

**COLLEGE OF EDUCATION**  
WILLIAM PATERSON UNIVERSITY

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## Application Packet for State Certification

**The WP Office of Education Enrollment and Certification is pleased to recommend qualifying program completers to the NJ Department of Education for issuance of certifications. Here are important guidelines and steps:**

1. **Certification Process:** Recommendations for certification will be forwarded to NJDOE (NJ Department of Education) for processing after degree conferral and/or program completion is verified. Upon the NJ DOE's receipt of the university's recommendation, the state will email the applicant directly. If you are applying for your initial teaching license, the state will send you a survey to your personal email account once you are recommended, which you will be required to complete. It may take approximately three to four weeks for the certificate to be electronically processed. State certifications from the NJ DOE are no longer mailed. Instructions on how to view your issued license will be forthcoming, after recommendation. The system is not likely to recognize your name or SSN until the exact point in time that the NJ DOE issues the license.
  
2. **Deadlines:**

<u>Program Completion:</u>	<u>Deadline:</u>
Fall Semester:	October 1st
Spring Semester:	March 1st
Summer Semester:	June 1 <sup>st</sup>
  
3. **Complete Application with Notarization:** Please complete all required information on the following pages to ensure timely and accurate processing. Both pages of the application are required to be notarized by a notary public. Only completed applications will be accepted. Adhere to the deadlines, below in number 5.
  
4. **Submit Copies of Test Scores and Proof of Experience, as required for your intended license:** Copies of all required test scores (such as PRAXIS (II) Subject Assessment, WPT, or OPI if applicable) must be submitted along with the application for licensure. Failure to comply will result in our inability to proceed with recommendation. It is the responsibility of the student to ensure that the NJ Department of Education (NJ DOE) is a recipient of PRAXIS (II) Subject Assessment scores by the Educational Testing Services (ETS). If your intended certification requires that you have teaching experience (reading specialist, principal, LDT-C, or supervisor), please provide a letter (signed, on official letterhead) verifying such experience with your application. Applications submitted without appropriate documents will be returned to the applicant, unprocessed.
  
5. **Licensure Fees:** Please see the attached fee listing. Payment is required with the application in the form of a check or money order. The check or money order is to be made payable to William Paterson University of New Jersey. Recommendations expire after 6 months, if the license is not issued within that timeframe. Recommendations sent to the state will expire after six months; if the license is not issued in that timeframe, applicants must apply on their own to the state and must submit a new fee.
  
6. **Non-Citizens:** Individuals who are not U.S. Citizens must complete the Application for State Certification and submit a non-Citizen oath and Affidavit of Intent forms. See Application Part A for links to the forms. Both forms require notarization.

I acknowledge that I have read and understand the details above and throughout this packet.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

**PLEASE RETAIN A COPY FOR YOUR RECORDS.**

**INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.**

# COLLEGE OF EDUCATION

WILLIAM PATERSON UNIVERSITY

## Application for WPUNJ Recommendation to the NJ Department of Education for NJ State Licensure

Education Enrollment and Certification 1600 Valley Road, Suite 4112 Wayne, NJ 07470 973-720-3685

All items are required, unless otherwise noted. Only completed applications will be accepted.

## Licensure Fees

(Established by the NJDOE and subject to change)

Include a check or money order payable to William Paterson University of New Jersey with your application.

Write your mobile phone number and WP Student ID Number on your check/money order.

Submit the Application and fee to: The Office of Education Enrollment & Certification, 1600 Valley Rd., Suite 4112, Wayne

### **\$95.00 Fee**

- Learning Disabilities Teacher Consultant
- School Counselor
- Supervisor
- School Nurse

### **\$115.00 Fee**

- Communication Disorders

### **\$170.00 Fee (\$95.00 if applicant holds a standard license)**

- Teacher of Students with Disabilities
- Bilingual/Bicultural Education Teacher
- English as a Second Language (ESL) Teacher
- Reading Specialist
- Associate School Library Media Specialist
- Educational School Library Media Specialist  
*(Educational School Library Media Specialist is a CEAS unless one holds a standard Associate School Library Media Endorsement)*

### **No Recommendation Available**

- Teacher of Driver's Education\*  
*(Candidates who complete the Physical Education program and the course for this license, apply for the endorsement directly to the NJ Department of Education. See below.)*

### **\$190.00 Fee**

- Teacher of Elementary Education K-6
- Teacher of Early Childhood P-3
- Teacher of Middle School (5-8) Subject
- Teacher of Art
- Teacher of Biological Science
- Teacher of English
- Teacher of French
- Teacher of Health & Physical Education
- Teacher of Mathematics
- Teacher of Music
- Teacher of Physical Education
- Teacher of Physical Science
- Teacher of Social Studies
- Teacher of Spanish
- Teacher of Chinese
- Teacher of Japanese
- Teacher of Chemistry
- Teacher of Earth Science
- Principal (Certificate of Eligibility)

Many WP students choose education majors with **additional endorsements**. This allows one to be recommended for several licensure areas. Note that each licensure area has an associated state fee. Examples are:

- Teacher of Elementary Education (K-6) and Teacher of Students with Disabilities (\$190 + \$170 = \$360.00)
- Teacher of Elementary Education (K-6) and teacher of Preschool through Grade 3 (\$190.00 + \$190.00 = \$380.00)
- Elementary Education (K-6) with specialization in Middle School (5-8 subject area) and Teacher of Bilingual Education Endorsement (190 + 190 + 170 = \$550.00)

\*If you believe you have fulfilled requirements for an additional license which is beyond your specific education major and concentration pursued through this WP education program, 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>. We recommend that you wait until your first license is issued by the NJDOE prior to applying for additional endorsements. Contact our office with questions.

