



Roger León  
Superintendent

# Newark Board of Education

Where Passion Meets Progress

## Provisional Teacher Certification Process

**PLEASE READ THIS MESSAGE IN ITS ENTIRETY BEFORE INITIATING ANY ACTION.  
INCOMPLETE STEPS MAY CAUSE A DELAY IN THE ISSUANCE OF YOUR CERTIFICATION.**

### PROVISIONAL TEACHERS PROGRAM

- I. **YEAR 1:** Provisional Teachers completing their first full year of teaching should complete the following requirements:
  - a. **Education Prep Program “EPP” (CE/Alternate Route candidates only):** Register for an approved alternate route program. Approved EPPs can be found here:  
<https://www.nj.gov/education/certification/CEprogramproviders.shtml>
    - i. **Limited CE Holders** must registered with a “Participating Educator Preparation Program” on the following link:  
<https://www.nj.gov/education/certification/CE-CEAS-pilotprogram.shtml>
  - b. **30-Week Mentorship:** You must complete a 30-week mentorship with a qualified mentor. Your mentor will be assigned to you by your Principal/Vice Principal. Mentor logs will be submitted at the end of the school year. *(Please note: If you do **not** complete your 30 weeks of mentoring, you need to continue to meet with your mentor during Year 2 until you have met the required 30 weeks of mentoring.)*
  - c. **Evaluation:** Teachers should receive their first of two **Effective** or **Highly Effective** evaluation ratings necessary to qualify for applying for the Standard certification. This evaluation is separate from your observations.
- II. **YEAR 2:** Provisional Teachers completing their second full year of teaching should complete the following:
  - a. **Evaluation:** Teachers should receive their second **Effective** or **Highly Effective** evaluation rating.
  - b. **Education Prep Program (CE/Alternate Route candidates only):** All requirements for your alternate route program should be complete.

### APPLYING FOR STANDARD CERTIFICATION

If you:

- Complete 30 weeks of mentorship; **AND**
- Receive 2 annual evaluation ratings of **Effective** or **Highly Effective**; **AND**
- Complete your EPP *(for Alternate Route only)*



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You will be eligible to apply for your Standard Certification via the New Jersey Department of Education website at <https://nj.gov/education/license/tcis/>.

## **RENEWING PROVISIONAL LICENSE**

If you do NOT meet any of the requirements outlined above to apply for your Standard certification after Year 2, you will need to renew your Provisional license by applying and paying for a renewal provisional in the amount of \$70.00 on [NJEdCert](#).

## **EMERGENCY CERTIFICATION HOLDERS**

If you currently hold an Emergency certification and have completed all requirements to apply for your Standard certification, please refer to the ***Applying for Standard Certification*** section above.

If you do **NOT** meet all of the requirements, you will need to renew your Emergency certification in [NJEdCert](#) and submit your official transcript to [certapplication@doe.nj.gov](mailto:certapplication@doe.nj.gov) reflecting a minimum of six (6) credits towards the completion of your Standard certification requirements

## **QUESTIONS/CONCERNS**

If you have any questions/concerns regarding your certification status, please feel free to contact the Certification Team at [Certifications@nps.k12.nj.us](mailto:Certifications@nps.k12.nj.us).

You can also check your certification status on the New Jersey Educator Certification system: <https://njdoe.my.site.com/manage/s/login/>

Use the following link to access training materials on applying for certifications on the new NJEdCert website: <https://www.nj.gov/education/certification/apply/>