

# ***Student Handbook***

## **New Pathways to Teaching in New Jersey**

A partnership between  
New Jersey Community Colleges and  
New Jersey City University

[www.nptnj.org](http://www.nptnj.org)

*As a response to the need for high quality and qualified teachers, New Jersey City University and collaborating New Jersey Community Colleges have created **New Pathways to Teaching in New Jersey (NPTNJ)**.*

*The role of **New Pathways to Teaching in New Jersey** is to provide a statewide teacher preparation program through a high quality alternate route program for candidates who already possess a minimum of a Bachelors Degree and Certificate of Eligibility.*

*The value of this program is that it directly responds to the needs of school districts and future educators through graduate-level instruction.*

***New Pathways to Teaching in New Jersey** alternate route program strives to further improve the quality of educators and instruction for children in New Jersey's schools.*

### **NEW JERSEY CITY UNIVERSITY**

- BROOKDALE COMMUNITY COLLEGE •
- COUNTY COLLEGE OF MORRIS
- Essex County College •
- HUDSON COUNTY COMMUNITY COLLEGE
- MIDDLESEX COUNTY COLLEGE •

ATLANTIC CAPE COMMUNITY COLLEGE • BERGEN COMMUNITY COLLEGE

BURLINGTON COUNTY COLLEGE • CAMDEN COUNTY COLLEGE

• Cumberland County College

GLOUCESTER COUNTY COLLEGE

• MERCER COUNTY COMMUNITY

OCEAN COUNTY COLLEGE • PASSAIC

COUNTY COMMUNITY COLLEGE • RARITAN VALLEY COMMUNITY COLLEGE • SALEM COMMUNITY COLLEGE

• SUSSEX COUNTY COMMUNITY COLLEGE • UNION COUNTY COLLEGE • WARREN COUNTY COMMUNITY COLLEGE •

• **A PARTNERSHIP BETWEEN NEW JERSEY CITY UNIVERSITY AND NEW JERSEY'S COMMUNITY COLLEGES** •

The logo for NPTNJ (New Pathways to Teaching in New Jersey) features the letters "NPTNJ" in a bold, white, sans-serif font. The letters are set against a dark, textured background that resembles a stylized, flowing ribbon or a path. The background is dark with a fine, repeating pattern of small white dots or squares, creating a mesh-like effect. The overall shape of the logo is dynamic and curved, suggesting movement and a path forward.

## What is the Alternate Route in New Jersey?

The Alternate Route in New Jersey provides a process for individuals who already hold a bachelors degree (or higher) and a Certificate of Eligibility (CE), to become licensed teachers without having to complete a traditional teacher training program. Students receive a Certificate of Eligibility from the New Jersey Department of Education (NJDOE) by providing college transcripts that show evidence of appropriate academic preparation in a subject area and successfully passing the corresponding Praxis II exam.

Once alternate route candidates have obtained their Certificate of Eligibility they begin their job search and once hired begin to teach as a provisional teacher. During their first year on the job they must take 200 hours of approved coursework in professional teacher education such as *New Pathways to Teaching in New Jersey*. The candidates will meet all requirements for their standard licensure when they have completed both the provisional year of teaching and the 200 academic hours from an approved New Jersey alternate route program, and receive a recommendation from the principal in the employing school.

Traditional teacher preparation programs in New Jersey typically require 30 credits in coursework and a full semester of student teaching. This type of program may be done at the undergraduate or graduate level at higher education institutions. The alternate route is different in that the preparation for teaching is done while on the job rather than prior to entering a classroom. It is a “*fast track*,” intensive program for people who have strong subject area knowledge and a willingness and ability to learn on the job. Each candidate needs to consider carefully whether a traditional program, such as a Master of Arts in Teaching program at a college or university, or the alternate route is best for them.

## What is New Pathways to Teaching in New Jersey (NPTNJ)?

*New Pathways to Teaching in New Jersey (NPTNJ)* is a New Jersey Department of Education approved alternate route program. It is different from the traditional alternate route in the following ways:

- NPTNJ includes a summer pre-service component incorporating classroom management techniques, lesson planning, and on-site classroom observations. Participants do not need to have a provisional teaching job to participate in the pre-service component.
  - The pre service component is approved to satisfy the NJDOE 20 day, full time, in class mentoring requirement for all alternate route candidates.
- NPTNJ provides graduate-level coursework with the option to receive graduate credit or to work toward certification only on a noncredit basis.
  - There is no difference in the classroom experience between graduate credit and noncredit NPTNJ students. The only difference is the cost of the program and the awarding of graduate credit for those choosing the graduate credit option.

