

Candidate Registration and Instructions

Provisional Teacher Process (PTP)

The Certificate of Eligibility with Advanced Standing (CEAS) and/or the Certificate of Eligibility (CE) allows a candidate to apply for a teaching position and be enrolled in the Provisional Teacher Process (PTP). New Jersey has a three-tiered system towards obtaining a standard license. CEAS/CE, Provisional and Standard. 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.

Candidate Registration and Instructions

All Certificate of Eligibility with Advanced Standing (CEAS) and/or Certificate of Eligibility (CE) teachers who are employed by a school must be registered in the PTP. The New Jersey Department of Education's (NJDOE's) Office of Certification and Induction has created an online application to expedite the provisional registration process for teachers. The application is called the Provisional Licensure Registration Management System (PLRMS) found on the [NJDOE's Homeroom page](#). This system will be used for all provisional license registrations.

SEE below slides 5-15 for directions.

CE Holders

- Candidates with a CE must be enrolled in a CE educator preparation program (CE EPP) and verify enrollment in a [CE EPP](#) to the hiring school. The hiring school must enter this information into PLRMS.
- CE candidates must complete a minimum amount of 50 hours of pre-professional experience at a [CE EPP](#) prior to employment. [A Verification of the Completion of the 50 hours](#) must be presented to the hiring school in order to obtain a provisional certificate.
- Teachers who hold a standard instructional certificate and a CE in Teacher of Students with Disabilities (TOSD), Bilingual, English as a Second Language (ESL) and Pre-school through Grade 3 (P-3) must be registered in the PTP and provide verification of enrollment into a CE EPP. These candidates work under a provisional certificate while completing the required pedagogy, since they hold a standard certificate, and have previously been mentored and evaluated, they do not need to be mentored or evaluated a second time.

Mentoring/Evaluating

Mentoring Novice Teachers:

- All novice teachers who hold a CEAS or a CE and are registered in the PTP must be [mentored](#) in accordance with state regulations of a minimum of thirty weeks. Mentoring for part-time teachers is extended until they have completed the equivalent thirty weeks. Mentoring and mentoring time must be tracked by each employer. A [Mentoring Form](#) can be used for provisional teachers transferring between districts prior to completing the provisional requirements.
- Mentoring information is entered into PLRMS upon registration.
- Teachers who hold a standard instructional certificate and a CE in Teacher of Students with Disabilities (TOSD), Bilingual, English as a Second Language (ESL) and Pre-school through Grade 3 (P-3) must be registered in the PTP and provide verification of enrollment into a CE EPP. These candidates work under a provisional certificate while completing the required pedagogy, since they hold a standard certificate, and have previously been mentored and evaluated, they do not need to be mentored or evaluated a second time.
- All fees associated with providing mentoring services must be satisfied. Mentor fees have not changed. The fee for CE teachers is \$1,000. The fee for CEAS and CE- Reciprocity teachers is \$550. Regulations require that all payments to mentors by candidates are paid through the district and no payments should be made directly from novices to mentors. Employers may choose to pay the mentor fees for their novice teachers.

Evaluating Provisional Teachers

- Provisional teachers must meet evaluations requirements pursuant to N.J.A.C. 6A:9A-8.6 of obtaining two effective or highly effective final ratings, one per year, within three consecutive years of teaching. The evaluation must adhere to the criteria of Achieve NJ, the statewide evaluation system that schools use to evaluate certificated staff. For further information please refer to the [December 6, 2016 memo](#) and [April 25, 2017 memo](#) .

PTP Fees

CE Educator Preparation Program (CE EPP)

- CE EPP- fees vary by provider

Mentoring

- Mentor fees have not changed. The fee for CE teachers is \$1,000. The fee for CEAS and CE- Reciprocity teachers is \$550. Regulations require that all payments to mentors by candidates are paid through the district and no payments should be made directly from novices to mentors. Districts may choose to pay the mentor fees for their novice teachers.

Administrative Fee – CE Applications for Standard

- CE candidates must pay a \$100 administrative fee per certificate when applying for their standard certificate.

For More Information

- Contact PTP at email at Provisional.teacher@doe.nj.gov .

The Provisional Licensure Registration Management System is located at
NJDOE Homeroom at <https://homeroom.state.nj.us/>
To access click the link on the left side of the page: **PLRMS**

New Jersey Department of Education

Welcome to the NJDOE Homeroom

Important Information PLEASE READ!

Homeroom Administrator Account information (form that was faxed to the NJDOE) only provides access to the Homeroom Administration System. To access any of the Data Collection Systems you need to have your district's Homeroom Administrator create a user account for those systems.

TO CHANGE HOMEROOM ADMINISTRATORS FOR YOUR DISTRICT PLEASE FILL OUT THE [CHANGE HOMEROOM ADMINISTRATOR FORM](#)

Do not bookmark links to any of the systems in Homeroom. The systems get archived yearly, therefore the bookmark will take the user to the previous year's system. Before entering data into a new system delete cache from your browser.

