



OVERVIEW

Getting started in

**New Pathways to Teaching in New Jersey
An alternate route to teacher certification program**



Revised December 2013

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Please read the Overview completely before contacting the office for more information. See the glossary at the end if you are unfamiliar with the terminology. After reading the Overview as well as the other informational documents on the HCCC website, email Lauren O’Gara at logara@hccc.edu or call (201)360-4255 with questions.

I. General Information

New Pathways to Teaching in New Jersey

Hudson County Community College (HCCC) is collaborating with participating New Jersey Community Colleges and New Jersey City University (NJCU) to offer New Pathways to Teaching in New Jersey (NPTNJ). The program provides an opportunity for people who have a BS, BA, or higher degree and who did not complete a traditional teacher preparation program, to become teachers. The program is offered in two stages. Stage I is a “pre-service” component which does not require the participant to have a teaching job. A teaching job is required to continue to Stage II. This unique partnership provides students the opportunity to earn up to 15 graduate credits toward numerous NJCU graduate degrees in education.

Basic Eligibility Requirements

- Bachelor’s or higher degree
- 2.75 minimum GPA in highest degree
- Passing Praxis II score
- Certificate of Eligibility (CE) – Required for admission to Stage I

****Important**** Anyone applying for a Certificate of Eligibility (CE) is required to complete *An Introduction to the Teaching Profession 24-Hour Pre-Service Program* **prior to applying for the CE**. Completion of the course, however, is only one of the CE requirements and does not guarantee the applicant qualifies for a CE.

*NPTNJ offers Intro to Teaching! Please visit www.hccc.edu/newpathways for the New Pathways to Teaching in New Jersey Introduction to Teaching 24-Hour Pre-Service Program schedule at Hudson County Community College. Admission into Introduction to Teaching **does not** guarantee admission into the NPTNJ Alternate Route program, which consists of Stage I and Stage II.*

Information Sessions

HCCC holds periodic information sessions regarding the alternate route teacher certification process and admission to NPTNJ. If you are interested in learning more about NPTNJ after reading the Overview, please plan to attend an information session. Please view the homepage of our website for the info session schedule.

Program Sequence

NPTNJ is an intensive 200+-hour program. Stage I is a 60-hour course which introduces the participant to the world of teaching in the K-12 classroom. Some participants take Stage I to learn about the field of teaching today to help them decide if they want to enter the profession. There is no admission to Stage II without completing Stage I. All participating community colleges offer the same program for the same fee at approximately the same time. At the end of Stage I, students may transfer to another community college to complete Stage II. Students may also complete Stage I in one year and come back to complete Stage II another year. There is no time limit between completing Stage I and returning to complete Stage II.

Stage I: You do not need an offer of employment from a school district to take Stage I. This 60-hour course consists of 45 hours of classroom instruction and 15 hours of observation in a K-12 school. Stage I classes meet two nights per week for about 7 weeks. Students may hold another job while in Stage I, but must arrange time off to complete 15 hours of observation in a local school. Please see our website for the schedule of Stage I classes at www.hccc.edu/newpathways.

Requirements for acceptance into Stage I

- BS, BA, or higher degree
- 2.75 GPA
- Passing Praxis II score in subject area (see STEP 3 in “Getting Started as an Alternate Route Teacher”)
- Certificate of Eligibility (CE)

Stage II registrants must have a K-12 teaching job in a public or private school in the subject in which they hold a CE. **The first year of teaching – known as the provisional year with a provisional teaching job** – combines classroom teaching, lesson preparation and all the usual obligations of teaching with attending NPTNJ classes and completing academic assignments. Classes meet one night a week throughout the provisional teaching year. Please see our website for the schedule of Stage II classes at www.hccc.edu/newpathways.