NPTNJ is a partnership between NJ Community Colleges and New Jersey City University. The institutions work together to provide a consistent, high quality program statewide at participating community colleges.

**Table 1: Teacher Preparation Program Comparisons**

	<b>Traditional Teacher Preparation Programs</b>	<b>Original/Regional Alternate Route</b>	<b>NPTNJ Alternate Route</b>
<b>Coursework</b>	30 credits Bachelors or Masters level including a semester of student teaching	200 hours at Regional Training Centers while teaching with a provisional license as an alternate route teacher	200+ hours. All classes are taken at community colleges statewide in two stages:  Stage I: 60 hour summer program that includes 45 hours of structured classroom experience and 15 hours of guided observation in a school  Stage II: 165 hours of coursework while teaching with a provisional license  Participants may choose to enroll for 15 graduate credits or as a noncredit student
<b>Coursework Schedule</b>	Must be completed prior to provisional teaching year	September – June of provisional year	<i>Various options</i>
<b>Teaching component</b>	Student Teaching and one provisional year including 30 weeks with part-time mentor	One provisional year including 20 days with full-time mentor and 30 weeks with part-time mentor	One provisional year including 30 weeks with part-time mentor. Exempt from 20 day, full-time mentor requirement.
<b>Cost</b>	<i>Inquire for current fees</i>	<i>Inquire for current fees</i>	<i>Inquire for current fees</i>
<b>Certificate required to seek teaching employment</b>	Certificate of Eligibility with Advanced Standing (CEAS)	Certificate of Eligibility (CE)	Certificate of Eligibility (CE)
(Continued next page)			
<b>License issued for first year of employment</b>	Provisional License	Provisional License	Provisional License

<b>License earned at end of first year of employment upon completion of all DOE requirements</b>	Permanent License	Permanent License	Permanent License
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## Table 2: NPTNJ Course/Program Plan

Transcripts for **graduate credit** students will document courses from NJCU. Noncredit students do not receive transcripts. All students, graduate credit and noncredit, with a satisfactory passing grade (B or better) will receive a certificate of completion at the end of Stage I and Stage II.

The NPTNJ program is comprised of two stages and equates to the graduate courses at NJCU as follows:

<b>Stage I</b>				
Late spring/summer	EDU 500	Classroom Management	1 credits	4 credits awarded at the end of Stage I
	EDU 645	Curriculum and Methods	3 credits	
<b>Stage II</b>				
September – June	EDU 628	Learning and Motivation	3 credits	11 credits awarded at the end of Stage II
	LTED 637	Nature of Reading	3 credits	
	EDU 693	Educational Assessment	3 credits	
	EDU 652	Student Teaching Internship & Seminar	2 credits	
Total graduate credits earned at end of NPTNJ program				15 credits
*Official transcripts can be acquired by submitting an online request at <a href="http://www.njcu.edu/registrar/dept">www.njcu.edu/registrar/dept</a> or by contacting the NJCU Registrar Services at 201-200-3333				

While attending this program you will form a cohort of first year alternate route teachers. The cohort provides a valuable support system as you experience your first year of teaching and beyond.

As a NPTNJ credit option student you are earning up to 15 graduate credits from NJCU. During this time you are considered a non-degree seeking student at NJCU. Upon successful completion of the NPTNJ program, you may transfer these credits into a number of NJCU Masters Degree programs.

## **NPTNJ Admission Requirements**

Admission to NPTNJ is highly competitive.

All applications are reviewed by the community college as well as New Jersey City University for eligibility.

To be considered for admission you must have:

- A Bachelors Degree or higher from an accredited institution with a major in, or closely related to, your intended teaching field.
- A minimum grade point average of 2.75 in your undergraduate degree or the highest degree earned.
- A passing score on the Praxis II exam(s) in the field which you intend to teach
- A Certificate of Eligibility issued by the State of New Jersey (Check Certificate of Eligibility requirement with your community college for Stage I.)
- A completed application submitted to the community college which you plan to attend.

Application must include:

- Three (3) official transcripts from ALL colleges/universities attended
- Copy of your Certificate of Eligibility (Check Certificate of Eligibility requirement with your community college)
- Copy of your Praxis II score(s)

**Students elect either graduate credit or noncredit upon registration in the NPTNJ program.**

### **To continue to Stage II:**

NPTNJ students must have a full or part-time provisional teaching position to be eligible for admission to Stage II. The employing school district is responsible for enrolling the student in the Provisional Teacher Program as required by the New Jersey Department of Education.