Homeroom Administration	Data Collection Information Center
Homeroom Administrator Manual	Homeroom Administrators! Please read the Manual before you enter the site
ADDL	Ch 192-193 Funding Statement and Additional Funding Request
AMAO	AMAO Data Report
ARRA Quarterly Section 1512	ARRA Quarterly Section 1512 Reporting
ASSA	Application for State School Aid
AudSum	Audit Summary Online
Budget	2015-2016 Budget Statement Software
Bilingual	Bilingual Waiver Request Submission
CAFR Repository	Application for the Electronic Upload of the CAFR Submission Package
CDS	CDS Information System
CRR	Course Roster Reports
Ch192-193	Report of Nonpublic Auxiliary and Handicapped Services
CHE	Charter School Enrollment System
CSSD	CSSD Tuition System
CTE Program Approvals	CTE Program Approval Applications and Individual Program Performance Reports
CTE (Secondary and Adult)	Secondary districts with state approved secondary CTE programs and adult Perkins Eligible CTE programs
DSDC	Debt Service Data Collection
ESCT	The Evaluation Score Certification Tool
ESEA-NCLB Allocation Notices	ESEA-NCLB Consolidated Subgrant Application
Evaluation Survey NEW	Survey for District Leaders to Report on the Implementation of their Educator Evaluation System (AchieveNJ)

News Of The Day
June 11, 2015

DOEIT Tech Support
[Homeroom Administrator Manual](#)
[Change Homeroom Administrator Form](#)
[Homeroom Administrators \(complete list\)](#)

Active Systems
ADDL
AMAO
ASSA
AudSum
Budget
Bilingual
CDS
CAFR Repository
CHE
CSSD
CTE Re-approval
CTE (Secondary and Adult)
CRR
DSDC
ESCT
ESEA-NCLB Allocation Notices
EWEG
Evaluation Survey **NEW**

Logging Into PLRMS:

Enter your District Homeroom ID, User ID and password.

Click on: Login

The screenshot shows a web browser window with the URL <http://10.8.142.77:8080/PLRMS/>. The browser's address bar and menu bar are visible. The page content includes the New Jersey Department of Education logo and the title "New Jersey Provisional Licensure Registration Management System". Below the title is a "Print" link. The main heading is "Provisional Licensure Registration Management System". Underneath, there is a "Login" section with three input fields: "District ID:", "User ID:", and "Password:". Below the input fields is a message: "Districts without an account for this application must contact their district's Web User Administrator (WUA) to establish an account." At the bottom of the login section are "Login" and "Cancel" buttons. The footer of the page contains the copyright information: "©2015 New Jersey Department of Education" and the email address "E-Mail: PLRMS@doe.state.nj.us". The Windows taskbar at the bottom shows several open applications, including "Provisional Licens...", "Avaya CMS Super...", "Inbox - Microsoft...", "PLRMS - Messag...", "Agent Group Rep...", "Split/Skill Report", and "Microsoft PowerP...". The system clock in the bottom right corner shows "10:01 AM 6/11/2015".

Logging in there are three options:

1) Contact Information 2) Enter Registration 3) Transfer Registration

First time users must select contact information and input district information as shown on slide/page (8) than follow directions for slides 9-13.

If this is completed districts will **click on Enter Registration** see slides 9-13.

The screenshot shows a web browser window with the URL <https://homeroom4.doe.state.nj.us/PLRMS/Login.do>. The browser's address bar shows several tabs, including "Provisional Licensure Registr...". The page header is blue and contains the New Jersey Department of Education logo, the title "New Jersey Provisional Licensure Registration Management System", and "LogOff | Print" links.

The main content area displays the following information:

- District Name: NJDOE OIT
- User Name: SUPER

The main text area contains three paragraphs:

- This is the online registration system for Provisional Licenses for Teachers, Administrators and Educational Service Professionals. Please input your district's contact information if this is the *first* time that you are accessing the system.
- Please review the instruction manual in order to have a better understanding of the systems requirements. The presentation will open up in a separate window. You may close the window after you review it and continue with your registrations. [Candidate Registration and Instructions Manual \(pdf\)](#)
- The tracking number of your candidate may have already been registered in another District. Please check the availability of the tracking number before entering a registration.

On the right side, there is a vertical stack of five buttons:

- Contact Information
- Check Tracking Availability
- Enter Registration
- Enter Evaluation Ratings
- Transfer Registration

At the bottom, there is a footer with the following text:

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For questions about the Provisional Teacher Process please contact [Provisional Teacher Process](#)
For access or technical questions please contact User Support at DOEIT@doe.state.nj.us
DOE Homeroom
NJ Department Of Education

Contact Information:

Enter or update district contact information by clicking on update contact information then click on Welcome Page to go back to enter registration. Phone extension must be added in last name field. Example: Smith X2121

http://10.8.142.77:8080/PLRMS/RC.do

File Edit View Favorites Tools Help

Convert Select

Page Safety Tools

New Jersey Department of Education

New Jersey Provisional Licensure Registration Management System

Print

Directions: Please add your district contact information

District ID: 9997

Contact Information

First Name:

Last Name:

Address:

Phone Number:

Email:

Update contact information Back to Welcome Page

©2015 New Jersey Department of Education
E-Mail: PLRMS@doe.state.nj.us

Provisional Licens... Avaya CMS Super... Inbox - Microsoft ... PLRMS - Messag... Agent Group Rep... Split/Skill Report Microsoft PowerP... Desktop 10:07 AM 6/11/2015

Enter a Registration:

To enter a registration on main welcome page: Select enter registration.

Select :Add a teacher, this screen will be blank for first time users.

After registering all candidates you have entered into PLRMS for your district will appear.

District: NJDOE-011 Click the button to add a new record:

Provisional License Registration Status

Directions: Once you have begun a registration, you will be able to access that registration via the tracking number

Overview of Existing Records

Tracking Number	Name	SSN	Date Hired	Certification	Type	Job Code	Program Enrollment	Grade	Enrl.1	Enrl.2	Enrl.3	Status
1231234567	Heard	33-56-7890	05/21/2013	Teacher	CE	1000	Essex County-Monmouth School District	K-6	1000	2475		Issued
123456	Mary F		09/14/2015	Teacher	CE	1003*	Elizabeth School District- School District	KA	1001			Issued
1234567	Sandy		09/01/2015	Teacher	CE	1001*	Monmouth University Alternate Route Program - Long Beach	K-6	1001	2475		Approved
123456	Marie		09/15/2015	Teacher	CE	1485*	New Jersey City University - Ellengard	5	1480	1620		Issued
234567	Patricia		09/01/2015	Teacher	CEAS	1007*		K-12	1001	2475		Approved
30123	John		09/13/2015	Teacher	CE			KA	8000			Approved
44444	1041 for teacher CEAS		02/22/2015	Teacher	CEAS	1130*	Monmouth University-P3	K-12	1120	1191	1176	Issued

* Add all of the requested information for the teacher:

*Tracking number, First name, Last name, their email address, phone number and SS number

*Employment Status(part time .10, .20,.30. etc to 1.00 full time)

* Job Code and Endorsement Name :Click on drop down box and scroll to correct title teacher holds and the certificate they are working under.

