

Kean University: NATHAN WEISS GRADUATE COLLEGE
Graduate Student Services (East Campus - Room 218A)
(908) 737-5910

APPLICATION FOR CERTIFICATION

CERTIFICATION AREA	REQUIREMENTS	PRAXIS*
Bilingual/Bicultural (Standard)	Language Evaluation Test and certified in Elem Ed or secondary subject area	NO
Dir. of School Counseling (Standard)	3 Yrs in Guidance	NO
* Earth Science (Standard)		YES
E.S.L. (Standard)	Language Evaluation Test	NO
* Initial Instructional Certs: (CEAS) Bilingual/Bicultural, Elem Ed(K-5), Art, English, Math, Science, Social Studies, Spanish, Middle School(5-8), P-3		YES
Learning Disabilities Teacher Consultant (LDTC) (Standard)	Post Master's 3 Years Teaching	NO
* P-3 Endorsement (Standard)		YES
* Principal (CE)		YES
Reading Specialist (Standard)	2 Years Teaching-Post Master	NO
School Business Administrator (CE)	Post Master's	NO
School Counseling (Standard)	Post Master's	NO
School Library Media Specialist (CEAS)		NO
School Nurse (Standard)		NO
School Psychologist (Standard)		NO
* Speech Language Specialist (Standard)		YES
Substance Awareness Coordinator (SAC) (CEAS)	Possess previous cert administered by NJ Dept of Ed (teacher, nurse, counselor, or social worker)	NO
Supervisor (Standard)	3 Years Teaching	NO
* Teacher of Reading (Standard)		YES
Teacher of Students w/Disabilities (CEAS) ----- (STANDARD) -----		NO NO

* When the PRAXIS is a requirement for certification, it is the student's responsibility to make sure the PRAXIS scores have been forwarded to the N.J. State Department of Education by the Educational Testing Service.

Certificate of Eligibility (CE)

Certificate of Eligibility with Advance Standing (CEAS)

(1)

See procedures on next page.....

PROCEDURE:

1. **COMPLETE APPLICATION:** Complete the **Application for Approved Program Certification**. Be certain the forms are notarized (waived for NJ certificate holders) and specify certification requested. Please include undergraduate degree as well as Master's under "College Record".
2. **FEES:** See attached list.
3. **VERIFY EMPLOYMENT and EXPERIENCE:** Secure a letter on official letterhead from your Principal, Superintendent of Schools, or Personnel Dept. which verifies the years of teaching or professional experience you have. The letter may be faxed to (908) 737-5965

This letter is required for the following certificates:

Director of School Counseling, Learning Disabilities Teacher Consultant (LDTC), Reading Specialist, and Supervision.

4. **NON-CITIZENS:** Individuals who are not U.S. citizens must complete the above and submit a non-citizen oath (BTEAC-20) along with declaration of intention to become a citizen. All must be notarized. The forms are available in the Office of Graduate Student Services (East Campus - Room 218A).
5. **Deadlines** - Return completed application forms, paid receipt and verification letter to the Office of Graduate Student Services (EC 218A). The application will be processed and forwarded to the State Certification Office after an evaluation of your records indicates you have successfully completed your program.

First Friday in October - For completion by the end of the Fall Semester.

First Friday in February - For completion by the end of the Spring Semester.

First Friday in February - For completion by the end of the Summer Semester.
Same deadline as Spring applicants.

Failure to comply with the above deadlines will require that you file for a certificate no later than the major semester immediately following the awarding of the M.A. degree or the completion of the non-degree certification program.

6. **CERTIFICATES:** Once approved by Trenton, the certificate will be sent directly to the student. It is essential that your address be current and printed clearly on the application to avoid loss of the certificate in the mail.

