

**KEAN UNIVERSITY
COLLEGE OF EDUCATION**

HOW WILL I GET CERTIFIED TO TEACH?

1. Complete an approved teacher preparation program (BA degree, Post-Baccalaureate, or MA Level I) including student teaching/internship with a cumulative grade point average of 3.0 or higher.
2. Pass the Core Academic Skills for Educators Praxis tests and Praxis II content test required for your area of certification. **Effective September 2015, successfully meeting NJ Qualifying Scores of the Core Academic Skills for Educators Praxis tests is an admission requirement to the KU College of Education. Praxis II content tests for all certifications are required for eligibility to begin the Clinical Internship.**
3. Apply for graduation or program completion. Please observe deadlines.
Undergraduate: Kean Union: Apply for graduation – Registrar – Admin. Bldg., 1st FL
Kean Ocean: Apply for graduation – Registrar – OCC, Gateway Bldg.103
Post-Baccalaureate: Submit certification paperwork – Post-Bac Office – Hennings Hall 214
Graduates: You will receive an information packet from the Graduate Office.

4. Apply for Certification/License. Please observe deadlines.
You MUST complete our New Jersey State Department of Education “Application for Certification” BEFORE you graduate or complete your approved program. You may obtain this application by logging onto www.kean.edu, click on OFFICES, scroll down to POST BACCALAURATE TEACHER CERTIFICATION, click on this website here. Click on NJ Department of Education Application Form- fill out online and print. Submit this form to the Teacher Certification Office located Hennings Hall 214. **This is different from the application for a degree.** All fees must be paid to the Office of Student Accounting prior to submitting your application.

Undergraduate & Post-Bac: Kean Union: Submit application to Ms. E. Eaddy-Thomas, HH-214
Kean Ocean: Submit application to Registrar, OCC, Gateway Bldg., 103
Deadline: December Certification- December 1
May/August Certification – March 31
Graduate: Submit application to the Graduate Office – Registrar, Administration Bldg., 1st FL
Deadline: December Certification – 1st Friday in October
May/August Certification – 1st Friday in February

5. Kean University will send your Application for Certification to the New Jersey Department of Education, Office of Licensure and Credentials.

The New Jersey Department of Education will match your application, **by social security number**, with your passing scores on the Praxis. If there is no match, the certificate will **NOT** be issued.

As of May 2015 the Department of Education will no longer mail paper certificates. You can access your certification information on the DOE website at www.nj.gov/education/educators/license . Click on the tab that reads how do I check application status and verify certification. You will need to put in your last name and your social security number. At that point you will be able to search for your certification status and the date it was issued.

For further information, please contact:

Undergraduate/Post-Baccalaureate Students: Teacher Certification Office; Hennings Hall 214
908-737-3800

Graduate Students: Graduate Student Services; Registrar’s Office
Admin. Bldg., 1st FL; 908-737-3290