*Date Hired: Ex: 09/01/2017

* Program Enrollment: is for **CE holders only**: Click on drop down and scroll to program that the candidate is attending

* Additional Endorsement: Click on drop down box and scroll to additional certificate they are working under(ex. Students with disabilities)

* Program Enrollment: is for **CE holders only**: Click on drop down and scroll to program that the candidate is attending

* Click on Save/Validate. This only saves to your district's PLRMS page. The NJDOE **has not received the registration** until next steps of clicking on tracking number submitting - see next pages 10-13

Provisional License Registration Management System - Windows Internet Explorer

http://home.comcast.net/~jrm19/PLR.asp

Phone Number: Email:

SSN: Employment Status:

Teaching Grade: Date Hired: (mm/dd/yyyy)

Certificate type:

Job Code:

Endorsement Name:

Program Enrollment:

Additional Endorsement Name (Optional):

Additional Program Enrollment (Optional):

Additional Endorsement Name (Optional):

Additional Program Enrollment (Optional):

Mentor Information

Mentor First Name: Mentor Last Name:

Contact Name: Contact Number:

Email: DOEIT@doe.state.nj.us for technical difficulties NJ Department of Education

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Entering Registration continued/Submitting Registration:

* In order to begin the process of submitting the registration to the NJDOE click on the teachers tracking number; EX: click on Smith Smith tracking number (1111111)

The screenshot shows the 'New Jersey Provisional Licensure Registration Management System' interface. At the top, there are buttons for 'Add Teacher', 'ES Professional', and 'Add an Admin'. Below this is a section titled 'Provisional License Registration Status' with a table of existing records. The table has columns for Tracking Number, Name, SSN, Date Hired, Certification, Type, Job Code, Program Enrollment, Grade, and three End dates (End.1, End.2, End.3). The first row shows a tracking number of 111111 and a name of Smith, Smith. Below the table are buttons for 'Export Your Data' and 'Back to Welcome Page'. At the bottom, there is contact information for the DOE Home Room NJ Department of Education.

Tracking Number	Name	SSN	Date Hired	Certification	Type	Job Code	Program Enrollment	Grade	End.1	End.2	End.3	Status
111111	Smith, Smith		09/01/2015	Teacher	CE	1000	Kean University: P-3	n/a	10/13			Good

- Once the tracking number is clicked on:
 - * Teachers information entered will appear
 - * **Click on Submit to continue the process of sending to NJDOE continue pg 11 -13**

The screenshot shows the registration form for the tracking number 111-11-1111. The form includes fields for SSN, Teaching Grade (P-3), Date Hired (09/01/2015), Job Code (Elementary/ 1000/ Preschool), Endorsement Name (n/a), Program Enrollment (n/a), Additional Endorsement Name (Optional) (n/a), Additional Program Enrollment (Optional) (n/a), Additional Endorsement Name (Optional) (n/a), Additional Program Enrollment (Optional) (n/a), Mentor First Name (N/A), and Mentor last Name (N/A). There is also a section for 'Achieve NJ Evaluation' with dropdown menus for Rating Year 1, 2, 3, and 4, all set to 'n/a'. At the bottom, there are buttons for 'Save/Validate', 'Submit', 'View All Registrations', 'Welcome Page', and 'Delete This Registration'. A red box highlights the 'Submit' button.

Please check all the data before you submit.

Entering Registration continued/Submitting Registration:

The Statement of Assurances page will appear after clicking on submit.

Please read and complete/verify information requested:

Enter date this position is effective (mm/dd/yyyy):

Check box ___ I certify that I have the authority to verify the submitted information is both accurate and correct.

Then click Validate and Submit then click on finish.

Submission of registration to NJ DOE PTP is than complete .

Statement of Assurance

District ID:9999

Tracking Number:111111

This is to certify that joe joe , SS# 111-11-1111, has been assured of a position requiring New Jersey certification and that they hold the appropriate certification for that position.

I verify that the employee meets the requirements for a provisional license pursuant to N.J.A.C.6A:9B-8.4.

I verify that this employee is enrolled or intends to enroll in an in-state, NJ DOE approved program, if applicable.

I verify that this employee has been assigned a mentor who meets the requirements in N.J.A.C.6A:9C-5.

I verify that this employee will be included in the evaluation process, allowing for standard certification under 6A:9B-8.6 and conducted pursuant to N.J.A.C. 6A:10.

Enter date this position is effective (mm/dd/yyyy):

I certify that I have the authority to verify the submitted information is both accurate and correct.

Validate and Submit

Statement of Assurance

District ID:9999

Tracking Number:111111

This is to certify that joe joe , SS# 111-11-1111, has been assured of a position requiring New Jersey certification and that they hold the appropriate certification for that position.

I verify that the employee meets the requirements for a provisional license pursuant to N.J.A.C.6A:9B-8.4.

I verify that this employee is enrolled or intends to enroll in an in-state, NJ DOE approved program, if applicable.

I verify that this employee has been assigned a mentor who meets the requirements in N.J.A.C.6A:9C-5.

I verify that this employee will be included in the evaluation process, allowing for standard certification under 6A:9B-8.6 and conducted pursuant to N.J.A.C. 6A:10.

