Section 9

Certification
College of Education

Office of Education Enrollment & Certification
Guide for WPUNJ Supervisors
2012- 2013

Office of Certification
1600 Valley Road, Suite 3096
Wayne, NJ 07470
Phone: 973-70-2139
Fax: 973-720-2989

Director: Liana Fornarotto
Email: FornarottoL@wpunj.edu Phone: 973-720-2206

Professional Services Specialist: Michele Wright
Email: Wrightm@wpunj.edu Phone: 973-720-3685

Program Assistant: Susan Burns
Email: Burnss3@wpunj.edu Phone: 973-720-2139

Office Hours
Monday- Friday: 8:30am- 4:30pm
Summer Hours: Monday- Thursday: 8:00am- 5:15pm

Praxis Resource Center Hours**
Monday- Friday: 8:30am- 4:30pm
Summer Hours: Monday- Thursday: 8:00am- 5:15pm
**Materials must be used at center and identification is required
William Paterson University
College of Education

Students seeking certification major in one of the following areas:

Early childhood (P-3 or P-3 and K-5, or P-3 and TSD)

Elementary education (K-5 or K-5 with 5-8 subject field specialization, K-5 with Teacher of Students with Disabilities (TSD) endorsement or K-5 with Teacher of Students with Disabilities (TSD) and 5-8 subject field specialization endorsements)

Secondary education (K-12 subject field or K-12 subject field with Teacher of Students with Disabilities (TSD) endorsement)

A bilingual endorsement can also be added to any of the above areas except: K12 Teacher of Chinese, English, French, Japanese, and Spanish (as based on the current NJDOE licensure code).

Students are also required to major in a content area and maintain a minimum 2.75 grade point average (GPA). Education majors must maintain a 3.0 GPA in the education major with a minimum grade of C in all education courses.

Available through the College of Science and Health:

Physical Education K-12*
Physical Education K-12 with Health Certification*

*driver’s education is an additional option
WILLIAM PATerson UNIVERSITY COLLEGE OF EDUCATION
Office of Certification
1600 Valley Road, Suite 3108
Wayne, NJ 07470
973-720-3645

APPLICATION FOR PROFESSIONAL LICENSURE
NEW JERSEY STATE DEPARTMENT OF EDUCATION

1. SOCIAL SECURITY NO. __________________ 2. TELEPHONE NO. ________________ 3. DATE OF BIRTH ____________ 4. SEX □ □
Ethnicity: (optional) □ African American □ Asian/Pacific □ Cuban □ Hispanic □ Native American/Alaskan □ White □ mixed □ other

5. LAST NAME __________________________ FIRST NAME _______________ MIDDLE INITIAL _______ MOTHER NAME ________________

6. HOME ADDRESS (STREET NUMBER OR ROUTE) ___________________________________________________________
CITY ___________________________ STATE ___________________________ ZIP _____________

7. ARE YOU A U.S. CITIZEN? □ yes □ no 8. IF NOT, HAVE YOU FILED A DECLARATION OF INTENTIOH? □ yes □ no

Endorsement(s) Requested:

□ "Students must have completed the appropriate certification programs to be recommended for licensure in that area through WPUNJ."

10. HAVE YOU ANY TEACHING EXPERIENCE? □ yes □ no □ yes □ no IF YES, SUBMIT ORIGINAL DOCUMENTATION OF YEARS OF TEACHING EXPERIENCE.

11. HAVE YOU EVER HELD A NJ TEACHER'S CERTIFICATE? □ yes □ no

12. DO YOU HOLD A VALID STANDARD CERTIFICATE IN ANOTHER STATE? □ yes □ no IF YES, SUBMIT COPY OF CERTIFICATE(S) WITH APPLICATION.

