



LET'S GET STARTED*

Prepared by Rutgers GSE- Alternate Route Program
For updates to the requirements please visit:

www.nj.gov/education/rpi/preparation/docs/CEChanges.pdf

STEP 1:

APPLY FOR A CERTIFICATE OF ELIGIBILITY (CE)
with the NJ Department of Education (NJDOE)

<https://www.nj.gov/education/certification/apply/>

Requirements:

- Bachelor's Degree
- 3.0 GPA Minimum
- Mandated hygiene test (offered at NJDOE County Ed Office)
- Passing Score on test(s) required by NJDOE for your CE(s).

STEP 2:

**Submit your application to NJDOE
TO OBTAIN YOUR CE**

STEP 3:

APPLY FOR **EDUCATIONAL** AND PROFESSIONAL
EXPERIENCES

- **Apply to Rutgers-GSE Alternate Route**
- **Complete the 50-Hour Pre-Service Course**
- **Complete Math and Literacy Courses****
- **Begin your job search!**
- Your CE enables you to be hired.
- Securing a teaching position is required for enrollment in Phase I, 2, 3 courses of formal instruction.

**WHEN YOU HAVE A TEACHING POSITION,
MOVE TO STEP 4.**

*NOTE: These steps are specific to the Rutgers GSE Alternate Route Program; however, they still provide an overview of the general process in New Jersey.

** NOTE: Math and Literacy are two courses that can be taken at any time between Steps 3 and 6.

STEP 4:

BEGIN **EDUCATIONAL AND PROFESSIONAL
EXPERIENCES**

- **ENROLL in Phase 1 in order to complete the 2-year sequence before your provisional license expires (further outlined in Step 5).**
- **START TEACHING!**
 - It is the responsibility of the hiring school district to enroll you in the Provisional Teacher Process (PTP) and provide you with a mentor.
 - Once your district/charter school registers you with the NJDOE provisional teacher system, **YOU MUST ENROLL** in training courses.

STEP 5:

CONTINUE FIRST YEAR PTP***

- **Take the required Phase I, Phase II, Phase III**
- Complete minimum 1 year of mentored teaching.
- Receive at least 2 years of effective ratings over a 3-year period based on Achieve NJ evaluations.

STEP 6:

CONTINUE SECOND YEAR PTP***

- **ENROLL IN THE YEAR 2 COURSE**
- Pass the Educator Preparation Program's (EPP) performance assessment, approved by the NJDOE, as a part of the Year 2 course.
- Complete Year 2 of teaching.

STEP 7:

BECOMING PERMANENTLY CERTIFIED

- Your school district requests your standard certificate.
- NJDOE will email you to provide your EPP info.
- NJDOE will email your EPP, to confirm your completion of hours of formal instruction.

**RECEIVE YOUR STANDARD
TEACHING LICENSE!**

***NOTE: Including completion of any specific coursework required by the NJDOE for your endorsements.