

Application for State Certification

Application Procedures

1. **Complete Application:** Please complete all required information on the following pages to ensure timely and accurate processing.
2. **Fees:** Please see the attached Fee Schedule to see what the applicable fee is for the certification(s) you are seeking. Students can go to Student Accounting Office and pay via cash, money order or debit card and indicate, that payment is made for "State Certification". Students may also pay online at <https://www.kean.edu/academics/college-education/teacher-certification> . We require a copy of the receipt as a part of the application process. Fees are not mailed to the Certification Office. If paying online, students must use a debit or credit. Certification fees are only refundable for applications that have not yet been submitted to the Department of Education after which the fees are non-refundable.
3. **Citizen/Non-Citizen:** US Citizen must complete an Oath of Allegiance and Individuals who are not U.S. Citizens must complete the Application for State Certification and submit a Non-Citizen Oath, along with a Declaration of Intention to Become a U.S. Citizen. All documents must be notarized. See website for forms.
<https://nj.gov/education/license/forms.htm>
4. **Deadlines:** Completed forms, payment receipt, and other supporting documentation (if required) should be submitted to The Office of Teacher Certification & Alternate Route Programs, located in Hennings Hall Room 214, by the dates below:

Program Completion	Deadline
Fall semester	October 15
Spring semester	February 5
Summer semester	February 5

Failure to comply with the above deadlines can result in a delay in processing or a deferral of this application to the following semester for processing.

5. **Certification Delivery:** Once this application is processed by the Office of Teacher Certification & Alternate Route Programs, the application will be sent to Trenton for processing and issuance of the appropriate certification. Paper Certifications are no longer mailed or available in hard copies. Recipients can check the status of their certificates by visiting the "Check Application Status " tab on the Department of Education website: <https://nj.gov/education/license>.
6. **Verify Employment and Work Experience:** Applicants seeking certificates for:

Director of School Counseling
Learning Disabilities Teacher Consultant (LDTC)
Reading Specialist
Principal Endorsement
Supervisor Endorsement

are required to submit a letter on official letterhead from your Principal, District Superintendent, or from your District's Office of Human Resources. The letter must include years of employment and the capacity in which you worked. A sample template has been included for your reference. Letters can be submitted with this application or faxed directly to The Office of Teacher Certification and Alternate Route Programs at 908-737-3806.

Important Note:

Applications for Certification will not be sent to Trenton for processing prior to degree conferral and/or program completion. Upon completing the program and/or degree conferrals are verified, the application will be sent to Trenton electronically. Once received in Trenton, it typically takes approximately 4-6 weeks for the certificate to be processed.

Application for State Certification

Please note, you can type on this form

Last Name _____ First Name _____ Mid. Int. _____

Social Security # _____ Student ID# _____ D.O.B. ____ / ____ / ____

Program _____ Gender ____ Male ____ Female

What certification(s) are you requesting? _____

Address _____

City _____ State _____ Zip Code _____

Preferred Contact Phone # _____ Personal Email _____

Ethnicity (Required)

Anticipated Date of Program Completion

What is your race? (Check One)

_____ American Indian or Alaska Native

_____ Asian/Pacific Islander

_____ African/African American

_____ Cuban

_____ Puerto Rican

_____ White

_____ Other Hispanic

_____ Other

_____ January

_____ May

_____ Summer I

_____ Summer II

Are you a US Citizen?

If yes, you must file an Oath of Allegiance

_____ Yes _____ No

If No, you must file a Declaration of Intention

And Non-Citizen Oath of Allegiance

_____ Yes _____ No

Do you have any professional teaching experience?

_____ Yes _____ No

Have you ever held a NJ Teaching Certificate?

_____ Yes _____ No

Do you currently hold a valid standard teaching
Certificate(s) in another state?

