Certification Application Instructions for May, August, and January Graduates

Overview:

1. Certification candidates seeking degrees will need to apply for Graduation. For those only getting certified with no degree involved, your record must be closed and you are required to fill out a graduation form. There are deadlines to apply.
2. After officially graduating on May 31st (May graduates), August 30th (August graduates) or January 31st (January graduates), the University begins the process of organizing data to nominate candidates in NJEdCert.
3. Once a nomination is made in the system, the candidate receives an email from the NJDOE.
4. The candidate goes into NJEdCert and accepts the nomination and provides the required information and payment.
5. Certification is issued immediately online.

Details:

Step 1: Certification candidates seeking degrees will need to apply for Graduation. For those only getting certified with no degree involved, your record must be closed and you are required to fill out a graduation form. There are deadlines to apply.

Undergraduate/Graduate Degree Candidates Application Instructions:

Students who are within one academic year of degree completion should log into their KeanWISE accounts in order to complete an application for degree completion. A $100 fee will be collected at the time of submission. The fee is collected via the online application; other forms of payment cannot be accepted. This fee covers the processing of the degree application, a complimentary set of transcripts, and the diploma. This fee **will not be waived or reduced** for students who do not participate in commencement. Only online applications and payments can be accepted; hard copies of degree applications and other forms of payment will not be accepted.

Graduate Certificate (GCT) Application Instructions:

Students who are within one semester of graduate certificate (GCT) program completion should log into their KeanWISE accounts in order to submit an application for certificate completion. Please click on Apply for Graduation from your KeanWISE student menu. Only online applications can be accepted. There is no fee for the graduate certificate application when submitted during the allotted time frame.

Go to your KeanWISE. There you will click on "***Apply for Graduation***". The application is open at specific times during the year. The First week of June through the first week of September for January Graduation and the second week of October through the First week in February, for May and August Graduation. The Registrar's Office emails all GCT and Degree candidates with this information.

KEY TIP: If you are experiencing issues with the graduation application, please contact Ms. Rosa Cameli at rcameli@kean.edu

KEY TIP: Please note that if you wish to apply to the NJ State Department of Education for certification, you must complete the Teacher Certification application and submit it through the

Kean University Office of Teacher Certification. Please visit our website for more information: Office of Teacher Certification and Alternate Route Programs | Kean University.

Here is an example of an email sent by the Registrar's Office:

Dear Student,

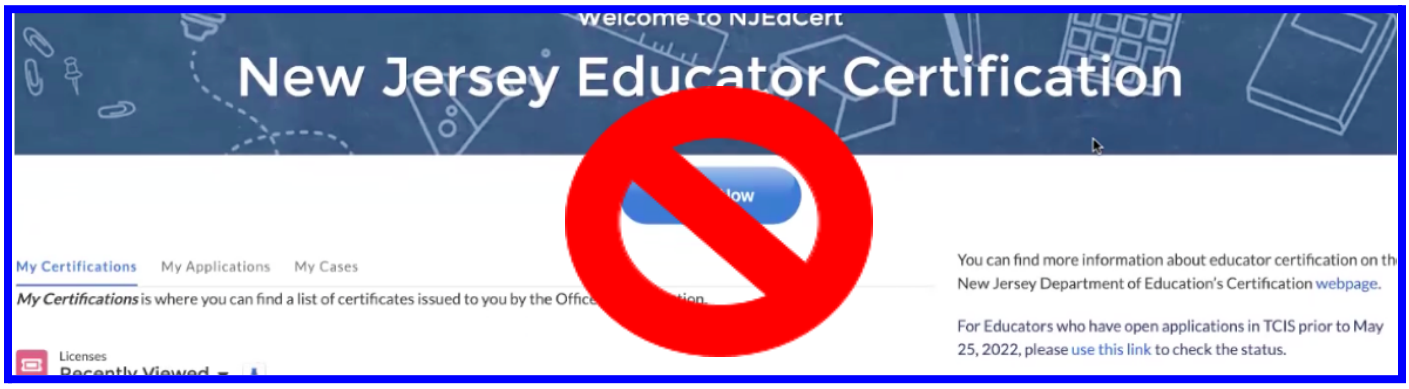
Upon successful completion of the course(s) you are enrolled in the fall semester, your degree will be conferred on January 20, 2024.

