issued only to applicants who are citizens or who have declared their intention to become citizens. A notarized affidavit of intent to become a citizen and a notarized non-citizen oath must be submitted with the application of a non-citizen.

**7. DUPLICATE LICENSURE AND NAME CHANGES.**

Applicants who seek a duplicate license or name change must complete the Application for Licensure PART A, #1-7 and 17 and PART B, #1-16. A notarized statement of loss must be submitted for lost licenses. The required fee for each duplicate or name change on a certificate is \$40.00.

**8. TWO-YEAR COLLEGE CREDITS.**

Courses taken at accredited two-year colleges are accepted toward meeting requirements for licensure only if such courses appear on an official transcript of a regionally accredited four-year college.

**9. PHYSIOLOGY AND HYGIENE REQUIREMENT.**

Applicants applying for instructional certification must pass an examination in physiology and hygiene, including the effects of narcotics and alcohol. The examination is administered in 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.

**How can I find out the status of my application?**

The New Jersey State Department of Education's home page (<http://www.state.nj.us/education/>) has established a way in which applicants can check the status of their application. Under "Additional DOE Links" click on "Certification Application Status Check."

**Where can I obtain additional information about...?**

**Job Placement/NJ Hire**

There is no formal statewide system of job placement for public schools. Each school district has the authority to operate its own employment and recruitment program. However, county offices of education or colleges may provide information about job vacancies or placement information in their respective counties. A county office directory (See Appendix B) and a New Jersey college directory (See Appendix C) are included here.

While no formal job placement system exists, New Jersey has increased its efforts to recruit qualified teachers. The cornerstone of New Jersey's teacher recruitment initiative is the on-line recruitment system, NJHire. NJHire was launched in June 2000. NJHire is free to school districts and teacher candidates. Visit <http://www.njhire.com> to post your resume for viewing by school districts, as well as to search for jobs in the education field.

**PRAXIS Tests**

The PRAXIS Subject Assessment test Registration Bulletin may be obtained from: The PRAXIS Series, Educational Testing Service, P.O. Box 6051, Princeton, New Jersey 08541-6051 or call 609-771-7395. Information is also available on the Internet through the Praxis Web Site at <http://www.ets.org/praxis>

**TEST REQUIREMENT FOR CERTIFICATION IN NEW JERSEY  
Effective December 1, 2007**

**INTRODUCTION**

Applicants for New Jersey licensure in subject teaching fields and elementary education must pass the appropriate PRAXIS II Subject Assessment/Specialty Area test(s). The tests are required for all applicants including those applicants who are certificated in other states. Certain teaching fields are exempt as noted on the next page.

Applicants for the Speech-language Specialist certificate must pass the Speech-language Pathology Specialty Area test. **Effective September 1, 2006 only official score reports will be accepted from Educational Testing Service for the Speech-Language Pathology test.** Coding the Department of Education (R7666) and your Social Security number precludes delay in certificate issuance.

Applicants for the Principal certificates must pass the School Leadership Series: School Leaders Licensure Assessment test (SLLA). Applicants for the School Administrator certificates must pass the School Leadership Series: School Superintendent Assessment test (SSA). These tests are part of the School Leadership Series.

It is your responsibility to register for the correct test(s). Carefully check test requirements and test code number listed on the next page to assure registration for the correct test.

**PASSING SCORE**

Passing scores have been raised by the State Board of Education. Applicants must achieve the current required passing score(s) for certificate issuance. Passing scores always are subject to change. A test score must meet the current passing score to satisfy the test requirement. Undergraduates must take Praxis test(s) no earlier than the senior year.

**TEST SCORE SERVICE FEE**

There is a test score service fee of \$20.00 per endorsement that requires a test. The test score service fee must be submitted with your **Application for Licensure** using a **money order or certified check** payable to "Commissioner of Education". Do not submit this fee to Educational Testing Service with your test registration form.