NPTNJ students who previously completed Stage I may return to complete Stage II when they obtain a provisional teaching job.

### **\*\*\*IMPORTANT NOTE REGARDING THE GRADUATE CREDIT OPTION:**

**When you register for graduate credit with NPTNJ you are considered a non-degree seeking student at NJCU. You have been admitted to NJCU through NPTNJ for these specific courses. However, you may choose to register for other courses at NJCU while you are a current student in the NPTNJ program.**

**After you complete your 15 credits for NPTNJ, you may officially apply through the Graduate Office at NJCU to a specific Masters program. In order to be accepted into NJCU as a matriculated graduate student, you MUST complete a full admissions application and submit it to the Graduate Admissions office at the University.**

### **Completion of a Masters Degree from NJCU:**

Each NPTNJ student will receive a complete application packet from NJCU.

The following information is required as part of that application: NJCU application, personal essay, two (2) letters of recommendation, GRE score or Miller Analogies score, and a passing score on the Praxis II. We encourage you to begin the application process early in the program. Once you are accepted into

one of the Masters programs available, 12-15 credits from NPTNJ will be transferred into the masters program.

### **Masters Programs Available to NPTNJ Students:**

The following degree programs are available to NPTNJ students at off-campus locations and/or online, upon completion of the NPTNJ program:

- MA in Special Education
- MA in Reading Specialist
- MA in Urban Studies
  - English Education
  - Math Education
- MA in Educational Technology
- MA in Music Education
- MA in World Languages (primarily Spanish)
- MAT in Elementary/or Secondary Education (available only at NJCU's campus)

**For requirements and more information, please go onto [www.nptnj.org](http://www.nptnj.org) and click on Masters programs.**

### **What are the advantages to taking the NPTNJ program for graduate credit?**

- **Beginning a Masters Degree:** This provides an excellent opportunity to become a licensed teacher and begin a Masters Degree program at the same time. The program curriculum and requirements are the same for all NPTNJ students regardless of registration status. NJCU plans to offer the rest of the degree programs regionally throughout the state and partially on-line.
- **Tuition Reimbursement:** Many school districts have tuition reimbursement plans. You *may* be able to have much (if not all) of the Stage II costs paid by the school district in which you are working.
- **Higher Salary:** Public school districts (and some private schools) determine a teacher's salary based on years of teaching experience and educational level. Typically, there is an increase in salary after 15 graduate level credits, another increase after obtaining a Masters Degree, and another increase after 15 credits beyond the Masters Degree. While the salary increase varies greatly from district to district, it can range from \$600 to \$2,000 or more extra in the second year of teaching.

**We believe that in order to become an excellent teacher, NPTNJ students should continue their education and work toward a Masters Degree**

## Continuing in Stage II

Stage I of the NPTNJ program is designed to assist people in making their decision about whether teaching is the right career for them. There is no teaching requirement for Stage I, however the following criteria **MUST** be met in order to continue in Stage II:

**Table 3      Stage II Requirements**

<u>Requirement</u>	<u>Necessary Documentation</u>
Successful completion of Stage I with a minimum of a B (3.0)	NONE- grades will be verified by NPTNJ office at NJCU
Employment as a provisional teacher	Letter documenting employment or a copy of your contract from school principal or board of education

### **NPTNJ Student Information:**

#### **Administrative withdrawal**

The NPTNJ program reserves the right to administratively withdraw and deny registration to any student who fails to comply with institutional policies and regulations.

#### **Academic Integrity**

Written work in the form of reports, research papers and projects will be assigned by the faculty as part of the course requirements. Plagiarism, which will result in dismissal from the program, is defined as: 1) to steal and pass off ideas or words of another as one's own 2) to use material without crediting the source or 3) to present as new and original an idea, phrase, or statement derived from an existing source. Please be certain that all sources from which specific ideas, phrases or sentences are extracted are noted by an appropriate footnote reference. All sources should be included in a bibliography. Written work submitted for one course should not be used to fulfill the requirements of another course. For the complete Academic Integrity Policy, please refer to the NJCU graduate catalogue at [www.nptnj.org](http://www.nptnj.org)

## Grading

The student's grade is determined by the instructor and computed at the completion of each Stage for all courses within that Stage of the NPTNJ program. The following grades and values are used:

