Presented by the Office of Education Enrollment and Certification

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

Praxis Resource Center Hours**
Monday—Friday: 8:30-4:30 pm
Summer Hours: Monday-Thursday 8:00am-5:15pm
** Identification is required **
About College of Education (COE) Students

- Students may select an education major from their very first semester at the university but may not begin to take education courses until the first semester of their Junior year after full acceptance into the College of Education has been established.

- All COE matriculated students must maintain a minimum grade point average (GPA) of 3.0 (overall cumulative) and a 3.0 in their education major.

- All COE candidates must have two majors: One must be in Liberal Arts or Sciences and the other in Education. Candidates in Physical Education and Music will have only one major that is identified exclusively for education candidates.

Requirements For Full Acceptance/Matriculation Into the COE

All candidates majoring in education must meet the requirements for matriculation prior to 60 credits. **General requirements for matriculation:**

- Declare an appropriate co-major (academic major), as well as an appropriate education major (*Candidates in Physical Education and Music will have only one major that is identified exclusively for education candidates)

- Hold a minimum overall WPUNJ GPA of 3.0

- Pass the Speech & Hearing Screening

- Pass the Core Academic Skills for Educators Test 5751 (ETS)

- Complete course pre-requisites outlined by each program (consult the control sheet for your program for details). You will be able to view a checklist on WPConnect with all requirements listed for your convenience (see p. 3).

How to Declare an Education Major (a minimum WPUNJ GPA of 3.0 is required)

**APPLY ONLINE!**

1. Log onto WPU Connect and go to the “Self-Service” Tab.
2. Go to “Self-Service Quick Links” and under the “Registration” panel click on “Add/Declare or Change Major”. Do not select “add a second major”.
3. Under number 2, please click on the first line which reads: **“Education (You will need to choose a specific program next)”**
4. Then, select “Change/Declaration Major”.
5. Next, you will choose the appropriate education major (Early Childhood, Elementary, or Secondary)
6. Select “Change/Declare Major”.
7. A larger listing will appear, relative to the education major chosen. Select the desired program which will incorporate both majors and any desired endorsements.

*Note: Incoming Freshmen and Transfer candidates must complete their first semester, establishing a WPUNJ GPA, to use the online change of major portal!"
Online COE Checklist
Please visit the checklist frequently and plan for completion of each requirement to ensure eligibility for matriculation into the College of Education.

- Log onto WPConnect, located in the upper left corner of the WPUNJ homepage.
- Enter username and password.
- Username = typically the last name and first initial (Example: SmithJ).
- Password = nine digit 855# or social security # (no spaces).
- Click on the Self-Service tab, located on the top of the page.
- Under Academic Services, select College of Education Checklist

Speech and Hearing Assessment Online Registration

- Visit the Certification homepage and select “Undergraduate Assessments” on the left:
  [http://www.wpunj.edu/coe/departments/cert/](http://www.wpunj.edu/coe/departments/cert/)
- Click Apply for Speech and Hearing Assessments, located near the bottom of the page.
- Enter your nine digit 855# and PIN. PIN is your birth date, using MMDDYY format (Example: 100487 for October 4, 1987).
- Enter your status (U/U2 for undergraduates).
- Select the program you are majoring in for (Example: U/U2 K-6 & 5-8 Science).
- Select a date and time from the dropdown menu.
- Should you experience problems with registration, click on “Please contact WPUNJ IS Dept.” at the bottom of the screen for all technical problems with this application.
- This completes your online registration. Please print the confirmation of the registration for your records.
- Please report to the Speech and Hearing Clinic in Hunziker Wing 7C for your assessment on the day and time of your appointment.
- You may not enter the system again to cancel or change your appointment once you are registered. You must contact the Office of Certification if you miss or need to change your appointment.
- Dates are added periodically; visit the Certification web site frequently for updates!

CORE Academic Skills for Teachers #5751 (ETS)
As of September 1, 2014 WPUNJ College of Education requires all teacher candidates to take and pass a test of basic skills for all new teachers: Core Academic Skills for Teachers #5751 from ETS by 60 credits (transfer students with 60 or more credits will be permitted to take the test their first semester enrolled at WPUNJ).

These test measure academic skills in reading, writing and mathematics. They were designed to provide comprehensive assessments that measure the skills and content knowledge of candidates entering teacher preparation programs.

Substitute Teacher License and Mantoux

The Office of Field Experiences will need a copy of your substitute license and the Mantoux test in order to place you for field experiences beginning the second semester of your Education Major.

- You must have 60 credits completed in order to apply for your substitute license.
- You may obtain a substitute teacher’s license on your own by contacting the County Board of Education in the county in which you reside and perhaps want to substitute teach. Each county office has a certification officer who can direct you with regard to the required paperwork and process.
- Two (2) workshops will be held each year on campus for students who wish to obtain a substitute teacher’s license through the Passaic County Educational Services Commission. View the Office of Field Experiences’ website: http://www.wpunj.edu/coe/departments/field/OFE_calendar.dot for workshop dates. You may also obtain a courtesy Passaic County Educational Services Commission Substitute Teacher’s license application packet in the Office of Field Experiences, Valley 3108.
- All students must submit a copy of a valid substitute teacher’s license and mantoux to the Office of Field Experiences in order to be placed in a school for field experiences in the second semester of their education courses. The mantoux test checks for tuberculosis and takes only a minute or two at a doctor’s office or on campus at the Health Center for a nominal fee.

Revision 12/16/13 LF MW SB NK