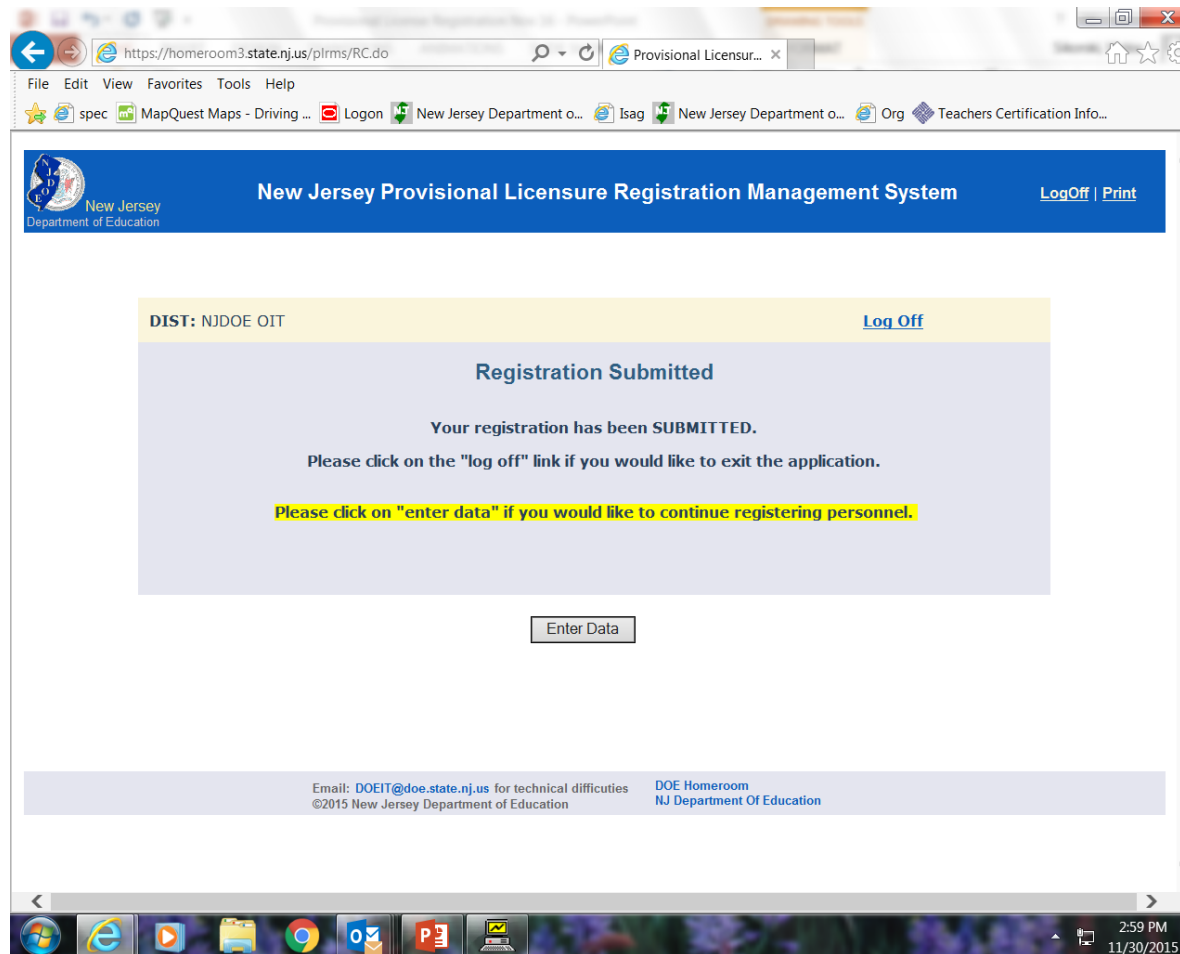
Enter date this position is effective (mm/dd/yyyy): 09/20/2017

I certify that I have the authority to verify the submitted information is both accurate and correct.

Finish

Entering Registration continued/Registration submitted will appear and this will verify NJDOE has received registration and can begin review and issuance of a provisional license

To enter another teacher in your district into the PTP with PLRMS click on Enter Data



Enter registrations continued/Enter registrations for additional teachers.

The screen of where all candidates you have entered into PLRMS for your district will appear.

* Select add a teacher and return to directions pages 7-13 to repeat.

Teacher Status:

Saved: Your district has saved the candidate’s registration to district PLRMS list

Submitted: Candidate’s registration has been submitted to NJ PTP and is being reviewed by staff

Approved: Registration has been approved and provisional license will be issued shortly

Issued: Provisional license has been issued by PTP staff and provisional license information can be accessed at [TCIS](#)

