Completing the NTPNJ Program

Obtaining a Verification of Program Completion



• Complete Part A of the Verification of Program Completion Form



- Send VOPC to Cynthia Vasquez at <u>cvasquez@ncju.edu</u> or
 - NJCU Center for Teacher Preparation and Partnerships, 2039 Kennedy Blvd.
 Jersey City, NJ 07305
- Include a copy of your edTPA score report
- If you already have your edTPA score report, you can send in this form right away. We will begin processing the forms on May 23 when grades for Spring 2019 are entered.



- We will review your completion of all courses and edTPA
- We will fill out the remainder of the form, add the raised seal and return it to you by US mail
- My goal is to get this into the mail within one week, however it depends on the Dean's availability



- You will send the completed VOPC to the NJ Department of Education
- Keep a copy for your records



How to Apply for a Standard Cert on TCIS

Start by going to

https://www20.state.nj.us/DOE TCIS ONLINEED/





Profile Settings

Current Credentials

Prior Credentials

Application Status

Teachers Certification Information System - Online

New Jersey

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Certification and Induction



Welcome!

Welcome to the NJ Teacher Certification Information System (TCIS).

Please choose from the menu options (on your left hand side) to Apply Online, Pay Balance, Update Profile or to obtain the Current Status of your application(s).

You may check your application status online at any time at this <u>page</u>. Once all of your application materials have been received and uploaded, the status of your application should change from **INCOMPLETE** to **IN PROCESS**. Please allow up to 15 days from the time that you send your application materials for the status to change to IN PROCESS. Once your application is IN PROCESS, please allow for a 6 to 12 week response time depending on the type of certificate you apply for and the time of year that you apply. **Summer is the busiest time of year with correspondingly longer waiting periods.**

If you are applying for new certificate(s), please note below:

- 1. Please make sure that you review all Certification guidelines here before you apply online.
- 2. For a complete listing of the fees for various requests click here.
- 3. Your application review may take significantly longer if your education history and work experience are not up to date in TCIS.
- 4. Upon issuance, all information about certificates will be available online here, including certificate name, certificate ID number, date of issuance and expiration date, if applicable.
- 5. Please be aware that incomplete applications will expire after six months. Note that these fees are non-refundable after expiration pursuant to NJAC 6A:9B-5.4

To view / change your personal information click here.



Apply Online
Pay Balance Owed

Click here
to start

Education Summary

Experience Summary

Test Scores

Requests ...(New!)

Name Change

SSN Change

DOB Change

Change Password

Logout



► DOB Change Change Password

Logout

Teachers Certification Information System - Online

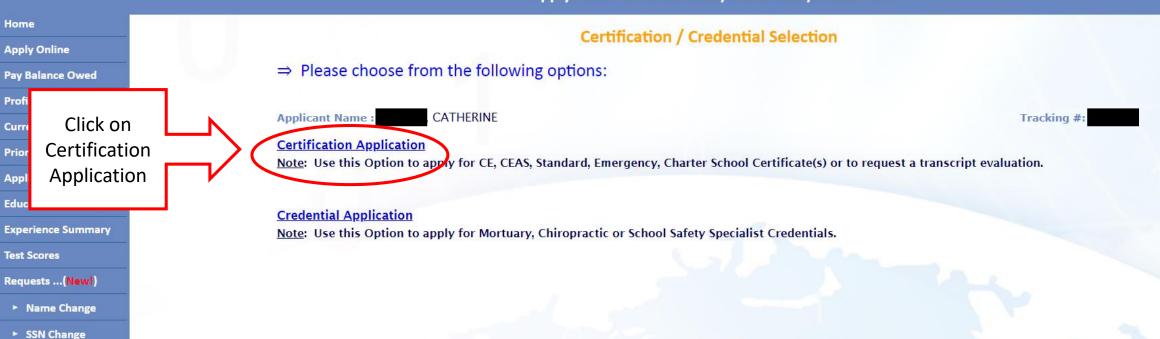
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Apply for New Certification/Credentials/Evaluation







Home

Apply Online

Pay Balance Owed

Current Credentials
Prior Credentials

Application Status

Education Summary

Experience Summary

Requests ...(New!)