13. HAVE YOU EVER HAD A CERTIFICATE REVOKED OR SUSPENDED IN THIS OR ANY OTHER STATE? □ yes □ no

14. HAVE YOU EVER BEEN CONVICTED OF A CRIME IN THIS OR ANY OTHER STATE? □ yes □ no

"Sign the Oath of Allegiance in front of the notary public

15. OATH OF ALLEGIANCE (CITIZENS)* (NEW JERSEY CERTIFICATE HOLDERS EXEMPT)

I, ________________________________, do solemnly swear, (or affirm) that I will support the Constitution of the United States and the Constitution of the State of New Jersey, and that I will bear true faith and allegiance to the same and to the governments established in the United States and in this State, under the authority of the people, so help me God.

SIGNED AND SUBSCRIBED TO BEFORE ME THIS _______ DAY OF ____________________________, A.D. 20______.

NOTARY SIGNATURE ___________________________ NOTARY SEAL _____________

DATE ____________________________

16. I CERTIFY THAT THE PREVIOUS STATEMENTS AND DATA ARE CORRECT.

DATE ____________________________ STUDENT SIGNATURE ____________________________

*"If you are not a U.S. Citizen, you must fill out a non-citizen oath of allegiance and an affidavit of intent to become a citizen. Please request this form from the Office of Certification, College of Education Valley Road Suite 3108.

*Please return this application with a check or money order payable to "William Paterson University of New Jersey". Please include your phone number and social security number on your payment.

Application Deadlines: Fall: October 1st Spring: March 1st Summer: June 1st

APPLICANTS DO NOT WRITE BELOW THIS LINE

□ Approved upon successful completion of course work (as determined by the department) in which currently enrolled. Special conditions:

□ Not recommended for certification at this time because of the following deficiencies:

________________________________________________________

Department Signature _____________________________ Date ____________

*Please be sure that students request for endorsement (licensure) above matches the appropriate licensure for the program completed.

□ U □ Praxis □ T2 COHORT □ DL □ Notes:
□ U2 □ P □ Survey
□ GC □ F
□ GE □ HA □ DOE
□ GM
Licensure Fees
2011-2012

Please attach a check or money order payable to William Paterson University of New Jersey for the correct amount as indicated below. Be sure to include your phone number and social security number on the check as well. All applications must be returned to The Office of Certification located on the Valley Road campus, suite 3096.

Single Licensure Requests

$95.00 Fee
School Nurse
*For those who hold a Standard teaching certificate & the endorsement does not require a Praxis exam:
Learning Disabilities Teacher Consultant
Reading Specialist
School Counselor
Supervisor
Teacher of Bilingual/Bicultural Education
Teacher of English as a Second Language

$170.00 Fee
Teacher of Students with Disabilities
Associate School Library Media Specialist
Educational School Library Media Specialist

$190.00 Fee
Elementary Education Teacher K-5
Early childhood P-3
Principal
Teacher of Art
Teacher of Biological Science
Teacher of English
Teacher of French
Teacher of Heath & Physical Education
Teacher of Mathematics
Teacher of Music
Teacher of Physical Education
Teacher of Physical Science
Teacher of Social Studies
Teacher of Spanish
*For those who hold a CEAS & does not require a Praxis exam:
Reading Specialist
$360.00 Fee
Teacher of Heath & Physical Education & Drivers Education
Teacher of Physical Education & Drivers Education

**Dual Licensure Requests**

*You must have completed the WPU dual licensure program to be eligible to receive this recommendation through William Paterson University of New Jersey.* If you did not complete the dual licensure program being offered at WPU, you are responsible for applying directly through the New Jersey Department of Education using the TCIS on-line application at: [http://www.nj.gov/njded/educators/license](http://www.nj.gov/njded/educators/license). We recommend that you wait until your first license is issued by the NJDOE prior to applying for additional endorsements.

$360.00 Fee
Teacher of Elementary Education (K-5) and Teacher of Students with Disabilities

$380.00 Fee
Elementary Education (K-5) with specialization in Middle School (5-8 subject area)

*For every additional Middle School endorsement beyond one (1), add $190.00*
Teacher of Elementary Education (K-5) and Teacher of Preschool through Grade 3

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Office of Certification
1600 Valley Road, Suite 3108
Wayne, NJ 07470
Telephone: 973-720-3685
Fax: 973-720-2989
August 16, 2012

Dear Student Teacher:

As you begin your Student Teaching journey, I wanted to share specific information regarding the process and requirements for obtaining teacher licensure through William Paterson University. Additionally, I have added a few “frequently asked questions” to provide additional guidance over the next few months.