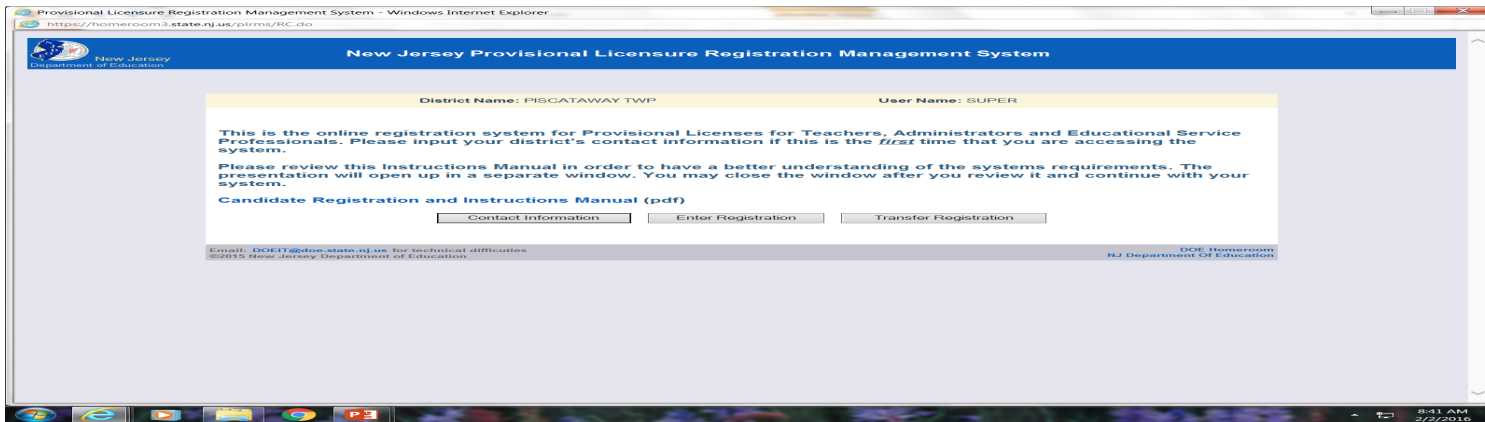
Terminated: Date provisional teacher was terminated from provisional teaching position.

District: NJDOE-011 Click the button to add a new record: Add Teacher ES Professional Add an Admin

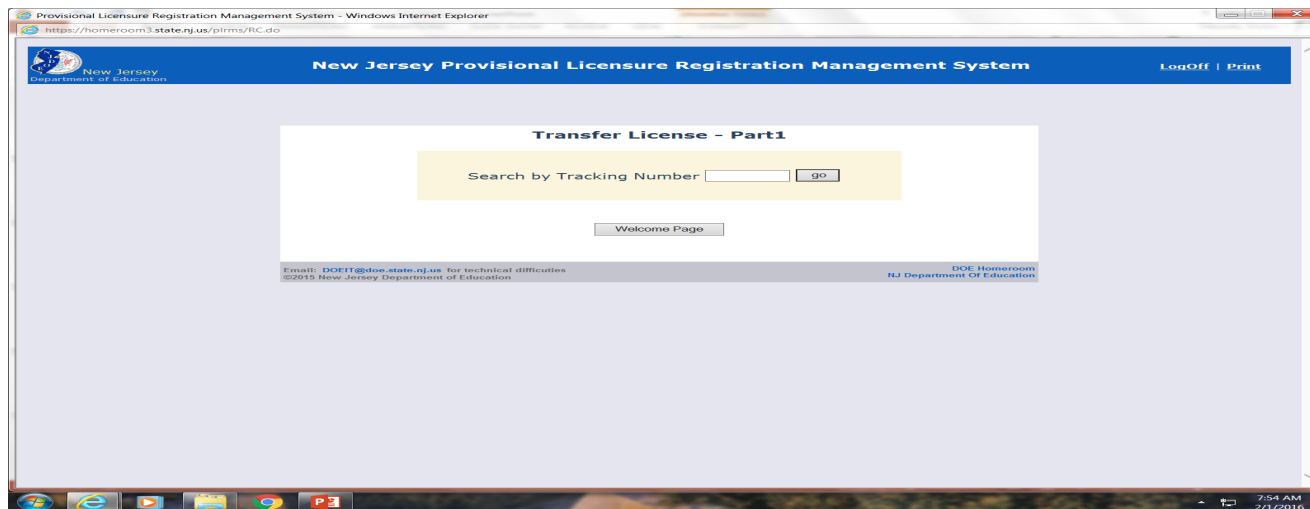
Provisional License Registration Status												
Directions: Once you have begun a registration, you will be able to access that registration via the tracking number												
Overview of Existing Records												
Tracking Number	Name	SSN	Date Hired	Certification	Type	Job Code	Program Enrollment	Grade	End.1	End.2	End.3	Status
123123542	black	23-56	05/21/2013	Teacher	CE	1000	Essex County-Montclair School District	H-8	1102	2475		Issued
123456	mary		09/14/2015	Teacher	CE	1004*	Elizabeth School District- School District	ks	1001			Issued
1234567	Sandy		09/01/2015	Teacher	CE	1001*	Monmouth University Alternate Route Program_ Long Branch	K-6	1001	2475		Approved
123678	maria		09/15/2015	Teacher	CE	1496*	New Jersey City University- Bilingual	5	1480	1629		Issued
234586	Rebecca		09/01/2015	Teacher	CEAS	1007*		H-12	1001	2475		Approved
30123	John		09/13/2015	Teacher	CE			ks	0000			Approved
444444	test for teacher CEAS insurance		02/22/2015	Teacher	CEAS	1130*	Monmouth University-P3	5-12	1176	1191	1178	Issued

Transferring Registrations

- Candidates who were in a prior district and have not completed the PTP can be transferred and registered by your district by clicking on transfer registration