Requirements for acceptance into Stage II

- Completion of Stage I with a minimum grade of B
- Hold CE in grade level and/or subject area
- Have a provisional teaching job (see STEP 2 in “Steps in Fulfilling Stage II Admission Requirements”) in grades K-12 in a public or private NJ school

Choose From Two Options:

Graduate credit option: New Jersey City University (NJCU) offers 15 graduate credits applicable toward numerous NJCU education degrees. Stage I earns 4 credits and Stage II earns 11 credits. Graduate credit option enrollees will receive a packet of information from NJCU regarding the continuation of graduate studies and the choice of majors.

Non-credit option: Offers a certificate.

The course requirements and workload are identical for both credit and non-credit options. Both equally fulfill the Department of Education (DOE) requirements for alternate route certification. Most students feel that since both options require identical work it is advantageous to select the graduate credit option. Not only do you have 15 credits toward a master's degree, your school district may start you on a higher pay scale.

Listed below are Graduate Level Courses taken during Stage 1 and Stage 2:

Stage 1

- EDU 500 Classroom Management (1 Credit)
- EDU 645 Curriculum and Methods (3 Credits)

Stage 2

- EDU 628 Learning and Motivation (3 Credits)
- EDU 693 Educational Assessment (3 Credits)
- EDU 652 Student Teaching (2 Credits)
- LTED 641 Reading and the School Curriculum (3 Credits)

* Please note that there is a choice of a Credit or Non-Credit Enrollment

Change of Venue

Applicants may complete Stage I at one community college and enroll in Stage II at another participating community college.

Completion Time Sequence

Students may complete Stage I in one year and come back to complete Stage II another year. There is no time limit between completing Stage I and returning to complete Stage II

Completion of Stage I and II fulfills the 200-hour DOE academic requirement for standard (permanent) certification for alternate route teachers with the following exception:

Additional Requirement for Alternate Route Teachers Holding an Elementary and Middle School CE

Starting October 31, 2009, all alternate route elementary and middle school first-year teachers will be required to complete a 45-hour methods course in the teaching of literacy and a 45-hour methods course in the teaching of math *during their provisional teaching year*. Those who have a subject area CE are exempt from this requirement. NPTNJ offers these courses as non-credit as well as for-credit towards a master's degree at NJCU. Contact our office for more information.

II. Getting Started as an Alternate Route Teacher Candidate

***Note – Steps 2, 3, and 4 may be done in any order.**

STEP 1 – Determine what CE is right for you.

You need a CE to obtain a teaching job and begin the certification process. Determine what subject area you are eligible to teach and what CE you should apply for by following the link below to the list of Licensure and Credentials available through the NJ Department of Education (please copy and paste this into web address bar):

<http://www.nj.gov/cgi-bin/education/license/endorsement.pl?string=999&maxhits=1000&field=1>

When you find a subject area of interest, click on the “CE” hyperlink in the first column, it will bring up a PDF of what’s required to obtain that CE – including how many college credits are needed in that particular subject area. **Please also see pages 9 and 10 of this document for more information.**

STEP 2 – Take *Introduction to Teaching 24-Hour Pre-Service Program*

This is one of multiple requirements for the CE and completion does not guarantee you qualify for a CE. This program costs \$209. Please see the schedule on the NPTNJ HCCC website: www.hccc.edu/newpathways. To register for this program call 201-360-4255 or go to the Non-Credit Office at 162 Sip Avenue, Room C114, Jersey City, NJ 07306.

STEP 3 – Pass the Praxis II exam in your subject area

Passing the Praxis II is required to obtain a Certificate of Eligibility (CE). A passing grade on the Praxis II test in the subject area/s you plan to teach is required to show subject matter competency. Some subject areas require more than one test; a few subjects require no test.

The tests are given periodically at various locations around the state. Go to the ETS website, <http://www.ets.org> or call 609-771-7395 for testing and registration information.

After taking the test, ETS will forward your Praxis score to you and to the DOE. Be sure to use the code for the DOE Office of Licensing and Academic Credentials, code R7666, on the Praxis registration #12. **You must include your Social Security number on the application form.** This is the only way to insure your Praxis II score goes directly to your file at the DOE.