Application Process and Due Date:

Applications for licensure are due to the Office of Education Enrollment & Certification on or before October 1, 2012. Applications and fee schedule are available on the Office of Education Enrollment & Certification web page at: http://www.wpunj.edu/coe/departments/cert/nj_licensure_and_praxis_exam_information.dot

A completed licensure application contains:

- A notarized application
- A check or money order made out to William Paterson University with your WPUNJ ID number and phone number on it
- A copy of your praxis scores with your social security number (preferably all four pages) so that a letter of completion can be issued to you upon successful completion of student teaching and degree posting

Completed applications can be submitted in person to the Office of Certification located in V3096 or via mail:

The Office of Education Enrollment & Certification
William Paterson University of NJ
1600 Valley Road, V3096
Wayne, NJ 07470

Frequently asked questions:

1. I have been offered a job to begin after my student teaching experience ends, however, the school district is requiring a Letter of Completion stating I have finished the program. How do I get one and when is it available?

   Answer: Letters of Completion are automatically generated for candidates who provided the Office of Education Enrollment & Certification passing Praxis II scores. Letters of Completion are mailed to candidates once their degree is posted and the candidate has been recommended to the NJDOE for licensure from the Office of Certification.
2. When does William Paterson University recommend me to the NJDOE for licensure?

**Answer:** Undergraduate candidates are recommended to the NJDOE once the Registrar's Office completes degree postings. Graduate candidates are recommended after being cleared by their program coordinator. The general timeline is 6-8 weeks after meeting the criteria stated above.

3. I went to the NJDOE website to check the status of my application, but when I entered my social security number, the prompt reads “Sorry, there are no matching applications for my social security number.”

**Answer:** Only candidates who apply directly through the NJDOE for licensure on their own will be able to track their application using that system. Only once your license has been issued will you be able to see your status using the NJDOE website.

4. I have been notified by the Office of Education Enrollment & Certification that my licensure was not issued due to missing praxis scores, but I have taken and passed the test. What does this mean?

**Answer:** When applying to take the Praxis II assessment, you are asked to provide your Social Security number. Since it is not required, many candidates do not include it. When WPUNJ recommends you for licensure, the NJDOE checks to validate passing scores on the required Praxis II test but only does so by using your Social Security number. Check your Praxis II score report for your social security number. If there is an “I” in that section, contact ETS at 1-609-771-7395 and have your scores re-issued with your social security number included. Also be sure to have the corrected scores sent to the NJDOE code R7666 and WPUNJ 2518.

5. What are the fees for my license?

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<thead>
<tr>
<th></th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>P-3 only</td>
<td>$190.00</td>
</tr>
<tr>
<td>P-3 &amp; K5</td>
<td>$380.00</td>
</tr>
<tr>
<td>K5 only</td>
<td>$190.00</td>
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<tr>
<td>K5 &amp; 1 MS</td>
<td>$380.00</td>
</tr>
<tr>
<td>K5 &amp; TSD</td>
<td>$360.00</td>
</tr>
<tr>
<td>K5 &amp; TSD &amp; MS</td>
<td>$550.00</td>
</tr>
<tr>
<td>K12 (all licenses)</td>
<td>$190.00</td>
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<tr>
<td>H&amp;PE w Driver's Education</td>
<td>$360.00</td>
</tr>
<tr>
<td>K12 &amp; TSD</td>
<td>$360.00</td>
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</tbody>
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Congratulations on your student teaching journey. We in the Office of Education Enrollment & Certification look forward to assisting you through the licensure process.

Best Wishes,

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Liana Fornarotto  
Office of Education Enrollment & Certification, Director  
William Paterson University College of Education  
1600 Valley Road, VS096  
Wayne, NJ 07470  
E: FornarottoL@wpunj.edu  
P: 973-720-2206  
F: 973-720-2989