DIRECTIONS FOR COMPLETION OF THE CERTIFICATION APPLICATION

Important Information:

1. Complete the application, **EXCEPT line 17.**
2. Notarizing the form: **This form must be notarized.** There is a notary at the Licensure In-Take, but you will need to bring photo ID.
3. **Holds on your Stockton Accounts** - Before attending the Licensure In-Take, be certain that you have cleared all holds on your Stockton account; this includes completing a financial aid interview. You can check online to verify that there are no holds on your account. If there are holds, get them fixed before coming to the Licensure In-Take.

Filling out the application:

*Please TYPE your information - the application is a “Fillable PDF”*

1. **Z #**
2. **Personal Email** – Non-Stockton email address - this will enable us to contact you should we be informed of available teaching positions.
3. **Social Security Number** – NJDOE uses SSN for everything.
4. **Name** – This is what will appear on your certificate. No nicknames!
5. **Address** – Do not use your campus address; use a permanent address because your certificate will be sent there and will NOT be forwarded.
6. **Phone** – Cell or home? It does not matter.
7. **Date of Birth**
8. **Gender** information is optional
9. **Ethnicity** information is Optional
10. **Certification Requested** – **THIS IS IMPORTANT:** Write only the correct title(s) from the list given below. Do not write your college program or major. Do not include grade or level. **DO NOT APPLY FOR A CERTIFICATION UNTIL YOU HAVE PASSED THE PRAXIS TEST.**
11. **Citizen of the US** - Not a citizen of the US? See Wendy Sage at the Licensure In-Take.
12. **Revoked Teaching Certificate from Another State** - See the certification officer before submitting this form.
13. **Convicted of a Crime** - If you have been convicted of either a misdemeanor or felony, other than minor traffic violations please see the certification officer. **Failure to disclose honest information can stop your certification.**
14. **NJ Certification** – A substitute certificate does not count. Check **NO** unless you hold a “standard” or “regular” teaching certificate.
15. **Out of State Certificate** - If you have a teaching certificate from another state, see us before submitting the form. Substitute teacher certificates do not count.
16. Fill in your **NAME ONLY**
17. **DO NOT SIGN EXCEPT IN THE PRESENCE OF THE NOTARY!** There is a notary at the Licensure In-Take, but you will need to bring photo ID.

**PRINT YOUR APPLICATION**
For Elementary and Middle School Certifications, use these terms only:

Elementary School Teacher
Elementary School with Specialization – Language Arts/Literature*
Elementary School with Specialization – Mathematics*
Elementary School with Specialization – Science*
Elementary School with Specialization – Social Studies*
Elementary School with Specialization – World Language *

*These certifications are in addition to Elementary School Teacher. An application fee of $200 is required for each of these certifications ($125 if you currently hold a ‘Standard Certification’). Pay by credit card or check payable to: Richard Stockton College of New Jersey

DO NOT APPLY FOR THESE CERTIFICATIONS UNTIL YOU HAVE PASSED THE PRAXIS TEST.

For Subject Matter Certification:

Teacher of Art
Teacher of Biological Science
Teacher of Chemistry
Teacher of Earth Sciences
Teacher of English
Teacher of English as a Second Language - $200 Fee ($125 if you currently hold a ‘Standard Certification’) and must pass OPI & WPT with “Advanced Low” in English prior to applying
Teacher of French Must pass OPI with “Advanced Low” prior to applying
Teacher of Mathematics
Teacher of Physics
Teacher of Physical Science
Teacher of Social Studies
Teacher of Spanish (Must pass OPI with “Advanced Low” prior to applying)

DO NOT APPLY FOR THESE CERTIFICATIONS UNTIL YOU HAVE PASSED THE PRAXIS TEST.

Additional Endorsements:

ESL (Must pass OPI & WPT with “Advanced Low” in English prior to applying)
Bilingual/Bicultural (Must pass OPI & WPT with “Advanced Low” in English & target language prior to applying)
LDT/C
Teacher of Students with Disabilities
Preschool – 3 (Must pass Praxis II prior to applying)
Reading Specialist
Supervisor
Principal (Must pass SLLA prior to applying)
Substance Awareness Coordinator (SAC)
Speech Language Specialist

October 8, 2013