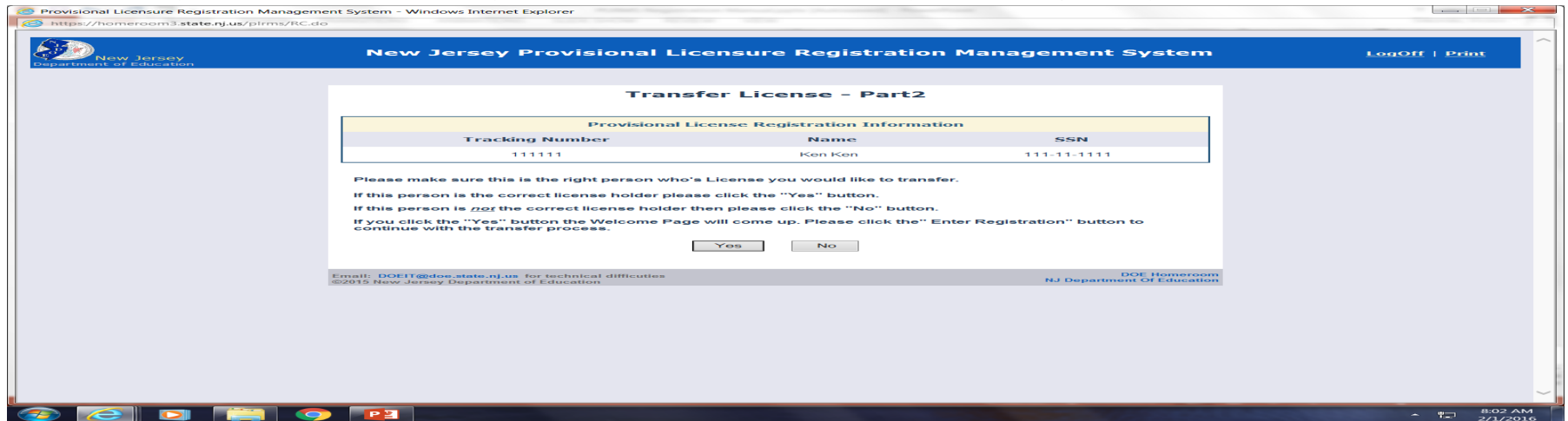


Enter candidate tracking number you wish to transfer:

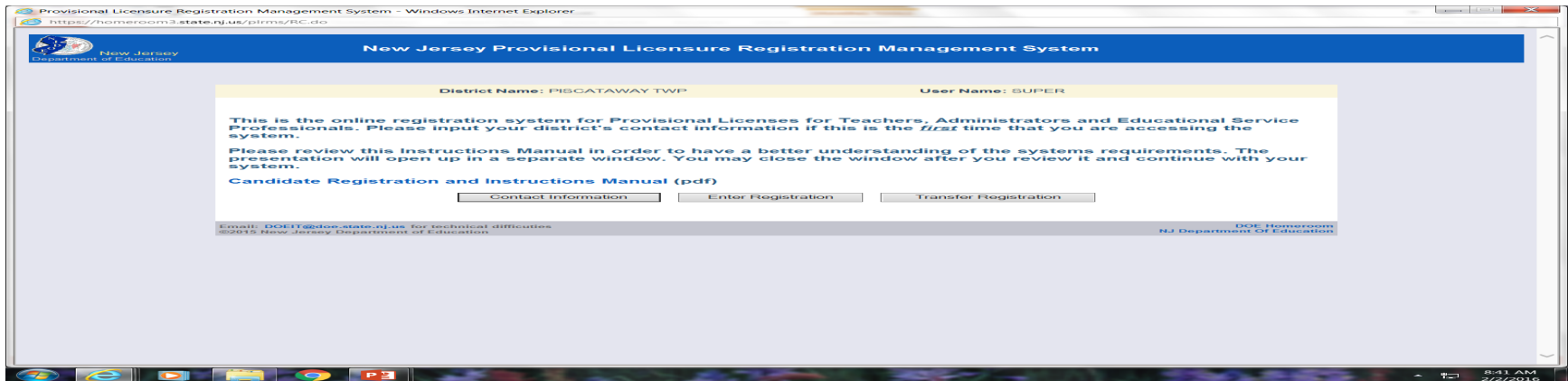


Transfer Registration continued..

- Verify candidate that you want to transfer by clicking on yes or no.



- After clicking yes, the homepage will appear



- You must continue by clicking on enter registrant and the candidate will appear on your district list

Transfer Registration continued:

Click on the candidates tracking number

Follow directions from pages 9-13 and adjust the registration information for your district

The screenshot shows a web browser window titled "Provisional Licensure Registration Management System - Windows Internet Explorer". The address bar shows the URL "https://homerom3.state.nj.us/plrms/RC.do". The page header is blue with the New Jersey Department of Education logo on the left, the title "New Jersey Provisional Licensure Registration Management System" in the center, and "LogOff | Print" on the right.

Below the header, the district is identified as "ROCKAWAY TWP". To the right, there are three buttons: "Add Teacher", "Ed. Services", and "Add an Admin".

The main content area is titled "Provisional License Registration Status". Below this title, there are two sections: "Directions: Once you have begun a registration, you will be able to access that registration via the tracking number" and "Overview of Existing Records".

Tracking Number	Name	SSN	Date Hired	Certification	Type	Job Code	Program Enrollment	Grade	End.1	End.2	End.3	Status
11111	Ken Ken	111-11-1111	09/01/2015	Teacher	CE	1000		na				Saved

Below the table, there are two buttons: "Export Your Data" and "Back to Welcome Page".

At the bottom of the page, there is a footer with contact information: "Email: DOEIT@doe.state.nj.us for technical difficulties ©2015 New Jersey Department of Education" and "DOE Homeroom NJ Department Of Education".

Tracking Number Availability

- To determine if candidate is in PLRMS with a prior district please enter candidate's tracking number.

The screenshot shows a web browser window displaying the New Jersey Provisional Licensure Registration Management System. The browser's address bar shows the URL <http://10.8.142.80:8080/PLRMS/RC.do>. The page header includes the New Jersey Department of Education logo and the text "New Jersey Provisional Licensure Registration Management System" with "LogOff | Print" links. The main content area displays "District Name: NJDOE OIT" and "User Name: SUPER". Below this, the section is titled "Tracking Number Availability - Part1" and contains the prompt "Please enter the candidates Tracking Number:" followed by a text input field containing "111112" and a "go" button. A "Welcome Page" button is also visible. The footer contains copyright information for 2015 New Jersey Department of Education and contact details for technical support and the Provisional Teacher Process.

http://10.8.142.80:8080/PLRMS/RC.do

File Edit View Favorites Tools Help

ASAH Member Schools - ... http--www.state.nj.us-edu... https--education.state.nj.u... Provisional Licensure Regi... New Jersey Department o... Logon (2) Certification & Induction -...