Congratulations on your upcoming graduation!

Sincerely,
Rosa M. Cameli
Associate Director, Graduation and Curriculum
Office of the Registrar
(908) 737-3463
rcameli@kean.edu

- **Universities are responsible for nominating their candidates who completed an educator preparation program. What you absolutely do NOT do is go into the portal and apply on your own for your certification. Doing so tells the system you want to apply on your own, which takes 8-12 weeks processing time. So tempting, yet so so so not good. Turn your eyes away from the "Apply Now" button….**

WARNING: DO NOT APPLY ON YOUR OWN!!!



Step 2: After officially graduating on May 31st (May graduates), August 30th (August graduates) or January 31st (January graduates)**, the University begins the process of organizing data to nominate candidates in NJEdCert.**

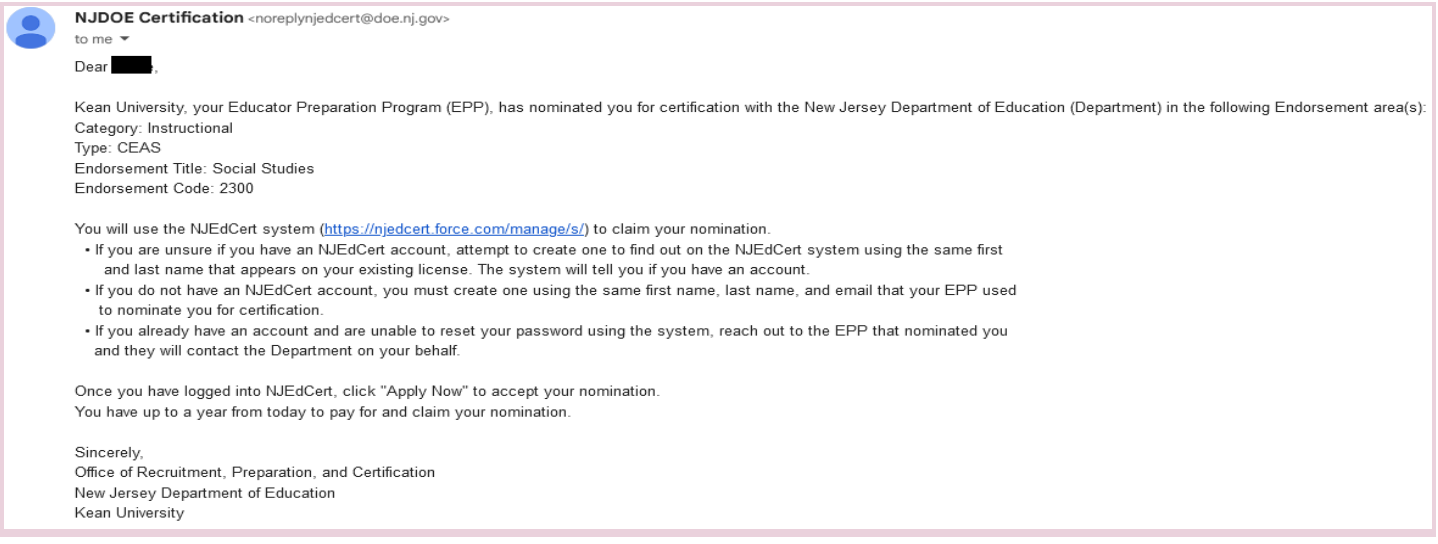
- This is done by the Registrar's Office.
- The Registrar does not have just teacher education certification to do; they have all additional cert programs, advanced certs, admin certs etc.
- The Registrar must manually complete each nomination in the system after all information is verified regarding program completion.
- The Certification Office will review each candidate's application to make sure that it is complete: application, Praxis scores, and/or supporting documents.
- Nominations begin after your record is closed or degrees are posted by the Registrar's Office. A daily scheduled report is emailed to the Certification Office that will show you all May, August, and January graduates from the various teaching certification and GCT programs.

