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From: Robert R. Higgins, Ph.D, Director
Office of Licensure and Credentials

To: Chief School Administrators
Charter School Lead Persons
Provisional Teacher Program Contact Persons

Subject: PTP Standard Certificate Applications

The Office of Licensure and Credentials (Office) requires that provisional teachers seeking their standard license apply online instead of submitting paper applications. Districts will still submit supporting documents, as indicated below. Online applications save substantial Office staff time for processing standard licenses and will therefore result in better service to applicants and districts. Issuance of standard certificates will be delayed if candidates have not filed online applications.

Following are specific instructions:

- **APPLYING FOR THE STANDARD CERTIFICATE**

The Office of Licensure and Credentials now requires that provisional teachers seeking their standard license apply and pay online instead of submitting paper applications. Districts will still submit supporting documents, per below. Following are specific instructions:

1. Go to <http://www.state.nj.us/education/educators/license/> Candidates who have not previously applied online will have to register in the TCIS system.
2. To set up application click on “**APPLY ONLINE**”, when the new page opens, scroll down and click “**APPLY ONLINE**” once more. This will take you to the online system.
3. Read and follow all instructions on the online system page.
4. Once you are logged in, click “**APPLY ONLINE**” and follow the instructions for each of the 4 steps.

5. When you reach Step 2, answer 'yes' to all the screening questions. These questions concern:
 - Holding a bachelor's or higher degree
 - Having a qualifying GPA
 - Completing a formal teacher preparation program including student teaching. (Note: If alternate route candidates answer 'no', they will be prevented from applying for the standard. At this point in their careers, however, their regional training center study and teaching experience allow them to answer 'yes.')
 - Completing appropriate study requirements such as a major, 30 credits, 60 liberal arts credits, etc.
6. Continue completing the application for your standard certification appropriately.
7. Once you reach the "**PAYMENT MODE**" section, choose "**CERTIFICATE PAYMENT NOT NEEDED**" and submit your application.
8. After you receive your online application confirmation, there are **ONLY** two groups of candidates that will owe a fee:
 - Candidates who received their CE/CEAS **prior** to February 1, 2004 must pay \$95 for their standard certificate;
 - **Alternate Route Candidates** applying for their initial standard certificate must pay a one-time administrative fee of \$100.
9. **ONLY** the applicants above, once their application has been submitted, need to go to the left column and click on "**PAY BALANCE OWED OPTION**", follow all instructions to pay whichever amount you owe. (**Please note: If you do not fall in either category listed in #8 then this last step does not apply to you**)
10. The **oath of allegiance form** (page 5 of the summative or the copy that you can print online) must be filled out and notarized and given to the district office for submission with the summative evaluation form and any other candidate payments or documents required to receive the standard.
11. Candidates do not have to print the "APPLICANT CHECKLIST" that will pop up after submitting the application. Only candidates completing alternate route programs need to submit program completion documents, e.g., transcripts or letters of completion.