

## LET'S GET STARTED

For updates to the requirements please visit:  
<http://www.nj.gov/education/educators/rpr/CEChanges.pdf>

### STEP 1: APPLY FOR A CERTIFICATE OF ELIGIBILITY (CE) with the NJ Department of Education (NJDOE)

Requirements:

- Bachelor's Degree
- 3.0 GPA Minimum
- Pass CORE basic skills assessment (offered by ETS)
- Mandated hygiene test (offered at NJDOE County Ed Office)
- Passing Score on Praxis II Exam for license you seek.

STEP 2:

### OBTAIN YOUR CE

### STEP 3: BEGIN YOUR JOB SEARCH

- **Apply to Rutgers-CE Program**
- **Complete 50-Hour Pre-Service Course**
- Your Certificate of Eligibility (CE) enables you to begin your job search. Securing a teaching position is required for enrollment in the 350 hours of formal instruction—Phase I, Phase II or Phase III. Teaching candidates ENROLL THEMSELVES in these courses upon receiving an offer for employment.

STEP 4:

### 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.

### Step 5: BEGIN THE PTP

- Take the required Phase I, Phase II, Phase III, Literacy, and Math Courses
- 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

Once your district/charter school registers you with the NJDOE provisional teacher system, **YOU MUST ENROLL** in training courses. You will also be assigned a mentor teacher.

STEP 6:

- Enroll in Supervised Provisional Teaching II Course
- Complete Year 2 of Teaching

### Pass EdTPA Performance Assessment

This assessment is mandated by the NJDOE  
<http://www.nj.gov/education/educators/rpr/preparation/assessment/>

STEP 7:

### APPLY WITH THE NJDOE & RECEIVE YOUR STANDARD TEACHING LICENSE!

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