Date: August 23, 2019
To: Chief School Administrators, Charter School and Renaissance School Project Leads, Nonpublic School Leads
Route To: Human Resources Directors/Certification Staff
From: Linda P. Eno, Ed.D., Assistant Commissioner
Division of Academics and Performance

Certification Reminders for the 2019-20 School Year

In order to provide support to districts as the 2019-20 school year begins, this memo contains a listing of reminders regarding certification requirements and processes.

Action Step 1:
Review this summer’s regional training presentation and communicate relevant information to any staff who are seeking certification or oversee staff certification and novice educator support.

Action Step 2:
Ensure that novice teachers, administrators, Substance Abuse Coordinators (SACs), School Library Media Specialists (SLMSs) and Associate School Library Media Specialists (ASLMSs) are registered in the Provisional License Registration Management System [PLRMS].

Action Step 3:
Review related Broadcast memos and share with relevant staff members:
- Provisional Licensure Registration Management System (PLRMS) – May 10, 2016
- Approved CE (Alternate Route) Teacher Preparation Programs – April 11, 2017
- Obtaining Standard Certificates for Novice Teachers – May 24, 2019

Action Step 4:
District personnel new to the certification arena should familiarize themselves with the webpages below, all of which can be accessed from the Certification and Induction webpage:
- What are the Requirements for Certification?
- How Do I Apply for Certification?
- What is the Process for Newly Hired, First-Time Teachers?

New Teacher Support Guidance
- New Alternate Route Teachers – Certificate of Eligibility (CE)
- New Traditional Route Teachers – Certificate of Eligibility with Advanced Standing (CEAS)
- Certification Application Status Check and Certifications Held
- Certification FAQs
Please contact us if you have questions about any of the following topics:

- Certification: licensing.requests@doe.nj.gov or (609) 292-2070, option 1
- Provisional Teacher Process: provisional.teacher@doe.nj.gov or (609) 984-6377, option 1 then option 2
- Administrator Certification: admincertification@doe.nj.gov
- Educational Services: SAC@doe.nj.gov and SLMS@doe.nj.gov or (609) 376-3487
- Evaluation: edueval@doe.nj.gov or (609) 376-3975

c: Members, State Board of Education
   Lamont O. Repollet, Ed.D., Commissioner
   NJDOE Staff
   Statewide Parent Advocacy Network
   Garden State Coalition of Schools
   NJ LEE Group