



State of New Jersey

DEPARTMENT OF EDUCATION

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April 25, 2017

TO: Chief School Administrators
Charter School and Renaissance School Project Leads
Nonpublic School Leads
Approved Private Schools for Students with Disabilities

ROUTE TO: School/District Certification Staff

FROM: Robert R. Higgins, Ph.D., Director
Office of Certification and Induction

SUBJECT: Steps for Districts with Teachers Finishing the Provisional Teacher Process

Authorized certification staff in school districts that have teachers finishing the provisional teacher process must access the Provisional Licensure Registration Management System (PLRMS) and take the following actions:

- Review and verify the provisional teachers' 2015-16 summative rating;
- Enter provisional teachers' final summative evaluation rating for the 2016-17 school year; and
- Ensure where possible that all novice teachers apply for their standard licenses
 - District certification staff should also familiarize themselves with the new online standard application procedures, including the online Oath of Allegiance and six month expiration of applications, so that they can better assist teachers in completing the application process.

Background and Additional Instructions

New Jersey is now at the end of the second year of regulations that were adopted on November 4, 2015, requiring provisional teachers to demonstrate multiple years of successful performance to earn a standard certificate.

On March 31, 2017, summative ratings for teachers who were registered in the provisional teacher process for the 2015-16 school year were populated in PLRMS via the Evaluation System Certification Tool (ESCT). **At this time, please review the 2015-16 ratings in PLRMS for accuracy, and make corrections as needed.** If summative evaluations for 2015-16 were completed but not entered, the entries may be done manually.

As explained in a [December 6, 2016 memo](#), the summative ratings for the 2016-17 school year must be entered manually into PLRMS by school certification personnel since **evaluation scores will no longer be populated into PLRMS by ESCT**. PLRMS is found on the New Jersey Department of Education's [Homeroom webpage](#). 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.

Please instruct your provisional teachers to apply online for their standard certificates if they have met all [requirements](#) of mentoring, completed formal instruction (for alternate route candidates), and have received two effective or highly effective final summative ratings. **Due to the processing time involved, it is critical that all eligible novice teachers apply for their standard certificates by May 15, 2017, where possible. If all requirements have not been met, do not have the candidate apply until the requirements have been completed. The online application, including any payment requirements, is only valid for a six-month period. After six months, a new online application must be submitted.** To apply online, the candidate must go to the [Teacher Certification Information System online](#). Candidates who have not previously applied online will have to register in the TCIS system using that link.

The candidate must follow all instructions on the online TCIS page and select the standard certificate area for which he or she is applying. The candidate will be directed to complete the online oath and prompted to pay the appropriate fee, if required.

Candidates for a Certificate of Eligibility (CE) who complete programs for P-3, English as a Second Language (ESL), Bilingual, and Teachers of Students with Disabilities (TOSD) must submit to the Office of Certification and Induction official transcripts **and** either an original certificate of program completion or the verification of program [completion form](#). Those who complete the online application will receive a confirmation email containing a link to an online survey that they must complete.

If you have questions, please contact Provisional.Teacher@doe.state.nj.us.

RRH/KB

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