A Praxis score does not expire, but ETS does not keep records for more than five years.

STEP 4 – Request Official Transcripts

Request official transcripts from each college you have attended (including community college) and have the transcripts mailed to the HCCC address on the following page. NPTNJ does not accept electronic transcripts.

****Important****

Two official transcripts from *each* college attended are required for the NPTNJ application process and one official transcript from *each* college attended is required for the CE application. If you receive the transcripts, **do not open**. Mail to the NPTNJ office. A transcript is not official if it has been opened. All transcripts will be held in your file until needed.

STEP 5 – Apply for your CE

You must apply and pay for your CE online at:
www.state.nj.us/education/educators/license/tcis

As you may know, applying for a CE through the New Jersey Department of Education (DOE) can be a lengthy process. New Pathways to Teaching in New Jersey (NPTNJ) expedites the application documents for a CE to the DOE in November, February, April and July. You may also send your documentation packet directly to the DOE, and this may result in a faster review if you narrowly miss an expedite deadline. In most cases, however, going through our program results in a more timely review of your application. The process to expedite generally takes 4-6 weeks. If you apply on your own, it can take up to 4-6 months.

If you will be ready to apply for a CE by the 10th of November, February, April or July, then you may submit your application documents through us in time for our expedite period.

To submit your CE application documents through NPTNJ, you must have at least a 2.75 GPA. No exceptions!

Here is the process:

You must apply and pay for your CE online at:
www.state.nj.us/education/educators/license/tcis

You will receive your CE tracking number once you apply online.

The following documents may then be sent to the NPTNJ office at HCCC, who will submit them to the DOE. Be sure to make copies of all documents for your personal records. *Please write your CE tracking number on all documents except for the transcripts:*

- The *New Pathways to Teaching in New Jersey Introduction to Teaching 24-Hour Pre-Service Program* completion certificate — our program will distribute after the class ends
- Copy of Praxis II score
- 3 Official transcripts (transcripts from all schools attended, even if you transferred)
- Notarized Oath of Allegiance (Non-citizens must fill out the Non-Citizen Affidavit and the Non-Citizen Oath of Allegiance)
- Completed NPTNJ Application form, available on our website

Note: If different names appear on your documents, you will need to provide supporting documentation such as a marriage certificate or other legal proof confirming the name.

Take Physiology and Hygiene Test

If your transcript does not indicate study in any of the following areas, you must go to the *County Superintendent of Schools Office* and take the Physiology and Hygiene Test. The areas of college study that exempt you are: human biology, personal health problems, community health, school health, family health, health counseling, nutrition, or health administration. If you are not certain you have fulfilled this requirement in your college studies, we suggest you take the test so your CE is not held up.

Take the test after you have applied for your CE online and have been assigned a tracking number by the DOE. You will get your tracking number at the following web address:

https://www6.State.nj.us/DOE_TCIS_ASC/pages/appStatusSearch.jsp

Take this number with you when you take the Physiology and Hygiene test. This number should be used in all correspondence with the DOE.

There is no charge for the test. Be sure to write at the top of the test, **AR - NPTNJ**. The test results are faxed to the DOE.

Please Note: The DOE is responsible for issuing a CE. Please understand that HCCC and the NPTNJ Program do not issue the CE. The issuance of a CE is at the sole discretion of the DOE.

STEP 6 - Apply to the HCCC NPTNJ Program – Stage I

If you already sent in your application documents during the expedite period, where your CE supporting documents were forwarded to the DOE, then please send a copy of your CE once you receive it. You will not be admitted into Stage I without a copy of your CE!