A (4.0)	C- (1.7)
A- (3.7)	D (1.0)
B+ (3.3)	F (0.0)
B (3.0)	
B- (2.7)	W (withdrawal)
C+ (2.3)	IN (incomplete)
C (2.0)	

**A grade of B (3.0) or better is required to successfully complete each stage of the NPTNJ program.**

**A status report will be sent to the provisional teaching department at the NJDOE and the employing school district of satisfactory progress during the NPTNJ program by the community college.**

## Attendance Policy

Attendance at all class sessions is mandatory. Students are expected to attend all sessions and participate actively in coursework and discussions. Students are expected to arrive on time and remain in class until the end of the session. Only one excused absence (illness, religious observance, or emergency) is permitted and the instructor must be notified by email prior to the start of class. Make up and submission of all missed classroom work is the responsibility of the student.

Note: Classroom participation is essential and the instructor reserves the right to assess class participation in determining the final grade.

## Rights and Responsibilities

Grievance Procedure: Students who need assistance with problems should follow these steps in the grievance process:

- i. Meet with instructor or community college liaison as appropriate.
- ii. Contact the NPTNJ office at NJCU.
- iii. If resolution does not occur, submit in writing to the NPTNJ Executive Committee, a statement of the problem, what solutions were recommended and what actions are being requested. Communications to the NPTNJ Executive Committee can be addressed to NPTNJ Exec Committee c/o Dean Richard Hendrix, NJCU, Hepburn Hall 206, 2039 Kennedy Boulevard Jersey City, New Jersey 07305-1597.
- iv. The Executive Committee will determine the appropriate solution, and if necessary include the appropriate administrators at NJCU for assistance.

Student records and release of personal information are to be shared between NJCU, the community college, NJ DOE and relative organizations that directly affect the integrity of the NPTNJ program with signed consent from the student.

## **Financial Information**

### **Tuition and Fees 2006**

Please check the website at [www.nptnj.org](http://www.nptnj.org) for current tuition and fees

### **Required texts books and additional materials**

#### **Other Costs**

- CE application fee which includes the Provisional and Standard Licensure fee
- Criminal background check fee
- Mentor fee for provisional year
- Travel and accommodation costs related to the statewide Capstone Conference and workshops

#### **Refunds**

Refunds due to withdrawal from the NPTNJ program after classes begin are at the discretion of the community college. The refund policy is available through your community college liaison.

#### **Loans**

There are many private educational loan programs available. NJCU recommends CitiAssist. For more information visit [www.citiassist.com](http://www.citiassist.com). Other programs are available and can be found through a web search.

**Individual community colleges may participate in other student loan programs, such as Sallie Mae. Please contact your community college liaison for specific details about that college's opportunities**

## Helpful Resources and Contact Information

1. Information about the Praxis II examination - Educational Testing Services: To register and receive test information, please visit [www.ets.org](http://www.ets.org) or phone 609-921-9000
2. New Jersey Department of Education - The Office of Licensing and Academic Credentials at 609-292-2070, Monday - Friday between the hours of 2:00 and 4:00 pm
3. Information about Foreign Credential Review - Contact: World Education Services: 212-966-6311, fax: 212-739-6139, website: [www.wes.org](http://www.wes.org) or visit the National Association of Credential Evaluation Services website for additional organizations [www.naces.org](http://www.naces.org)
4. Helpful information regarding the CitiAssist loan program, please visit [www.citiassist.com](http://www.citiassist.com)

## Hiring and the Job Outlook in New Jersey

- **NJCU Career Services** – a wide range of services to assist NPTNJ students in their job search. NPTNJ students are considered seniors.

[www.njcu.edu](http://www.njcu.edu)

search: career services

go to link: Senior Job Placement Services

- **[www.njhire.com](http://www.njhire.com)** The New Jersey Teacher Recruitment Initiative was established by the New Jersey State Department of Education to recruit qualified individuals to the teaching profession in order to improve the quantity and quality of New Jersey's teaching force.