GRADUATE CERTIFICATE FEE SCHEDULE

Standard Certificate (unless otherwise noted)	CERT. FEE	PRAXIS HANDLING FEE	TOTAL
Bilingual/Bicultural	\$ 95		\$ 95
Dir. of School Counseling	\$ 95		\$ 95
Earth Science	\$ 95	\$ 20	\$ 115
E.S.L.	\$ 95		\$ 95
*** Initial Instructional Certificates: (CEAS) Art, Bilingual/Bicultural, Elem Ed (K-5), English, Math, Science, Social Studies, Spanish, Middle School (5-8), P-3	\$170	\$ 20	\$190
Learning Disabilities Teacher Consultant (LDTC)	\$ 95		\$ 95
P-3 Endorsement	\$ 95	\$ 20	\$ 115
** Principal (CE)	\$170	\$20	\$190
Reading Specialist	\$ 95		\$ 95
** School Business Administrator (CE)	\$170		\$170
School Counseling	\$ 95		\$ 95
***School Library Media Specialist (CEAS)	\$170		\$170
School Nurse	\$ 95		\$ 95
School Psychologist	\$ 95		\$ 95
Speech Language Specialist	\$ 95	\$ 20	\$ 115
*** Substance Awareness Coordinator (SAC) (CEAS)	\$170		\$170
Supervisor	\$ 95		\$ 95
Teacher of Reading	\$ 95	\$ 20	\$ 115
Teacher of Students w/Disabilities *** (CEAS) -----	\$170		\$170
(STANDARD) -----	\$ 95		\$ 95

All checks must be made payable to: KEAN UNIVERSITY
 Payments must be made directly at the
Business Office (Administration Bldg - 3rd Fl), (908) 737-3240
 Monday - Friday 9am - 5pm

Paid receipt must be submitted to the Office of Graduate Student
 Services (East Campus - Room 218A) with application.

- ** (CE) - Certificate of Eligibility - or -**
- *** (CEAS) - Certificate of Eligibility with Advance Standing.**

NEW JERSEY STATE DEPARTMENT OF EDUCATION
OFFICE OF TEACHER CERTIFICATION AND ACADEMIC CREDENTIALS
CN 503
TRENTON, NJ 08625-0503

APPLICATION FOR CERTIFICATION

PRINT CLEARLY

1. Social Security No. _____ 2. Telephone No. _____
3. Date of Birth _____ 4. Sex M F
5. Last Name _____ First Name _____ Middle Initial _____
Maiden Name (If any) _____
6. Home Address (Street Number or Rural Route) _____

City _____ State _____ Zip _____

7. Are you a US Citizen? Yes No 8. If No, have you filed a declaration of intention? Yes No

9. Certificate(s) Requested _____

10. Have you any teaching experience? Yes No

11. Have you ever held a NJ Teacher's Certificate? Yes No

12. Do you hold a valid standard certificate in another state? Yes No
If yes, submit copy(ies) of certificate with application.

13. Educational or Work Experience: (Last 3 Positions) Begin with the present position:

Position Held _____ From _____ To _____
Description _____
Employer _____ State _____

Position Held _____ From _____ To _____
Description _____
Employer _____ State _____

Position Held _____ From _____ To _____
Description _____
Employer _____ State _____

Social Security No. _____ Last Name _____ First Name _____ Middle Initial _____

14. Have you ever had a certificate revoked or suspended in this or any other state? Yes No

15. Have you ever been convicted of a crime in this or any other state? Yes No

16. Optional Information

<input type="checkbox"/> Asian	<input type="checkbox"/> Black	<input type="checkbox"/> Mexican	<input type="checkbox"/> Puerto Rican	<input type="checkbox"/> Other Hispanic	<input type="checkbox"/> Native American	<input type="checkbox"/> Native Hawaiian	<input type="checkbox"/> White
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17. College Record: (Include all colleges) Name of College	Location (State)	Degree Earned	Year	GPA	Completed Professional Education Program	
					Yes	NO

18. Oath Of Allegiance (Citizens)* (New Jersey Certificate Holders exempt)

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 government established in the United States and in this state, under the authority of the people, so help me God.

Sworn and subscribed to before me this _____ Day of _____ A.D. 20____.

Notary Signature

Date

NOTARY SEAL

*Non-Citizens must complete a Non-citizen Oath of Allegiance and an Affidavit of Intent to Become a Citizen.

19. I certify that the previous statements and data are correct. _____
Date Signature

Note: Complete items 1-19. Incomplete applications will be returned.