

INFORMATION FOR THE NOVICE TEACHER
PROVISIONAL TEACHER PROGRAM REQUIREMENTS

The district/school has the following minimum responsibilities to a provisional teacher during the induction year:

- Register the teacher in the Provisional Teacher Program. *[West Orange new teacher registrations are filed by Iris Zaback, Personnel.]*
- Assign an experienced, mentor teacher who holds a New Jersey instructional certificate to support and assist the new teacher. *[West Orange mentors are assigned by building principal or appropriately certified administrator.]*
- Evaluate the new teacher three times, the last of which includes a recommendation for or against standard licensure. *[West Orange Provisional Teacher Evaluations are conducted by the building principal or appropriately certified administrator.]*
- If an alternate route teacher, monitor attendance and progress in the formal instruction component of the program.

Mentoring requirements:

Traditional route teachers – 30 weeks of mentored teaching

Alternate route teachers – 34 weeks of mentored teaching including 20 days of intensive mentoring prior to assuming full responsibility for a classroom

Alternate route teachers who have completed a DOE approved pre-service clinical experience – 30 weeks of mentored teaching

Formal instruction requirements for alternate route teachers:

Candidates with **elementary and subject area certificates of eligibility** must complete 200 hours of formal instruction at a regional training center or complete a DOE approved college-based alternate route program. Candidates who will attend regional training centers will be assigned to the center closest to their school upon registration with the Provisional Teacher Program Office. A schedule and directions will be sent to the district contact person. *[West Orange district contact person is Frances Neceskas, fneceskas@woboe.org, who will forward the information to each teacher and building principal or appropriately certified administrator through e-mail.]*

Candidates with **P-3 certificates of eligibility** must enroll in and complete a 13 – 17 credit college-based preschool through grade three alternate route program.

Candidates with **students with disabilities certificates of eligibility** must enroll in and complete a 21- 27 credit DOE approved students with disabilities alternate route program.

Candidates with **bilingual/bicultural certificates of eligibility** must enroll in and complete a DOE approved 12 credit bilingual/bicultural alternate route program.

Candidates with ESL certificates of eligibility must complete 200 hours of instruction at a regional training center or college based alternate route program. They must also enroll in and complete an approved ESL program of 15 – 21 credits.

Lists of approved P-3, SWD, ESL and bilingual/bicultural programs are attached. *[See page 5.]*

Verification of Completion of Formal Instruction for Alternate Route Teachers

Regional training centers provide Phase Reports for each phase of instruction to candidates, principals and directly to the PTP Office.

New Pathways to Teaching in New Jersey provides NPTJN completion forms to candidates, principals, and directly to the PTP Office.

College or university approved programs for P-3, ESL, Bilingual and TOSD provide candidates with letters, certificates or forms that verify program completion. *[When the summative evaluation is sent to the PTP Office by the district, the original letter/certificate/form should be sent to Frances Neceskas who will attach the verification to the summative evaluation along with an official transcript.]*

Provisional Teacher Program training costs:

<u>ALTERNATE ROUTE CANDIDATE</u> <u>Provisional Teacher With No Advanced Standing</u>	<u>TRADITIONAL ROUTE CANDIDATE</u> <u>Provisional Teacher With Advanced Standing</u>
<p>1. The fee for 200 hours of formal instruction at regional training centers is \$1,450. The 200 hours of formal instruction are offered in four phases.</p> <p>Fees will be collected for each phase of instruction by the college, university or district consortium provider.</p> <p>Details of payment policies will be provided with regional training center registration materials.</p> <p>Fees for college-based formal instruction programs (New Pathways et al, ESL, P-3, TOSD, bilingual) are determined by the college/university</p> <p>2. \$450 is paid to the mentor(s) who supports the provisional teacher for the initial 20-day practical experience.</p> <p>3. \$550 is paid to the teacher(s) who serves as the experienced mentor over the 30 week duration of the program (proportionately longer for part-time).</p> <p><u>All fees must be satisfied.</u></p>	<p>\$550 is paid to the teacher(s) who serves as the experienced mentor over the 30 week duration of the program (proportionately longer for part-time).</p> <p><u>All fees must be satisfied.</u></p>

Provisional License Information:

To legalize your employment as a registered alternate route teacher, you must be issued a **Provisional Certificate**. You have received your Certificate of Eligibility (CE/CEAS) that allowed your school to offer you employment, but it is **not a teaching certificate**. (Please note that any teaching time earned prior to the issuance of your CE/CEAS **cannot** be used to fulfill program requirements.)

The **Provisional Certificate** will be issued to you at the home address we currently have on file when the Statement of Assurance of Position to Teach [*submitted by your district contact person, Frances Neceskas*] has been sent to the Office of Licensure and Credentials. If your address has changed since the issuance of your CE/CEAS, please advise this office of the change.