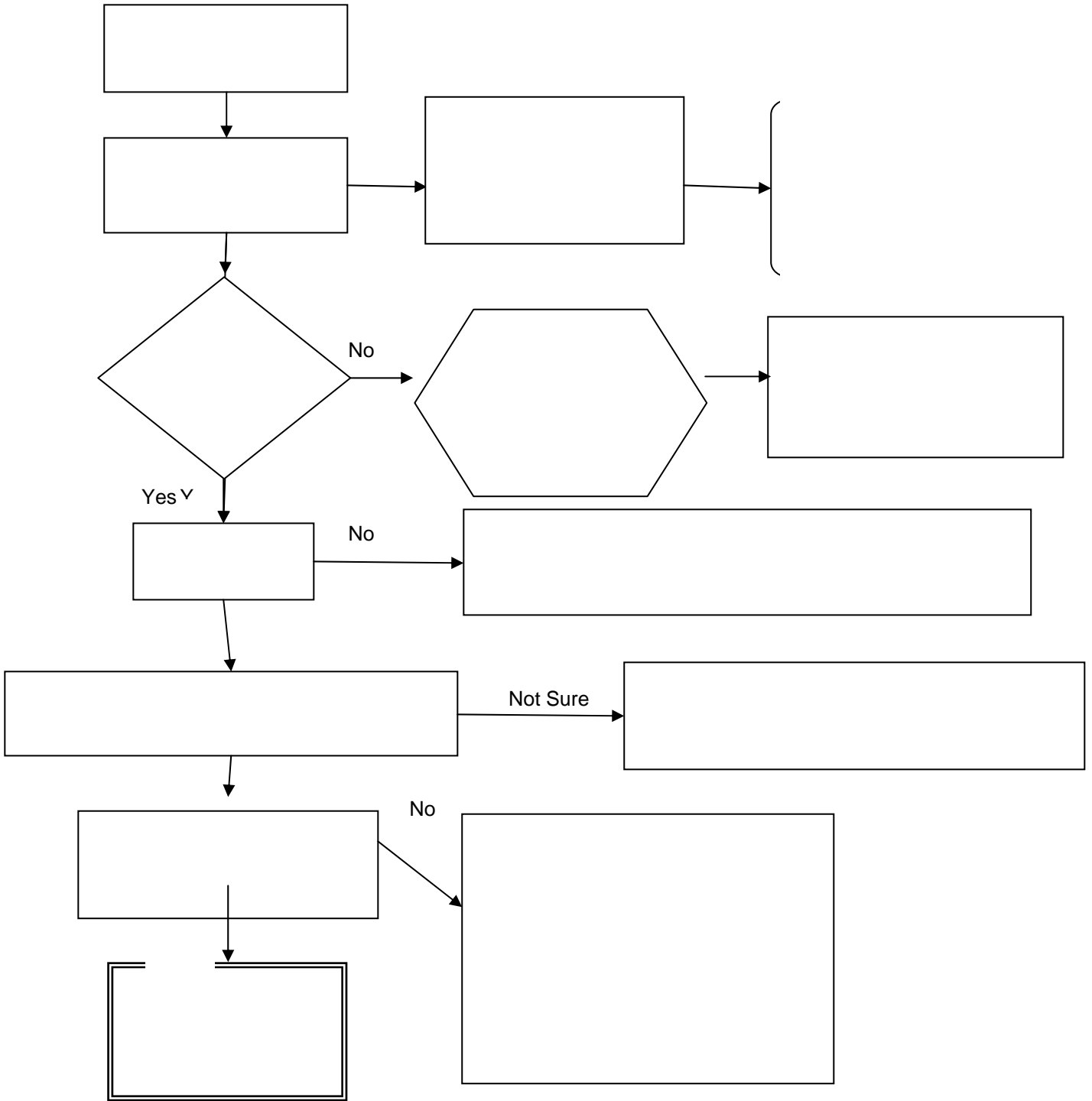
NJHire, the cornerstone of the Teacher Recruitment Initiative, is a one-stop information and referral recruitment center for individuals who may be interested in a teaching career. NJHire offers a variety of informational and advisor-assisted services to prospective teachers.

- **Classified advertisement**

The Sunday New Jersey Star Ledger, The Atlantic City Press, The Asbury Park Press, Today's Sunbeam, and the Gloucester County Times are some of newspapers throughout the state that are an excellent source for job searching.

- **Other**

Often, accepting another position other than a contract teaching position, such as teacher's assistant, per diem substitute, long-term substitute, etc, can lead to a contract teaching position.



## Sample Certificate of Eligibility application with directions for applying



STATE OF NEW JERSEY

### OFFICE OF LICENSING AND ACADEMIC CREDENTIALS

DEPARTMENT OF EDUCATION

PO Box 500

TRENTON, NJ 08625-0500

### APPLICATION FOR LICENSURE

MARKING INSTRUCTIONS	
<b>WRONG MARKS</b> 	<b>RIGHT MARK</b> 

### INSTRUCTIONS

#### PART A (2 Sides)

- For instructions in completing PART A of this application form, please refer to the HOW TO APPLY FOR LICENSURE or the PROVISIONAL TEACHER PROGRAM - INFORMATION AND APPLICATION packets.
- Enclose appropriate fee in money order or certified check payable to "Commissioner of Education." PERSONAL CHECKS ARE NOT ACCEPTED.

