Certification Checklist

njea
Professional Development & Instructional Issues

From CE/CEAS to a Standard Certificate

STEP 01	**Confirm & Establish Eligibility for Employment:**	
	☐	Confirm initial credentials [CE or CEAS in appropriate area] in NJEdCert.
	☐	Physiology & Hygiene Requirement completed and verified via transcript or online test results
	☐	Verify that Office of Student Protection Criminal History & Background check completed & documented
	☐	***CE Holders Only:*** Verify that 50-Hour Pre-Professional Training was Completed.
STEP 02	**Initial Employment & Provisional Program Registration:**	
	☐	**District** must enroll new hire in Provisional Teacher Program within 60 days of date of employment
	☐	Confirm that the Provisional Certificate was issued in NJEdCert
	☐	Confirm that a formal mentor has been assigned for the required 30-week period
	☐	***CE Holders Only:*** Verify enrollment in state-approved Educator Prep Program.
STEP 03	**Provisional Teaching Period (Years 1 & 2):**	
	☐	Complete required 30 weeks of mentoring & keep signed logs of hours & activities
	☐	Confirm that two "effective" or "highly effective" summative evaluations have been earned
	☐	***CE Holders Only:*** Complete required alternate route EPP coursework.
STEP 04	**Conversion to Standard Certificate:**	
	☐	Confirm all provisional requirements have been submitted to NJEdCert by the district
	☐	Confirm that the district has requested the conversion of the Provisional to a Standard
	☐	Complete online Oath of Allegiance & pay required state fee
	☐	Monitor NJEdCert for issuance of Standard Certificate & confirm accuracy
	☐	***CE Holders Only:*** Confirm EPP submission of Verification of Program Completion to NJDOE. If coursework extends beyond 2 years, ensure district applies for a Provisional Renewal prior to July 31st.

Keep Physical &/or Digital Copies of:			
☐	Credentials records including Provisional records and confirmation emails, etc.	☐	Mentoring, observation, and evaluation documentation and/or logs
☐	Official transcripts and test scores	☐	Alternate route EPP transcripts, if applicable

CE = Certificate of Eligibility

CEAS = Certificate of Eligibility with Advanced Standing

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