New Jersey Department of Education

New Jersey Provisional Licensure Registration Management System

LogOff | Print

District Name: NJDOE OIT User Name: SUPER

Tracking Number Availability - Part1

Please enter the candidates Tracking Number: go

Welcome Page

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For access or technical questions please contact DOEIT@doe.state.nj.us
For questions about the Provisional Teacher Process please contact [Provisional Teacher Process](#)

DOE Home room
NJ Department Of Education

Tracking Number Availability cont.

- If they have been registered by a prior district follow directions for transfer registration slides 14-16.

The screenshot shows a web browser window with the URL <http://10.8.142.80:8080/PLRMS/RC.do>. The browser tabs include "Teachers Certification Informat...", "Provisional Licensure Regist...", and "Logon (2)". The page title is "New Jersey Provisional Licensure Registration Management System". The New Jersey Department of Education logo is in the top left, and "LogOff | Print" is in the top right.

The main content area is titled "Tracking Number Availability - Part2" and contains a table with the following data:

Tracking Number	District id
11112	9999

Below the table, the text reads: "This Tracking Number has been registered in the above district and is *not available* for registration in your district. You can use the Transfer Process in this case. Please go back to the Welcome Page and click on the "Transfer Registration" button."

At the bottom of the content area, there are two buttons: "Search Another Tracking Number" and "Welcome Page".

The footer contains the copyright notice "©2015 New Jersey Department of Education" and contact information: "For access or technical questions please contact DOEIT@doe.state.nj.us" and "For questions about the Provisional Teacher Process please contact [Provisional Teacher Process](#)". On the right side of the footer, it says "DOE Homeroom NJ Department Of Education".

Enter Evaluation Ratings

- To Enter into Evaluations Click on Evaluation Ratings Tab
 - The Department will keep track of provisional teachers' summative evaluation ratings through the PLRMS.
 - Upon opening the PLRMS application, authorized school/district certification staff should click on "Enter Evaluation Ratings" and select from the drop-down list the correct summative evaluation rating for each provisional teacher who was evaluated.

The screenshot shows a web browser window with the URL <http://10.8.142.80:8080/PLRMS/Login.do>. The browser tabs include "Teachers Certification Informat...", "Provisional Licensure Regist...", "ASAH Member Schools - ...", "http--www.state.nj.us-edu...", "https--education.state.nj.u...", "Provisional Licensure Regi...", "New Jersey Department o...", "Logon (2)", and "Certification & Induction -...".

The page title is "New Jersey Provisional Licensure Registration Management System" with a "LogOff | Print" link. The page content includes:

- District Name: NJDOE OIT
- User Name: SUPER
- Instructions: "This is the online registration system for Provisional Licenses for Teachers, Administrators and Educational Service Professionals. Please input your district's contact information if this is the *first* time that you are accessing the system. Please review this Instructions Manual in order to have a better understanding of the systems requirements. The presentation will open up in a separate window. You may close the window after you review it and continue with your system. Candidate Registration and Instructions Manual (pdf). The Tracking Number of your candidate may have been already assigned in another District. To avoid possible duplication of the Tracking Number you must first check for its availability."
- Navigation buttons: Contact Information, Check Tracking Availability, Enter Registration, Enter Evaluation Ratings, Transfer Registration.
- Footer: ©2015 New Jersey Department of Education. For access or technical questions please contact DOEIT@doe.state.nj.us. For questions about the Provisional Teacher Process please contact [Provisional Teacher Process](#). DOE Homeroom NJ Department Of Education.

Enter Evaluation Ratings cont.

- Type in Tracking number and click go

The screenshot shows a web browser window with the URL <http://10.8.142.80:8080/PLRMS/RC.do>. The browser tabs include "Teachers Certification Informat...", "Provisional Licensure Regist...", "ASAH Member Schools - ...", "http--www.state.nj.us-edu...", "https--education.state.nj.u...", "Provisional Licensure Regi...", "New Jersey Department o...", "Logon (2)", and "Certification & Induction -...".

The page header is blue and contains the New Jersey Department of Education logo on the left, the text "New Jersey Provisional Licensure Registration Management System" in the center, and "LogOff | Print" on the right.

The main content area has a yellow header bar with "District Name: NJDOE OIT" on the left and "User Name: SUPER" on the right. Below this is the section "Evaluation Ratings - Part1".

The main form area contains the text "Please enter the candidates Tracking Number:" followed by an empty text input field and a "go" button. Below this is a "Welcome Page" button.

The footer contains the copyright notice "©2015 New Jersey Department of Education" and contact information: "For access or technical questions please contact DOEIT@doe.state.nj.us" and "For questions about the Provisional Teacher Process please contact [Provisional Teacher Process](#)". On the right side of the footer, it says "DOE Homeroom" and "NJ Department Of Education".

Enter Evaluation Ratings cont

- Choose rating: Highly Effective, effective, partially effective, ineffective and school year for the rating. Then click on Update Rating.

Achieve NJ Rating 1	Effective	School year summative evaluation rating completed	School Year	Date: 03/23/2016	Click to Update Rating 1	Mentor Program Completed for Year 1	Click to Confirm the check box
Achieve NJ Rating 2	Not Evaluated	School year summative evaluation rating completed	School Year	Date:	Click to Update Rating 2	Mentor Program Completed for Year 2	Click to Confirm the check box
Achieve NJ Rating 3	Not Evaluated	School year summative evaluation rating completed	School Year	Date:	Click to Update Rating 3	Mentor Program Completed for Year 3	Click to Confirm the check box
Achieve NJ Rating 4	Not Evaluated	School year summative evaluation rating completed	School Year	Date:	Click to Update Rating 4	Mentor Program Completed for Year 4	Click to Confirm the check box

The third or fourth evaluation rating section is only applicable for a candidate that has not yet received at least two effective or highly effective summative ratings within the three consecutive

Termination Registration Tab

- The terminate registration tab will be used when a candidate has left your district as a provisional teacher.