Your NPTNJ application packet will be complete when we receive:

1. Completed NPTNJ Application form (download form at: www.hccc.edu/newpathways)
2. Two official transcripts from each college attended (three transcripts if using our expedite period)
3. Copy of passing Praxis II score/s
4. A copy of a CE

Send all application documents to:

Hudson County Community College
Non-Credit Office

ATTN: New Pathways to Teaching in New Jersey
162 Sip Avenue, Room C114, Jersey City, NJ 07306

International Students - Applicants with Degrees from Foreign Institutions

Applicants with academic credentials from foreign institutions must provide a copy of a course-by-course evaluation, including overall GPA, indicating that the applicant's education is equivalent to a bachelor's degree or higher from an accredited U.S. institution, with a GPA of at least 2.75. (*Evaluation must be completed by NACES member organizations. Go to <http://www.naces.org> for a current list.)

STEP 7 – Admission to NPTNJ

We expect to accept all qualified applicants; however, since all community colleges offer the same program, if your program of choice is full, you may apply to another participating community college.

STEP 8 – Registration and Payment

Once accepted, you must come in person to register and make payment and/or payment arrangements at the Non-Credit Office, 162 Sip Avenue, Room C114. Be sure to bring your letter of acceptance that will be distributed upon admission to the program. You are not enrolled in the program until you register and pay for Stage I.

STEP 9 – Enjoy the Program!

Alternate route candidates come from a wide variety of backgrounds and you will enjoy getting to know a fascinating group of people as you explore the field of teaching together.

Steps in Fulfilling Stage II Admission Requirements

STEP 1 – Complete Stage I with a minimum grade of B

STEP 2 – Obtain a provisional teaching position in a NJ public or private school and show proof of employment.

You must have an offer of employment as a provisional teacher in your CE subject area to continue in the program. A provisional teaching job means you are *the* classroom teacher, not an assistant or an aide. You may pick up Stage II at another time if you do not have a job by the time the current Stage II starts. There is no time limit between completion of Stage I and enrolling in Stage II.

STEP 3 – Complete Stage II Registration Form and make 1st Stage II payment

STEP 4 – Enjoy a rewarding experience as you start your teaching career and continue the NPTNJ program

Cost of Program

- Credit \$9,429= Stage I \$3,143 + Stage II \$6,286 + transcript fee \$25
- Noncredit \$3,700 = Stage I \$1,300 + Stage II \$2,400
- Textbooks are approximately \$400 total for both stages

Financial Aid, in the form of federal and state aid, is not available, but career training/continuing education loans may be available. Federal and state aid may be available for individuals taking Stage II for credit, provided that they matriculate with NJCU as a graduate student.

Payment Plans:

For Stage I, a deposit of half the tuition + \$75 non-refundable payment plan fee will automatically enroll you in a payment plan; monthly installments are automatically charged to your debit or credit card.

For Stage II, the deposit is a third of the tuition + \$75 non-refundable payment plan fee. The subsequent monthly installments will be automatically charged to your debit or credit card over 5 months.

*Note: The cost of the program is subject to change.

III. Subject/Grade Level Academic Requirements

How do I know if I have the qualifications to teach Elementary, Middle or High School?

The following are the academic requirements your undergrad and/or graduate transcript must reflect for you to qualify for a CE at the various educational levels.

Elementary Education (grades K-5): To qualify for a CE in elementary education you must have 60 credits in liberal arts and science coursework.

Middle School (grades 5-8): There are multiple requirements to qualify. To teach middle school you must have two CEs, one in elementary education **and** one in Elementary Education with Specialization in math, science, social studies, English/language arts, or a world language (Spanish, French, etc.).

Your transcript must show 15 credits in the subject you plan to teach. At this time no credits above the 200 level are required.

There is a middle school Praxis II exam for all middle school specialization areas, with the exception of world languages. For any of the world languages you must take the **subject area** Praxis II test, and follow the additional world language regulations.

