



New Jersey Department of Education

Provisional Teacher Certification Process

The Provisional Teacher Process requires all novice teachers to be mentored and evaluated by experienced professionals in their schools while under provisional certification as they work toward obtaining their standard license. For more information on Certifications please [click here](#).

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/Supervisor. Mentor logs will be submitted on a monthly basis. *(Please note: If you do not complete your 30 weeks of mentoring, you need to continue to meet with a 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.



New Jersey Department of Education

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)

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 notifying Human Resources and applying and paying for a renewal provisional in the amount of \$70.00 [on NJ EdCert](#).

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 notify Human Resources to renew your Emergency certification in [NJ EdCert](#) and submit your official transcript to 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 NJDOE Customer Service:

- Hours: Monday through Friday from 8:00 a.m. to 7:00 p.m.
- Phone: (609) 292-2070
- Create an [NJEdCert](#) account to submit questions and communicate directly with customer service staff.
- For all Substitute Credential questions contact a [County Office of Education](#)

You can also check your certification status on [the New Jersey Educator Certification System](#).

Use the following [link](#) to access training materials on applying for certifications on the new NJ EdCert System.

Best wishes to you while you participate in the Provisional Teacher Process. Your Mentor, Principal/Supervisor and Human Resources are here to assist you and hope the journey is a rewarding one.