**INSTRUCTIONS FOR TEST REGISTRATION**

Register for Praxis II: Subject Assessment/Specialty Area tests directly through The Praxis Series. Register for the School Leadership tests through the School Leadership Series. Test registration procedures, registration form and other information are included in The Praxis Series Registration Bulletin or The School Leadership Series Bulletin. The bulletins are available on the Internet through the [www.ets.org/praxis](http://www.ets.org/praxis)

Bulletins are available from Educational Testing Service as follows:

The Praxis Series Educational Testing Service P.O. Box 6051 Princeton, NJ 08541-6051 (800) 772-9476	The School Leadership Series Educational Testing Service P.O. Box 6051 Princeton, NJ 08541-6051 (800) 772-9476
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***Praxis II: Subject Assessments***  
**Passing Scores Required for Certification**

<b>CODE TEST PASSING SCORE</b>	
10133 Art: Content Knowledge 150	10091 Physical Education: Content Knowledge 148
10100 Business Education 580	10200 Introduction to the Teaching of Reading 560
10022 Early Childhood: Content Knowledge 159	10435 General Science: Content Knowledge 152
10014 Elementary Education: Content Knowledge 141	20235 Biology: Content Knowledge 152
10049 Middle School English Language Arts 156	20245 Chemistry: Content Knowledge 152
20069 Middle School Mathematics 152	20571 Earth Science: Content Knowledge 153
20089 Middle School Social Studies 158	10265 Physics: Content Knowledge 141
10439 Middle School Science 145	10710 PPST: Reading 175
10041 English Language, Literature, and Composition; Content Knowledge 162	10730 PPST: Math 174
10120 Family and Consumer Sciences 150	20720 PPST: Writing 173
20173 French: Content Knowledge 156	10081 Social Studies: Content Knowledge 157
20181 German : Content Knowledge 157	10220 Speech Communication 560
10191 Spanish: Content Knowledge 159	10640 Theatre 570
20856 Health & Physical Ed: Content Knowledge 151	10050 Technology Education 570
10560 Marketing Education 158	20330 Speech-Language Pathology 550
10061 Mathematics: Content Knowledge 137	11010 School Leaders Licensure Assessment 148
10113 Music: Content Knowledge 153	11020 School Superintendent Assessment 151

**Passing test scores are subject to change. Candidates are subject to the passing test score in effect at the time the application is received and eligibility is determined.**

**CODE R7666 AND YOUR SOCIAL SECURITY NUMBER ACCURATELY TO PRECLUDE DELAY IN CERTIFICATE ISSUANCE**

### Additional Requirements for:

World Languages;  
 English as a Second Language;  
 Bilingual Bicultural Education;  
 Educational Interpreter; and  
 Teacher of Deaf or hard of hearing with sign language proficiency.

#### World Languages

World Languages candidates must **complete a minimum of three semester-hour credits** in second language acquisition theory and related methodologies offered by a regionally accredited four-year college or university within 12 months of initial assignment. **For a list of approved methodologies courses**, please see: <http://www.state.nj.us/njded/aps/cccs/wl/courses.htm>

In addition to passing the appropriate Praxis test, linguistic competency in the designated world language must be demonstrated on a Department-approved, nationally recognized test of oral language proficiency for spoken language, reading/writing proficiency for classical languages or receptive/expressive proficiency for American Sign Language. For most spoken world languages, a **score of "Advanced Low"** or higher is required on the ACTFL Oral Proficiency Interview (OPI). Please see the excerpt below for further clarification on the proficiency assessment policies related to world languages:

*The ability of teachers to communicate at high levels of proficiency is an important factor in effectively implementing the world languages standards. With the adoption of the new licensing code in December 2003, candidates for teacher certification in world languages are required to demonstrate oral proficiency at the Advanced-Low proficiency level according to the American Council on the Teaching of Foreign Languages ACTFL Proficiency Guidelines-Speaking.*

*Since that time, we have received requests by teacher candidates seeking certification in less commonly taught languages, specifically languages with characters (i.e., Chinese), asking that the Intermediate-High proficiency level be accepted to meet the oral testing requirement. In pursuing this matter with experts in the field, we can report the following:*

