

TEACHER CERTIFICATION
Human Resources Department
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TRADITIONAL ROUTE TEACHER CERTIFICATION PROCESS:

The **TRADITIONAL ROUTE** to teacher certification is based upon the following:

1. Completion of a state approved college teacher training program culminating in supervised student teaching.
2. Completion of the appropriate test requirement. (PRAXIS)
3. Must have a 2.75 minimum grade point average shown on an official college transcript and date of degree conferral.
4. Completion of application and [money order](#) in the amount of \$75.00, \$95.00 or \$170.00 made out to the "Commissioner of Education". Different payments are for different types of certification (ie Cert of Elig w/ Adv Standing = \$170.00, Standard w/ Praxis test requirement = \$95.00 and Standard w/o necessary praxis = \$75.00

For specific information on **Teacher Certification**, go to the State Department of Education's web page at: <http://www.state.nj.us/education/educators/license/>

ALTERNATE ROUTE CERTIFICATION PROCESS:

The **ALTERNATE ROUTE** to teacher certification is based upon the following requirements:

1. A Bachelor's or Master's Degree.
2. Must have a 2.75 minimum grade point average shown on an official college transcript and date of degree conferral.
3. For subject area certification, one must have achieved a major in the subject teaching field (e.g., Biology, English, Mathematics). This means at least thirty credits in a coherent sequence of study which includes introductory, intermediate and advanced levels; fifteen credits in subject matter for middle school certification and elementary school teaching candidates require a major in the liberal arts or sciences.
4. Completion of praxis test requirement.
5. A brief narrative regarding background.
6. An application and the appropriate fee of \$170.00 – [money order](#) made out to the "Commissioner of Education".

For specific information on **Alternate Route Teacher Certification**, go to the State Department of Education's web page at:
<http://www.state.nj.us/education/educators/license/>

INSTRUCTIONS FOR COUNTY SUBSTITUTE CERTIFICATE ISSUANCE

Applicants holding lifetime New Jersey instructional certificates may substitute without applying for the substitute certificate. This also applies to applicants holding Certificates of Eligibility with Advanced Standing and Certificates of Eligibility.

The procedure is the following:

1. [Application Form](#) (download application) - applicant must complete area marked "To be Completed By Applicant" - School district is required to complete section "For District Use Only" (signature of superintendent and date approved by the board.) You will need [Adobe Acrobat Reader](#) to download this file.

2. **Official Transcripts** - supporting a minimum of 60 college credits.

3. **Notarized Oath of Allegiance** (download Oath) for each applicant. You will need [Adobe Acrobat Reader](#) to download this file.

4. **Fee** - \$75.00 in the form of a Money Order or Certified Check payable to "**Commissioner of Education.**"

5. **If an Emergent Hire** - request should accompany the application. And fingerprinting must have been completed.

6. To Substitute in Edison Public Schools you must attend one of our workshops, which are given four times per year.

Each person submit the above to:

Certification Clerk, State of New Jersey NJ Department of Education
Middlesex County Office
1460 Livingston Avenue,
2nd Floor - Suite #400
North Brunswick, New Jersey 08902

If you have any questions please call 732-249-2900 press 1 X3495

6. Applicants must go to <http://www.state.nj.us/nided/educators/crimhist/forms.htm>. You must download **Sagem Morpho Universal Applicant Fingerprint Form** (with instructions), **Applicant Authorization and Certification Form** which must be notarized, and the **Transmittal Form**. You will need [Adobe Acrobat Reader](#) to download these files.

7. Once your criminal history clearance has been received, the County will issue the substitute credential to the hiring district.

The application for county substitute nurse certificate must include a copy of a current NJ RN License for New Jersey. If a substitute nurse wants to substitute in a regular classroom, an official college transcript showing at least sixty credits must also be submitted to the county office.

If a duplicate substitute certificate is requested, we will need an application form, a \$50.00 fee, notarized statement of loss, and board minutes approving the applicant.

For specific vocational-technical skills, a vocational county substitute certificate may be issued to an applicant on the basis of appropriate work experience in lieu of sixty semester hour college credits. Work experience should be substantiated by a notarized statement of previous employment or self-employment.

All certificates will be issued for a three year period, to expire July 1st or January 2nd whichever is closest to the issuing date. The holder may serve no more than twenty consecutive days in the same position in one school district during the school year. The substitute certificates issued by the county superintendent of schools office are designed only for emergency purposes when the numbers of properly certificated teachers are inadequate to staff the school.

If an applicant applies to more than one county for a substitute certificate, only one certificate is required. However, present your original substitute certificate to the additional county offices to be recorded.

If you need to contact the [State Department of Education](#) please call 1-609-292-2070.

If you require information regarding the Teacher of Handicapped grandfathering you need to go to the website: <http://www.nj.gov/education/educators/license/phase4/>