#### PART B (2 Sides)

- For instructions in completing PART B which is machine processed, carefully follow all directions or the forms will be returned to you.
- Use a No. 2 pencil. Do not use a pen. Do not tape, tear, or staple fees or any other documents to this form.
- Print the requested information in the boxes, and fill in the corresponding circle for each letter or number you enter. Erase errors completely.
- Be certain to complete all 4 pages of this application form.
- DO NOT SUBMIT PHOTOCOPIES OF THIS APPLICATION FORM. If additional forms are needed call (609) 292-2070.

#### PART A

- SOCIAL SECURITY # \_\_\_\_\_ 2. PHONE # \_\_\_\_\_
- LAST NAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_ M.I. \_\_\_\_\_ MAIDEN NAME \_\_\_\_\_
- ADDRESS \_\_\_\_\_ APT. \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_
- TRANSACTION(S) REQUESTED. PLEASE PRINT THE NAME OF THE ENDORSEMENT, e.g. ART, ENGLISH, PRINCIPAL, etc.
 

A. LICENSE(S) / CERTIFICATE(S) _____	_____	_____
B. EVALUATION(S) _____	_____	_____
C. DUPLICATE(S) _____	_____	_____
D. NAME CHANGE(S) _____	_____	_____
- CHECK (✓) THE NJ LICENSE YOU HOLD  STANDARD  EMERGENCY  CERTIFICATE OF ELIGIBILITY WITH ADVANCED STANDING  CERTIFICATE OF ELIGIBILITY  NONE
- ARE YOU A U.S. CITIZEN:  Yes  No
- IF NO, HAVE YOU FILED A DECLARATION OF INTENTION:  Yes  No
- ORIGINAL DOCUMENTATION OF YEARS OF TEACHING EXPERIENCE: ENCLOSED  Yes  No TO BE SUBMITTED  Yes  No
- COPY OF OUT OF STATE CERTIFICATES: ENCLOSED  Yes  No TO BE SUBMITTED  Yes  No

**NOTE:** Following the directions for CE application is very important.

#### Tips:

- Make sure your social security number is correct in both Part A and B
- Question 5A – License(s)/Certificates(s) must clearly state the Certificate of Eligibility you desire. Example: CE Elementary, CE Math, CE Science
- Official transcripts of ALL institutions attended are attached or sent to the your community college liaison
- ENCLOSE APPROPRIATE FEE in money order or certified check payable to "Commissioner of Education." PERSONAL CHECKS ARE NOT ACCEPTED.
- Use a No. 2 pencil. DO NOT USE A PEN.
- Before submitting application make a copy and note date and to whom application was submitted.

**Prospective NPTNJ students should submit their Certificate of Eligibility (CE) application to the liaison at the community college they plan to attend.**

# NPTNJ Directory

## New Jersey City University

<b>NJCU/NPTNJ Office</b>	<b>201-200-3168</b>	<b>Fax 201- 200-2908</b>
<b>Cynthia Vazquez</b>		<a href="mailto:Cvazquez@njcu.edu">Cvazquez@njcu.edu</a>
<b>Project Coordinator</b>		
<b>Graduate Admissions</b>	887-NJUGRAD	
<b>Registrar Office</b>	<b>201-200-3333</b>	
<b>Financial Aid Office</b>	<b>201-200-3173</b>	