If you do not receive your provisional certificate within **three months of being hired**, please see your district contact person [*fneceskas@woboe.org*] to ascertain that the Statement of Assurance has been submitted to the Office of Licensure. If three months has passed since submission of the Statement of Assurance, contact the Licensing Office Customer Service Unit at 609-292-2070 between 3:00 p.m. and 6:00 p.m., Monday through Fridays and advise the staff member that you are **employed** as a **novice** teacher and have not been issued a provisional certificate.

When you receive the provisional certificate you should provide a copy to the principal of your school. Note that if you change school **districts** (not schools within a district) during the provisional year and begin teaching in a new district, a new provisional certificate will be required. Provisional certificates are issued to specific districts and are not valid in other school districts.

Renewal of Provisional Licenses:

Provisional certificates are issued for two academic years and all provisional certificates issued in the 2008-2009 academic year will expire in July 2010. If you will not complete the thirty-four/thirty weeks of full time teaching and, for alternate route teachers, the formal instruction required of the program, by July 2010 and you will be rehired in your current district, the provisional certificate will need renewal. Prior to the expiration date you should see the Provisional Teacher Program contact person [*Frances Neceskas, 973-669-5400 Ext. 243*] for certificate renewal directions. Note that a renewal fee of \$70.00 will be required.

Evaluation requirements and standard license information:

Three formal evaluations will be conducted by the building principal or appropriately certified administrator following guidelines provided by the Department of Education [*and submitted to the district contact person, Frances Neceskas, who will file them with the state*]. The formative evaluations will be completed at 10 and 20 weeks. The final Summative Evaluation will occur after you have completed 30 or 34 weeks of full time teaching under a provisional certificate (or proportionally longer if you are employed on a part-time basis). For alternate route teachers, the program will be extended until all required formal instruction is complete. At that point, your principal will make a recommendation regarding standard certification.

The final summative evaluation shall include one of the following recommendations:

Approved: Recommendation for a standard certificate

Insufficient: Recommendation that a standard certificate not be issued but that the candidate be allowed to seek entry on one more occasion in the future into a State-approved district training program; or

Disapproved: Recommendation that a standard certificate not be issued and that the candidate not be allowed to enter into a State-approved district training program.

If you are **“approved”** for certification, you will need to complete a modified “Application for Standard Certification” which is found on page five of the Summative Evaluation. Please carefully follow the directions on the application regarding completion of the form and submission of required fees to expedite the issuance of standard certification at the conclusion of the program. The “Application for Standard Certification” and fee if applicable **must** be submitted with the Summative Evaluation. *[Send all documents to your district contact person, Frances Neceskas, who will review your forms and send all necessary papers to the state for filing.]* **Do not submit this application separately, as this will delay the issuance of the standard certificate.**

If the recommendation is **“insufficient”** and you will continue your employment in the same district/school, the provisional certificate may need renewal for the next academic year if your current provisional certificate has expired. *[Please see the Provisional Teacher Program contact person in your district, Frances Neceskas, for certificate renewal directions.]* If you are not continuing in the same district/school, a new provisional certificate will need to be issued for your new placement. **Note that “insufficient” is not a negative evaluation.** It means that you need additional time in the program. However, two “insufficient” recommendations have the weight of a “disapproved” recommendation.

If the recommendation is **“disapproved”** or a second **“insufficient”** and you disagree with the recommendation, you may, within 60 days of receipt of the final evaluation and certification recommendation, submit to the Secretary of the State Board of Examiners 21 copies of written materials documenting the reasons why you believe standard certification should be awarded or a recommendation of insufficient granted. The regulations governing this process are in N.J.A.C. 6A:9-17.18. Details about this process can be found in this code citation. The State Board of Examiners will decide the request based solely on the written submissions and shall issue a written decision.

Before an “approved” recommendation will be transmitted for issuance of a standard certificate, your record will be reviewed to make certain you have fulfilled all program requirements.

If you have questions or concerns about the program, discuss them with your building principal or appropriately certified administrator and Frances Neceskas. If further assistance or clarification is needed concerning your training, your district contact person, Frances Neceskas, should call the Training Unit of the Office of Licensure and Credentials at (609) 984-6377.

Approved ESL Programs

*Fairleigh Dickinson University
Georgian Court University
*Kean University
Monmouth University
Montclair State University
*NJCU
Richard Stockton College
Rider University
Rowan University
Rutgers University - Camden
Rutgers University - New Brunswick
Seton Hall University
*The College of New Jersey
William Paterson University
*Alternate Route Programs

Preschool through Grade 3 Specialized Alternate Route Programs

Bloomfield College
Caldwell College
Kean University
Montclair State University
Monmouth University
New Jersey City University
Rider University
The College of New Jersey
William Paterson University

Approved New Jersey Special Education Programs

Bloomfield College
Caldwell College
Centenary College
College of Saint Elizabeth
Felician College - Rutherford Campus
Georgian Court University
Kean University
Monmouth University
Montclair State University
New Jersey City University
Richard Stockton College of New Jersey
Rider University
Rowan University
Rutgers University – Graduate School of Education
The College of New Jersey
William Paterson University