If you hope to teach a subject in middle school that is not one of the middle school specialization areas mentioned above (such as home economics or art) you will need a subject area CE, explained below. *If you have a subject area CE, you may teach that subject K-12 and do not need a middle school CE in that subject area.*

To Qualify to Teach High School (grades 9-12): A **subject area CE** is required. To qualify for a CE in a subject area such as math, history, English, physical sciences, psychology, etc., **30 credits in the subject field** are required. *Though a subject area CE is often referred to as a high school or secondary CE, a subject area CE qualifies you to teach that subject K-12 without any additional CEs.*

The credits must be in a **coherent sequence**, 100-400 level, with a minimum of 12 credits at the 300-400 level. **A subject area CE is the most versatile CE and gives you the option of teaching that subject at any grade level.**

Summary of Requirements to Teach at Different Levels, K-12

- To teach K-5, an Elementary Education CE is required.
- To teach middle school, a CE in Elementary Education **and** a CE in Elementary Education with Specialization is required.
- A subject area CE qualifies you to teach the subject K-12 and 30 credits in that subject are required. A subject area CE is the most versatile and gives you the most options in getting a job. You may teach only that subject and may not teach an elementary or middle school self-contained classroom (all subjects taught by one teacher) with a subject area CE.

******Special Notice******

We are not qualified to review your transcript(s), advise you on what you are qualified to teach, determine what credits might be missing, or if your course work has fulfilled the physiology and hygiene requirement. This is the sole jurisdiction of the DOE Office of Licensing and Academic Credentials. Remember, only the endorsements (subject areas) you list on the CE application will be considered for transcript review and approval.

You will receive your CE from the DOE when their review is complete and if you meet the qualifications. The process is sometimes a lengthy one, so we suggest you start the application process as soon as possible.

IV. Getting a Job

You are eligible to get a job after you receive your CE. The CE is an official document that shows you have the qualifications to teach that subject in NJ.

It is easiest to get a job in math, science and languages. The most difficult job to get is an elementary education position in a suburban school. Urban schools, private and charter schools often have jobs in all areas, at all levels. You are responsible for finding your own job although

we notify you when we hear of openings. We highly encourage you to explore teaching positions outside your “comfort zone” to increase your options for employment.

If you are hired by a school district and have not been traditionally trained as a teacher, you *must* be in an alternate route program. NPTNJ is one of several such programs. Many school districts like hiring people in the NPTNJ program because completion of Stage I fulfills the requirement for the 20 days of full-time mentoring required for alternate route teachers. Each year, a high percentage of new teachers throughout the state are alternate route teachers. The NPTNJ program has gained a reputation for having high academic standards and for graduating well-prepared teachers and is favored by many school districts in the hiring of alternate route teachers. The county superintendent’s office is one source of county job openings as are the websites of school districts. Following is one helpful website:

- Hiring and job outlook in NJ, <http://www.njhire.com>

Strongly Advised

Apply for the Substitute Teacher Certification. You can do this through a local school district board of education office or the County Superintendent’s Office. Substitute teaching is a great way to meet people at the school and district level and will test your interest in the teaching field. You will be asked to obtain a Criminal Background Check, which will aid you in completing NPTNJ field work assignments.

V. Resources

- Educational Testing Services (ETS) for Praxis II exam information
www.ets.org or call 609-771-7395
- New Jersey Department of Education Office of Licensing and Academic Credentials
<http://www.nj.gov/education/educators/license/> or call 609-292-2070
- Resources for current and prospective teachers,
<http://www.nj.gov/njded/clear/teach/recteachers.htm>
- HCCC NPTNJ contacts:
Lauren O’Gara logara@hccc.edu; Coleen Piontkowskie cpiontkowskie@hccc.edu or 201-360-4255

Glossary of Terms

DOE: New Jersey Department of Education

Certificate of Eligibility (CE): Shows the person has the qualifications to teach in New Jersey and may seek employment in the subject area/s indicated. This is NOT a teaching license.

Provisional License: One-year license that allows first-year teachers to begin working in the classroom and legalizes employment. Upon employment, the school enrolls you in the provisional program through the DOE.

Provisional Teacher Program (PTP): The combination of training, support and evaluation required by the state of New Jersey for first-year teachers.

Standard License: The permanent credential that allows the holder to serve without condition in all New Jersey schools. The standard license is issued after the completion of the provisional year, the first full year of teaching.