## New Jersey Community Colleges Directory

<b>Institution</b>	<b>Liaison</b>	<b>E-mail</b>	<b>Phone Number</b>	<b>Fax Number</b>
<u>Atlantic Cape May Community College</u>	Pat Kubaska	<a href="mailto:Kubaska@atlantic.edu">Kubaska@atlantic.edu</a>	609-343-5654	
<u>Bergen Community College</u>	Tammy Hampson	<a href="mailto:thampson@bergen.edu">thampson@bergen.edu</a>	201-493-3792	201-447-7861
<u>Brookdale Community College</u>	Sue Craig	<a href="mailto:scraig@brookdalecc.edu">scraig@brookdalecc.edu</a>	732-224-2308	732-224-2444
<u>Burlington County College</u>	Jeff Heron	<a href="mailto:jheron@bcc.edu">jheron@bcc.edu</a>	609-894-9311	
<u>Camden County College</u>	Fred L. Cappello	<a href="mailto:fcappello@camdencc.edu">fcappello@camdencc.edu</a>	856-227-7200 ext 5437	856-374-4898
<u>Camden County College</u>	Sheri Porreca	<a href="mailto:sporreca@camdencc.edu">sporreca@camdencc.edu</a>	856-227-7200 ext 4273	
<u>County College of Morris</u>	Carolyn DeCastro	<a href="mailto:cdecastro@ccm.edu">cdecastro@ccm.edu</a>	973-328-5083	973-328-5082
<u>Cumberland County College</u>	Vicky Simek	<a href="mailto:vsimek@cccnj.edu">vsimek@cccnj.edu</a>	856-691-8600 ext 413	856-696-2417
<u>Essex County Community College</u>	Keith Kirkland	<a href="mailto:kirkland@essex.edu">kirkland@essex.edu</a>	973-403-2542	973-623-3055
<u>Gloucester Community College</u>	Patricia Claghorn	<a href="mailto:pclaghorn@gccnj.edu">pclaghorn@gccnj.edu</a>	856-468-5000 x5504	
<u>Hudson County Community College</u>	Robert Rosa	<a href="mailto:rosa@hccc.edu">rosa@hccc.edu</a>	201-360-4241	201-653-1351
<u>Mercer County Community College</u>	Lynn Coopersmith	<a href="mailto:lbc@mccc.edu">lbc@mccc.edu</a>	609-586-4800 ext 3241	609-890-6338
<u>Middlesex County College</u>	Darlene Yoseloff	<a href="mailto:dyoseloff@middlesexcc.edu">dyoseloff@middlesexcc.edu</a>	732-906-2554	732-906-7709
<u>Ocean County College</u>	Nancy Gerry	<a href="mailto:ngerry@ocean.edu">ngerry@ocean.edu</a>	732-255-0477	732-255-0475
<u>Passaic County Community College</u>	Jolynn Parnham	<a href="mailto:jparnham@pccc.edu">jparnham@pccc.edu</a>	973-684-6202	973-523-6085
<u>Raritan Valley Community College</u>	Carol Clark	<a href="mailto:cclarkt@raritanval.edu">cclarkt@raritanval.edu</a>	908-526-1200 ext 8377	908-526-3576
<u>Salem Community College</u>	Mary Coombs	<a href="mailto:mcoombs@salemcc.edu">mcoombs@salemcc.edu</a>	856-351-2683	856-351-2776
<u>Sussex County College</u>	Sivaraman Anbarasan	<a href="mailto:sanbarasan@sussex.edu">sanbarasan@sussex.edu</a>	973-300-2141	973-300-2278
<u>Union County College</u>	Elaine Lux	<a href="mailto:lux@ucc.edu">lux@ucc.edu</a>	908-709-7602	908709-7070
<u>Warren County Community College</u>	Contact another community college			