The screenshot shows a web browser window with the URL <https://doewebst2.doe.state.nj.us/PLRMS/Login.doj?sessionId=06C3FAA8E7A230950954DB6756C905CD.worker1>. The browser tabs include 'Induction', 'nj.gov', and 'Provisional Licensure Regist...'. The page title is 'New Jersey Provisional Licensure Registration Management System' with 'LogOff | Print' on the right. The header also includes the New Jersey Department of Education logo. The main content area displays 'District Name: HOBOKEN CITY' and 'User Name: SUPER'. A central text block provides instructions: 'This is the online registration system for Provisional Licenses for Teachers, Administrators and Educational Service Professionals. Please input your district's contact information if this is the first time that you are accessing the system.' It also states: 'Please review the instruction manual in order to have a better understanding of the systems requirements. The presentation will open up in a separate window. You may close the window after you review it and continue with your registrations. [Candidate Registration and Instructions Manual \(pdf\)](#)' and 'The tracking number of your candidate may have already been registered in another District. Please check the availability of the tracking number before entering a registration.' On the right side, a vertical stack of buttons is highlighted in yellow, including 'Contact Information', 'Check Tracking Availability', 'Enter Registration', 'Enter Evaluation Ratings', 'Transfer Registration', and 'Terminate Registration'. The footer contains copyright information for 2015 New Jersey Department of Education and contact details for the Provisional Teacher Process and User Support.

New Jersey
Department of Education

New Jersey Provisional Licensure Registration Management System

LogOff | Print

District Name: HOBOKEN CITY

User Name: SUPER

This is the online registration system for Provisional Licenses for Teachers, Administrators and Educational Service Professionals. Please input your district's contact information if this is the first time that you are accessing the system.

Please review the instruction manual in order to have a better understanding of the systems requirements. The presentation will open up in a separate window. You may close the window after you review it and continue with your registrations. [Candidate Registration and Instructions Manual \(pdf\)](#)

The tracking number of your candidate may have already been registered in another District. Please check the availability of the tracking number before entering a registration.

Contact Information

Check Tracking Availability

Enter Registration

Enter Evaluation Ratings

Transfer Registration

Terminate Registration

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For questions about the Provisional Teacher Process please contact [Provisional Teacher Process](#)

For access or technical questions please contact User Support at DOEIT@doe.nj.gov

DOE Homeroom
NJ Department Of Education

Termination Registration

- Enter tracking number

New Jersey Department of Education
New Jersey Provisional Licensure Registration Management System
LogOff | Print

District Name: NJDOE OIT User Name: SUPER

Termination of License

Please enter the candidates Tracking Number:

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For questions about the Provisional Teacher Process please contact [Provisional Teacher Process](#)
For access or technical questions please contact User Support at DOEIT@doe.nj.gov DOE Homeroom
NJ Department Of Education

Enter date of termination

New Jersey Department of Education
New Jersey Provisional Licensure Registration Management System
LogOff | Print

Termination of License

Tracking Number	Name	SSN
987654	Test Test	111-11-1111

Please enter the Date of the termination:

Please make sure this is the correct provisional teacher who's registration will be terminated by your district.

If this is not the correct provisional teacher please click the "No" button and start again.

If this is the correct provisional teacher please enter the date they left the district and click the "Yes" button to save the information and go back to the Welcome Page.

Completion of the Provisional Teacher Process

Applying for the Standard License

- Provisional teachers can apply online for their standard certificates if they have met all requirements of mentoring, completed formal instruction (for CE candidates), and have received two effective or highly effective final summative ratings that have been entered into PLRMS by their school.
 - To apply online, the provisional teacher must go to the [Teacher Certification Information System](#). Provisional teachers who have not previously applied online will have to register in the TCIS system.
 - The provisional teacher must follow all instructions on the online TCIS page and select the standard certificate area for which they are applying. The provisional teacher will be directed to complete the online oath and prompted to pay the appropriate fee, if required.
 - (CE) provisional teachers who complete the 400 hour CE EPP or P3 CE EPP must submit the [Verification of Program Completion for CE EPPs](#) (CE VOPC) to the Office of Certification. Candidates completing P 3 CE EPPs and credit CE EPPs must submit CE VOPC and transcripts.
 - (CE) provisional teachers who complete programs for ESL, Bilingual, and TOSD must submit to the Office of Certification official transcripts **and** the [Verification of Program Completion Form](#)

Provisional Renewal

- Candidates who are working under a provisional or emergency certificate that will expire July 31 of that year, and who have not yet met the requirements for standard certification will need to be issued a provisional renewal to continue employment in their current role as they work toward their standard certificate.
- The renewal process:
 - County Offices run Provisional/Emergency Certificate Expiration Analysis Reports (Reports) and email those reports to each school district.
 - Each school district completes their Report and emails the Report back to the County Office.
 - County Offices review Reports for completion and accuracy.
 - County Offices email complete Reports to the Office of Certification and Induction via provisionalrenewal@doe.nj.gov.
 - Candidates apply online through the Teacher Certification Information System ([TCIS](#)) for a new certificate type, provisional renewal.
 - At the end of the application process, candidates will pay the \$70.00 fee via credit card.
 - The Office of Certification and Induction's Provisional Teacher Process Unit will review all applications and forms and issue renewals to qualifying candidates.
 - Questions about the renewal process can be directed to your [County Office of Education](#).