Recommendations to the NJ Department of Education expire after 6 months. If, after 6 months, your license is not issued, a new application and fee are likely to be required.

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Education Enrollment and Certification 1600 Valley Road, Suite 4112 Wayne, NJ 07470 973-720-3685  
**All items are required, unless otherwise noted. Only completed applications will be accepted.**

Return to WP Office of Education Enrollment and Certification.  
Check/ Money Order: Payable to **William Paterson University of New Jersey**.  
Include your phone number and student ID number on the check/money order.

**DEADLINES: October 1<sup>st</sup> (fall) March 1<sup>st</sup> (spring) June 1<sup>st</sup> (summer)**

**Part A. Basic Information**

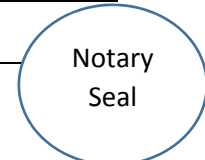
1. Social Security Number: \_\_\_\_\_ Student ID number: \_\_\_\_\_
2. Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Maiden Name: \_\_\_\_\_
3. Gender: Male Female Date of Birth (mm/dd/yyyy): \_\_\_\_\_
4. Race/ Ethnicity (optional): African/American White Cuban Other Hispanic  
Asian/Pacific Islander Native American/Alaskan Native Other Unknown
5. Home Street Address (no PO Boxes): \_\_\_\_\_
6. Address Line 2: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_
7. U.S. Citizen: \_\_\_\_\_ Yes No\*  
*\*Non-citizens must complete a non-citizen oath of allegiance and an affidavit of intent to become a citizen*  
Non-Citizen Oath of Allegiance: <http://www.state.nj.us/education/educators/license/forms/noncitoath.pdf>  
Non-Citizen Affidavit of Intent to Become a Citizen:  
<http://www.state.nj.us/education/educators/license/forms/noncitaff2.pdf>
8. Personal Email (not university): \_\_\_\_\_ Mobile Phone: \_\_\_\_\_
9. License/ Endorsement/s Requested: \_\_\_\_\_  
(examples: Elementary K-6 and Bilingual Endorsement; Math K-12; Reading Specialist; Principal)
10. Do you currently hold a valid teacher's certificate? NO YES (circle all that apply) CE CEAS Standard
11. Do you have teaching experience (not including substitute teaching or student teaching)? NO YES
12. Complete the following **oath** in front of a notary public. Obtain the notary seal.

**Oath of Allegiance (complete in front of a notary public):**

I certify that all statements and information on this and the former page provided herein are true and accurate.

Applicant printed name: \_\_\_\_\_ Applicant Signature: \_\_\_\_\_

Notary Signature: \_\_\_\_\_ Notarization Date: \_\_\_\_\_



13. Complete **Part B** and **Part C** on the next page. Notarization is required.
14. Attach test scores (if needed for your intended license); Applicants for the following advanced licenses must provide appropriate documentation of teaching experience along with this application: Supervisor (3 years), Principal (5 years), Reading Specialist (2 years), and LDT-C (3 years).

**CONTINUE TO NEXT PAGE**

**APPLICANTS- DO NOT WRITE BELOW; CONTINUE TO THE NEXT PAGE (PART B)**

Received Date \_\_\_\_\_ Check/ M.O. U GC GE GM PRAXIS: P F OPI: P F  
Sent for audit: \_\_\_\_\_ Batch \_\_\_\_\_ Cohort \_\_\_\_\_ DOE \_\_\_\_\_  
(Date and Recipient)

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**All items are required, unless otherwise noted. Only completed applications will be accepted.**

Social Security # \_\_\_\_\_ Student ID# \_\_\_\_\_

Last name: \_\_\_\_\_ First Name: \_\_\_\_\_

**Part B. Oath of Allegiance** Choose one of the following.

**Option I**

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.

**Option II**

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.

**C. Certification**

1. Have you ever been convicted of, pled guilty, no contest or no contendere to, or had adjudication withheld to a crime or offense, including DUI, in New Jersey or any other state or jurisdiction? If yes, complete and submit a Criminal/Offense Information Form. Yes No  
**If answer to question 1 is "yes", must complete and submit a "Criminal/Offense Information Form" to the WP Office of Education Enrollment and Certification:**  
<http://www.state.nj.us/education/educators/license/forms/conviction.pdf>
2. Have you ever had an education or other professional certificate, license or credential revoked, suspended, invalidated or denied for cause in New Jersey or any other state or jurisdiction? \*\* Yes No
3. Have you ever surrendered or relinquished an education or other professional certificate, license or credential in New Jersey or any other state or jurisdiction? \*\* Yes No
4. Are you the subject of any pending action or proceedings against your education or other professional certificate(s), license(s) or credential(s) in New Jersey or any other state or jurisdiction? \*\* Yes No
5. Have you ever resigned, retired or been dismissed or suspended from an education-related position in New Jersey or any other state or jurisdiction following allegations of misconduct? \*\* Yes No
6. Are you the subject of any civil, criminal or administrative investigation in New Jersey or any other state or jurisdiction? \*\* Yes No

**\*\*If any answer to questions 2 through 6 is "yes", you must complete and submit an "Additional Information for the Oath of Allegiance Form" to the Office of Education Enrollment and Certification:**  
<http://www.state.nj.us/education/educators/license/forms/OathAdditional.pdf>

**Complete the following section in front of a notary public:**

**D. Verification of Accuracy (Sign and Date in Front of a Notary Public)**

I certify that all statements and information on this and the former page provided herein are true and accurate.

Applicant's signature (in ink) \_\_\_\_\_ Date \_\_\_\_\_

Sworn and subscribed to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

Notary Signature \_\_\_\_\_ Notarization Date: \_\_\_\_\_