Name Change

SSN Change

► DOB Change

Profile Settings

Teachers Certification Information System - Online

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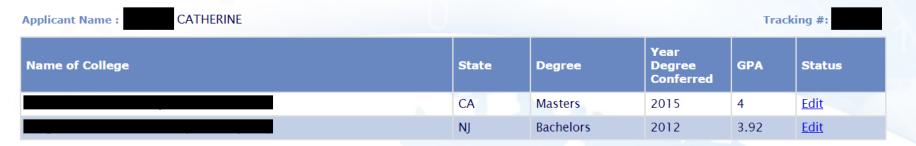


Update your education, as necessary

Apply New Certificate(s) Online

Education Summary

⇒ Before you apply for a new certificate, please update your educational profile and experience history. Upon issuance, all information about certificates will be available online, including certificate name, certificate ID number, date of issuance and expiration date, if applicable. Instructions to view this information can be found Here.



Note: Please be aware that your application review may take significantly longer if your education history and work experience are not up to date in TCIS.



Change Pa

Test Scores

Change Password

Logout





New Jersey

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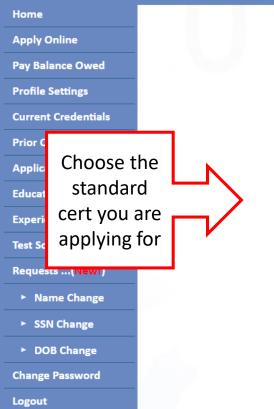
New Jersey

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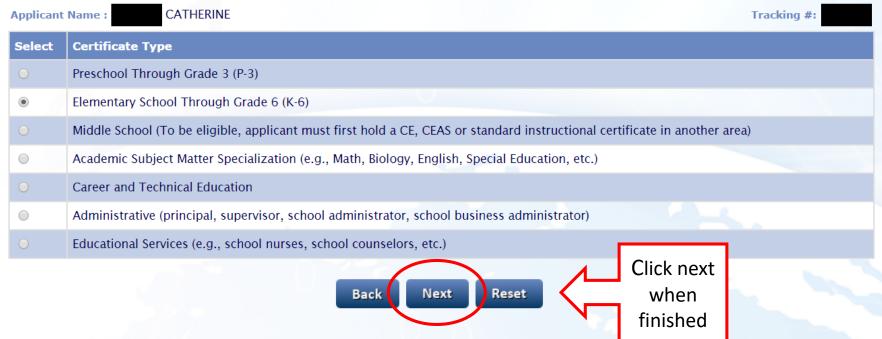
Certification and Induction



Apply New Certificate(s) Online



Step1: Please select the area of certification applying for:





Home **Apply Online Pay Balance Owed Profile Settings Current Credentials Prior Credentials** Answer the **Application Status** following questions. Click **Education Summa** "yes" for all. **Experience Summ Test Scores** Requests ...(New! ► Name Change ► SSN Change ► DOB Change **Change Password**

Logout

Step2: Determine eligibility:

Please answer all questions below before applying for a certificate:

1.Do you have a bachelor's degree or higher from a regionally accredited college or university?

Yes No

2. Have you met the cumulative GPA requirement (click here for details)?

Yes No

3. Have you completed a State-approved teacher preparation program, including student teaching and either a liberal arts or science major or 60 liberal arts credits?

Yes No

4. If you have not completed a State-approved teacher preparation program, have you completed a liberal arts or science major or 60 liberal arts credits from a regionally-accredited four-year college?

NOTE:

Please note that a course in biology, health, nutrition or basic military training is also a requirement for this certificate. You should proceed with your application if you have met the other requirements listed above but have not met or are not sure of this one. In such cases, the Office of Certification will inform you how you can meet this requirement.

Convright @ NI Department of Education

Reset



Click next

when



Change Password

Logout

Teachers Certification Information System - Online

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Certification and Induction



Apply New Certificate(s) Online

Home **Apply Online Pay Balance Owed Profile Settings Current Credentials** Click on **Prior Credentials** "Standard" **Application Status Education Summary Experience Summary Test Scores** Requests ...(New!) Name Change SSN Change DOB Change

Step4: Please select the type of certificate applying for:

Certificate Type (Select One)

Certificate of Eligibility
Certificate of Eligibility with Advanced Standing
Standard

Emergency (Educational Services)
Evaluation Only
Certificate of Eligibility - Charter School
Standard - Charter School

NOTE:

Effective July 2, 2013, the New Jersey Department of Education (NJDOE) created new three-tiered Charter School certificates with instructional endorsements, i.e., Charter School Certificate of Eligibility (CSCE), Charter School Provisional Certificates, Charter School standard certificate. These alternate route certificates authorize employment only in Charter Schools and do not satisfy the requirements for employment in traditional public schools and approved non-public schools.