If yes, please submit copies of certificate(s) with application

_____ Yes _____ No

Work Experience (Please list your last three professional employments, beginning with the most recent)

Employer _____ Location _____

Title/Position Held _____ From _____ To _____

Employer _____ Location _____

Title/Position Held _____ From _____ To _____

Employer _____ Location _____

Title/Position Held _____ From _____ To _____

Have you ever had a certificate revoked or suspended in this or any other state? _____ Yes _____ No

If yes, please explain _____

How you ever been convicted of a crime in this or any other state? _____ Yes _____ No

If yes, please explain _____

I certify that the previous statements and data are correct.

Signature of Student

Date

Please submit this completed form with proof of payment to the Teacher Certification Office, Hennings Hall Room 214

Certificate	Requirements	Praxis	Fee
Bilingual/Bicultural (Standard) Bilingual (CEAS)	Language proficiency tests and Instructional Certificate in Elementary Education or secondary subject area(No Languages)	NO	\$95 \$170.
Director of School Counseling (Standard)	Post-Master's, three years of experience in guidance, Standard School Counselor of SPS Certificate	NO	\$95
E.S.L. (Standard) ESL(CEAS)	Language proficiency test, Standard or CEAS Instructional certificate	NO	\$95 \$170.
Initial Instructional Certifications: (CEAS) Art, P-3 Early Childhood	5-8, Middle School, Elementary/N-12 Subject Matter Endorsement	YES	\$190*
Learning Disabilities Teacher Consultant (LDTC) (Standard)	Post-Master's, three years teaching experience, Standard Instructional Certificate	NO	\$95
P-3 Endorsement (Standard) P-3 (CEAS)	Standard Instructional Certificate CEAS Instructional Certificate	YES	\$115* \$190.
Learning Disabilities Teacher Consultant (LDTC)	Post Master's three years teaching experience, Standard Instructional Certificate	NO	\$95
Principal (CE)	Post-Master's, NJ Standard Instructional Educational Services or Administrative Certificate , applicants admitted since fall 2008 must have five years teaching experience	YES	\$190*
Reading Specialist (Standard)	Post-Master's, two years teaching experience	NO	\$95
School Business Administrator (CE)	Post-Master's	NO	\$170
School Counseling (Standard)	Post-Master's	NO	\$95
School Library Media Specialist (CEAS)	Post-Master's	NO	\$170
School Nurse (Standard)	CPR and AED Certificate, NJ Registered Nurse License	NO	\$95
School Psychologist (Standard)	Post-Master's, practicum, externship	NO	\$95
Speech Language Specialist (Standard)	Post-Master's	YES	\$115*
Substance Abuse Awareness Coordinator (SAC) (CEAS)	Must have previous certification administered by NJ Department of Education (teacher, nurse, counselor, or social worker)	NO	\$170
Supervisor (Standard)	Post-Master's, three years teaching experience, Standard Instructional Educational Certificate	NO	\$95
Teacher of Reading (Standard)	Standard Instructional Certificate	YES	\$115*
Teacher of Students with Disabilities (CEAS)	CEAS Instructional Certificate	NO	\$170
Teacher of Students with Disabilities (Standard)	Standard Instructional Certificate	NO	\$95

*PRAXIS handling fee included. If the PRAXIS is required, it is the student's responsibility to make sure the scores have been forwarded to the NJ State Department of Education, code 7666 by the Educational Testing Service (ETS). The social security number is required to be on the exam. Students should also forward a copy of their score report directly to the Teacher Certification Office to ensure timely processing.

Payment must be made at the time of submission of this application. Payment can be made at the Office of Student Accounting, 3rd floor Administration Building and a receipt must accompany this application. Fees can be paid by cash, check, money order, or Debit credit card.

Employment Verification Template

[School Letterhead]

[Date]

Student Support Services
Office of the Registrar
1000 Morris Avenue
Union, NJ 07083
Administration Building, 1st floor
Fax: 908-737-3299

To Whom It May Concern:

This letter is to confirm that [full name] has been employed as a [full time or part time] [position] at [school] from [start date] – [end date or present].

[Any other pertinent information- optional].

If you require any other information, please feel free to contact me.

Sincerely,

[Signature]

[Printed Name]

[Title]

[Phone]

[Email]