KEY TIP: Graduation candidates should regularly check their KeanWise accounts to ensure all restrictions are resolved prior to the conferral of their degrees. Diplomas and transcripts cannot be released to students with active restrictions. Candidates will be notified via email of any missing requirements.

KEY TIP: GCT Candidates should regularly check their KeanWise accounts to ensure all requirements of their program are met. In addition, they are responsible for submitting information regarding any transfers of credit or substitutions **prior** to the submission of their application. Graduate Certificate evaluations are completed by the Office of the Registrar based on the candidates' academic program.

Step 3: Once a nomination is made in the system, the candidate receives an email (see below) from the NJDOE.

KEY TIP: Use a tablet or computer - NOT A PHONE for this important process. Typos are far more common on phones and can cause huge delays in receiving your certification.



NJDOE Certification <noreplynjedcert@doe.nj.gov>
to me

Dear [redacted],

Kean University, your Educator Preparation Program (EPP), has nominated you for certification with the New Jersey Department of Education (Department) in the following Endorsement area(s):
Category: Instructional
Type: CEAS
Endorsement Title: Social Studies
Endorsement Code: 2300

You will use the NJEdCert system (https://njedcert.force.com/manage/s/) to claim your nomination.
- If you are unsure if you have an NJEdCert account, attempt to create one to find out on the NJEdCert system using the same first and last name that appears on your existing license. The system will tell you if you have an account.
- If you do not have an NJEdCert account, you must create one using the same first name, last name, and email that your EPP used to nominate you for certification.
- If you already have an account and are unable to reset your password using the system, reach out to the EPP that nominated you and they will contact the Department on your behalf.

Once you have logged into NJEdCert, click "Apply Now" to accept your nomination.
You have up to a year from today to pay for and claim your nomination.

Sincerely,
Office of Recruitment, Preparation, and Certification
New Jersey Department of Education
Kean University

- The email comes from “NJDOE Certification.” It will indicate you have been nominated for certification and to go to the provided link. You can do that or you can go to your bookmarked login page for NJEdCert.

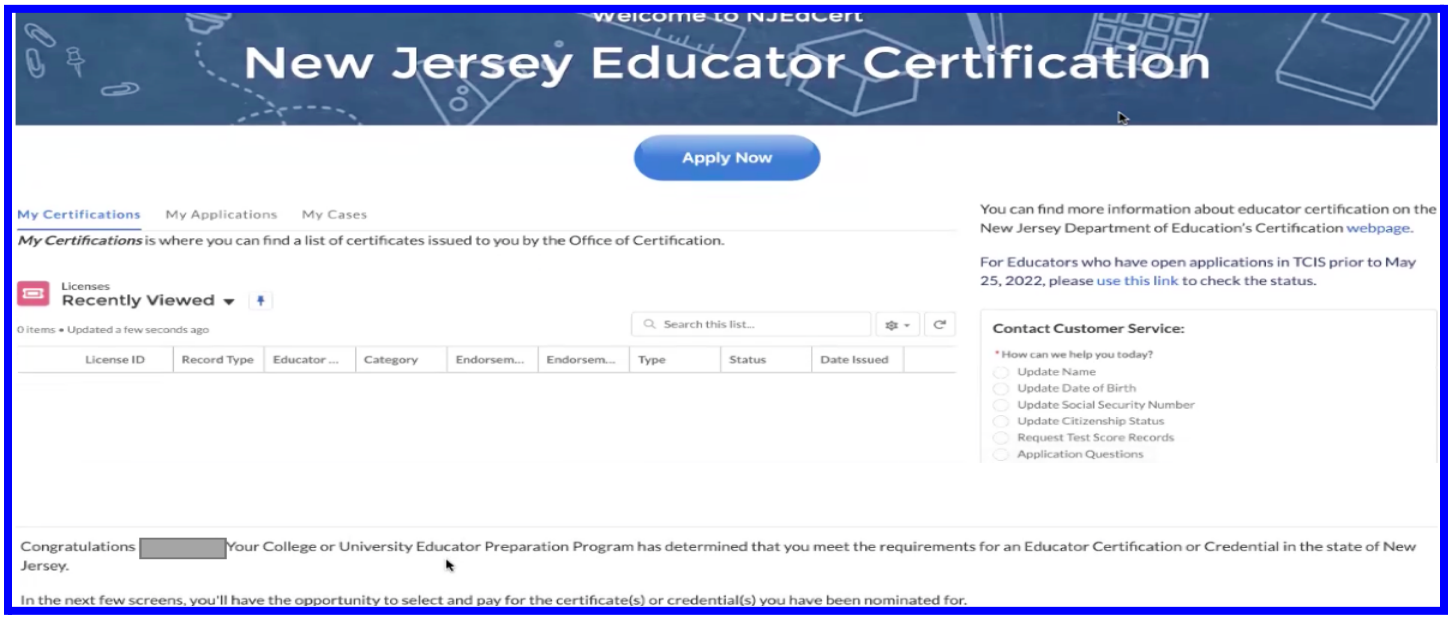
  KEY TIP: For some candidates, this email goes to spam. Please check your spam folder in the email you are using for the system.