- *The expected level of proficiency for teacher candidates is contingent on the specific target language as well as the native language.*
- *For the majority of teacher candidates, the native language is English.*
- *According to research done by the Foreign Service Institute (FSI), when English is the native language, it takes more time to develop a specific level of oral proficiency in certain target languages than in others; i.e., it takes more time to develop fluency in a language such as Chinese than it does in a language such as Spanish or French.*
- *Therefore, candidates who teach languages such as French, German, Hebrew, Italian, Portuguese, Russian and Spanish (Group I, II and III languages on the FSI scale) must be able to speak at a minimum level of Advanced-Low as defined in the ACTFL Proficiency Guidelines-Speaking (1999).*

• *However, it is acceptable for candidates who teach Arabic, Chinese, Japanese and Korean (Group IV languages on the FSI scale) to be able to demonstrate proficiency in speaking at a minimum level of Intermediate-High as defined by the ACTFL Proficiency Guidelines-Speaking.*

*In consideration of the research from language acquisition experts at the FSI that is supported in the American Council on the Teaching of Foreign Languages ACTFL Program Standards for the Preparation of Foreign Language Teachers (2002), a policy change is warranted. Effective immediately, candidates for teaching certificates in Group IV languages that use characters, will be required to attain a minimum score of Intermediate-High to satisfy the oral testing requirement for teacher certification in world languages.*

**For information on the oral proficiency testing**, known as the ACTFL Oral Proficiency Interview, contact Language Testing International at (914) 963-7110.

**For information about the Latin proficiency test**, please see

[http://www.state.nj.us/njded/aps/cccs/wl/latin\\_test.htm](http://www.state.nj.us/njded/aps/cccs/wl/latin_test.htm)

**For information on receptive/expressive proficiency for American Sign Language**, the test is the Sign Communication Proficiency Interview (SCPI). This test is available at the Lexington Center for the Deaf. This organization maintains a Northeast Satellite office in Morristown, New Jersey, as well as their headquarters in Jackson Heights, New York. Additional information is available at

<http://www.lexnyc.com/>.

### **ESL and Bilingual**

For **ESL**, both oral and written proficiency in English are required. For information on the ACTFL Oral Proficiency Interview and the Writing Proficiency Test, contact Language Testing International at (914) 963-7110.

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For **Bilingual**, both oral and written proficiency in English and the target language are required. For information on the ACTFL Oral Proficiency Interview and the Writing Proficiency Test, contact Language Testing International at (914) 963-7110.

**New Jersey State Department of Education**  
**Office of Licensure and Credentials**  
**FEE SCHEDULE: N.J.A.C. 6A:9-5.4**  
Effective January 8, 2008

The fee schedule below shall be in addition to any tuition and fees that institutions of higher education may charge for courses and credits offered in connection with State approved training programs.

**The fees, except as stated, are nonrefundable.**

1. For each **certificate of eligibility** and **certificate of eligibility with advanced standing**, which includes the issuance of the **provisional certificate** and **standard certificate** requiring a test: \$190.00
2. For each **certificate of eligibility** and **certificate of eligibility with advanced standing**, which includes the issuance of the **provisional certificate** and **standard certificate not requiring a test**: \$170.00
3. For each **emergency certificate**: \$ 95.00
4. For each **county substitute credential**: \$ 125.00
5. For each **renewal** of an emergency or provisional certificate: \$ 70.00
6. For each **duplicate copy** of or name change on a certificate: \$ 60.00
7. For each **standard certificate requiring a test**: \$ 115.00
8. For each **standard certificate not requiring a test**: \$ 95.00
9. For each **evaluation of credentials** to determine eligibility to take a particular state certification examination or to obtain information concerning qualifications for certification: \$ 70.00
10. For each letter the office sends in response to a candidate's written request **verifying test scores** that are no longer available from the testing company: \$ 25.00
11. **Administrative fee for all School Leaders** (e.g., Principals, Assistant Principals, Vice-Principals, Directors, Assistant Superintendents, and Superintendents) who complete residency programs: \$ 200.00
12. **Upon completion of a State-approved alternate route formal instruction program** for holders of an instructional CE, a one-time administrative fee - \$100.00;
13. For each **provisional educational services certificate** - \$75.00.