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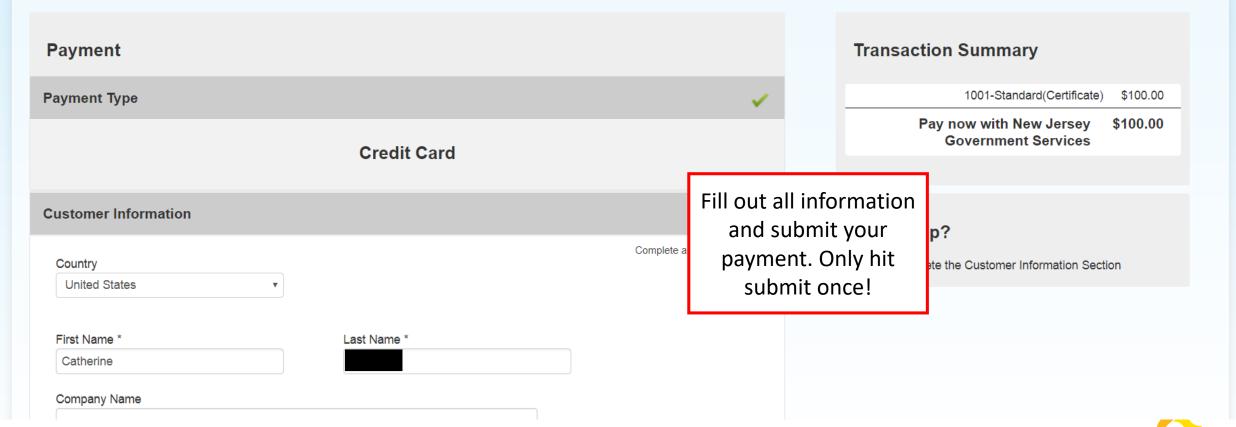
Apply New Certificate(s) Online

Home **Apply Online Pay Balance Owed Profile Settings Current Credentials Prior Credentials Application Status Education Summary Experience Summary Test Scores** Requests ...(New!) ▶ Name Change SSN Change ► DOB Change **Change Password**

Logout

CATHERINE Applicant Name: Tracking #: Certificate Id Certificate **Endorsement** Fee (\$) Delete Type 1001-Elementary School Teacher in Grades K - 6 X Certificate Standard 100.00 Add Another Certificate Amount to be Paid: \$ 100.00 Your Current Requests(Total): 1 NOTE: 1. Please make sure that you review all Certification guidelines here before you apply online 2. For a complete listing of the fees for various requests click here Click submit 3. Click on 'Submit' to finish your application Reset when Back Submit NOTE: This will take you to an finished external website. Do not submit until ready!









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Application Confirmation

Home **Apply Online Pay Balance Owed Profile Settings Current Credentials Prior Credentials Application Status Education Summary Experience Summary Test Scores** Requests ...(New!) Name Change ► SSN Change ► DOB Change **Change Password**

Logout

CATHERINE Applicant Name: Tracking #: Your application has been submitted. Click here to open a printer-friendly version of this page Your Tracking Number: Your Application Number : Your SSN : xxx-xx-Your Address: DO NOT CLOSE CK 'SUBMIT' YOUR APPLICATION AND ANY CREDIT CARD PAYMENT ARE CONFIRMED. DO NOT GO BACK TO THE CREDIT THIS PAGE YET. AGAIN, OR YOU WILL BE BILLED AGAIN. You need to do Before your certificate can be issued, you must complete the survey found here. This survey are exempt from the survey if you are applying for an administrative or educational services certificate the survey The purpose of the survey is to gather data about your level of satisfaction with your educator reparat here before er understand how well you feel you are prepared for the role of classroom teacher. Your input will provide informatio nt of Education exiting. as well as educator preparation programs in New Jersey to inform changes to our profession. This surve the process towards receiving certification and must be completed before the certificate is issued.

The survey consists of multiple choice questions and should not take more than 15-20 minutes to complete.