## New Jersey County Offices of Education

County	County Superintendent	Office Mailing Address	County	County Superintendent	Office Mailing Address
Atlantic	609-625-0004 Fax 625-6539 Lisa Willett, Secy.	Atlantic County Office 6260 Old Harding Highway Mays Landing, NJ 08330-1599	Middlesex	732-249-2900 Fax 296-0683 Debbie Hudson, Secy., Ext. 3425	Middlesex County Office 1501 Livingston Ave. North Brunswick, NJ 08902
Bergen	201-336-6875 Fax 336-6880 Kathy Polten, Secy.	Bergen County Office One Bergen County Plaza 3 <sup>rd</sup> Floor, Room 350 Hackensack, NJ 07601	Monmouth	732-431-7816 Fax 577-0679 MaryAnn Maples, Secy.	Monmouth County Office 3680 State Highway 9, 4 <sup>th</sup> floor PO Box 1264 Freehold, NJ 07728-1264
Burlington	609-265-5060 Fax 265-5932 Carol Pitko, Secy	Burlington County Office Mount Holly, NJ 08060-1824 <u>Office Location</u> 2 Academy Drive, Westhampton	Morris	973-285-8332 Fax 285-8341 Shirley Stoll, Secy.	Morris County Office Court House, PO Box 900 Morristown, NJ 07963-0900 <u>Office Location:</u> 30 Schuyler Place Morristown, NJ 07960
Camden	856-401-2400 Fax 401-2410 Lisa Smith, Secy.	Camden County Office Forrest Hall 509 Lakeland road Blackwood, NJ 08012	Ocean	732-929-2078 Fax 506-5336 Kathy Angellella, Secy.	Ocean County Office 212 Washington Street Toms River, NJ 08753
Cape May	609-465-1283 Fax 465-2094 Kathi Dalton, Secy.	Cape May County Office 4 Moore Road Cape May Court House, NJ 08210	Passaic	973-569-2110 Fax 754-0241 Mary Ellen Riga, Secy.	Passaic County Office 501 River Street Paterson, NJ 07524
Cumberland	856-451-0211 Fax 455-9523 Nancy Cobb, Secy.	Cumberland County Office 19 Landis Avenue Bridgeton, NJ 08302	Salem	856-339-8611 Fax 935-6290 Joan Heil, Secy.	Salem County Office 94 Market Street Salem, NJ 08079
Essex	973-395-4677 Fax 395-4696 Enid Pipitone, Secy.	Essex County Office 7 Glenwood Avenue, Suite 404 East Orange, NJ 07018	Somerset	908-231-7171 Fax 722-6902 Connie Richardson, Secy	Somerset County Office PO Box 3000 Somerville, NJ 08876 <u>Office Location:</u> 92 E. Main, Somerville
Gloucester	856-468-6500 Fax 468-9115 Jeanette Griffin, Secy., Ext. 6004	Gloucester County Office 1492 Tanyard Rd. Sewell, NJ 08080-4222	Sussex	973-579-6996 Fax 579-6476 Ria Gurski, Secy.	Sussex County Office 262 White Lake Road Sparta, NJ 07871
Hudson	201-319-3850 Fax 319-3650 Noreen Rizzolo, Secy.	Hudson County Office 595 Newark Avenue Jersey City, NJ 07306 <u>Office Location:</u> 595 County Avenue, Bldg 3, Secaucus	Union	908-654-9860 Fax 654-9869 AnnMarie Angelo, Secy.	Union County Office 300 No. Avenue, East Westfield, NJ 07090
Hunterdon	908-788-1414 Fax 788-1457 Sue Mirota, Secy.	Hunterdon County Office PO Box 2900 Flemington, NJ 08822-2900 <u>Office Location:</u> 10 Court St., Flemington	Warren	908-475-6326 Fax 475-6394 Samantha Grape, Secy.	Warren County Office 537 Oxford St. Belvidere, NJ 07823
Mercer	609-588-5884 Fax 588-5849 Donna Britschge, Secy.	Mercer County Office 1075 Old Trenton Road Trenton, NJ 08690			

Revised 1/07

## HELPFUL DEFINITIONS:

**Certificate of Eligibility (CE):** Issued by the DOE to those who have not completed a state approved college teacher training program including student teaching. Must show proof of minimum of a completed Bachelors Degree with a GPA of 2.75, a passing score on the appropriate Praxis II exam, and completion of the physiology and hygiene test. Additionally official transcripts from each of the colleges that you attended must accompany the CE application along with a money order or cashiers check made out to the Commissioner of Education.

**\*\*\*Prospective NPTNJ students should apply through the community college for their CE.**

**Official Transcripts:** All credit coursework to be considered in determining eligibility must be accounted for on a four year official transcript. Community College credit coursework is accepted only if it is accounted for on the four year transcript as individual courses.

**Physiology and Hygiene Test:** Should be taken at the County Superintendent's office and faxed to the DOE in Trenton. NPTNJ must be written in across the top before it is sent.

**Praxis II exam:** Test administered by Educational Testing Services (ETS) required in most disciplines before a CE can be issued. Contact [www.ets.org](http://www.ets.org) for further information regarding these tests, test dates, and test locations.

**Provisional License:** Issued by the Department of Provisional Licensing of the NJ DOE to those who hold a CE or CEAS and have been hired by a school district under a lead teaching contract. This license is good for 2 years. The license is paid for when you apply for the CE.

**\*\*\*The employing school district is responsible for registering you as a Provisional Teacher and sending supporting documentation for the Provisional License. NPTNJ students must supply the employing school an original certificate of completion for Stage I for the 20-day mentor requirement to be waived.**

**Standard License:** This is a permanent credential that allows the holder to serve without condition in all New Jersey Public Schools. It signifies successful completion of Provisional Teacher Program requirements.

**Prospective students with foreign credentials** must have their foreign transcripts evaluated by an accredited United State college institution such as World Education Services (WES).

**Endorsement:** The specific subject area in which a certificate holder is authorized to teach based on his/her academic qualifications.

**Capstone Conference:** A mandatory statewide conference for all NPTNJ students