  KEY TIP: The email that comes from “NJDOE Certification” will be sent to the email address used in TCIS. All credentials from TCIS account have merged into NJEdCert. You will use that same email on file to log into your account.

  KEY TIP: If you already have certificates from the past or if you applied for a substitute certificate, you will need to use that same email to log into your NJEdCert account. If you do not remember what email address you used, please contact the Certification Office at tchrctpb@kean.edu or call (908) 737-3800.

Step 4: The candidate goes into NJEdCert and accepts the nomination and provides the required information and payment.

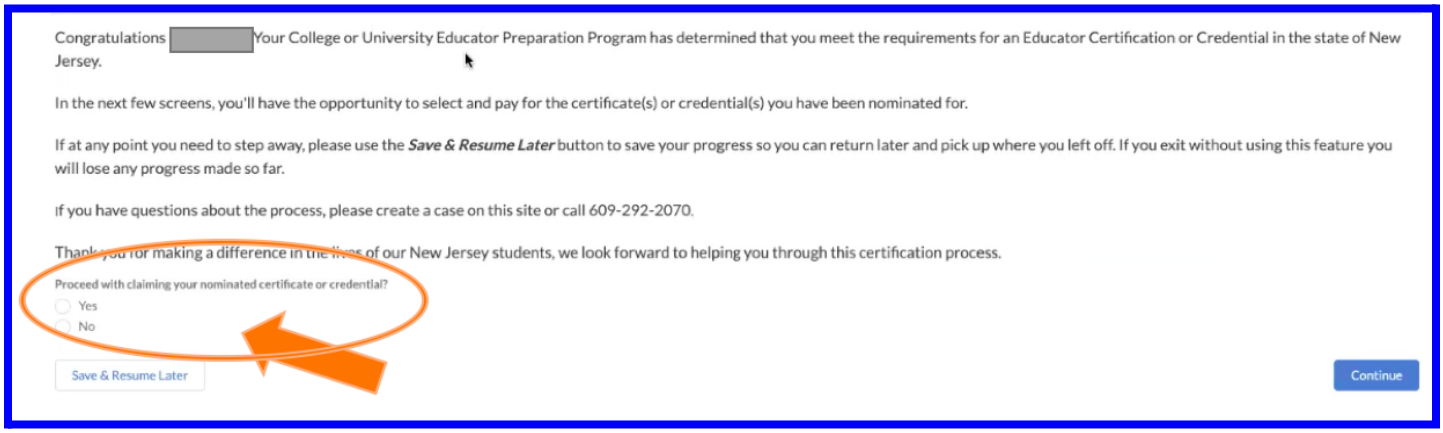
- Go to the home screen. Now is the time to click on “Apply Now.” Yay!



- The system should say that you have a nomination. On the bottom, where it asks “Proceed with claiming your nominated certificate or credential?” click on **YES**.

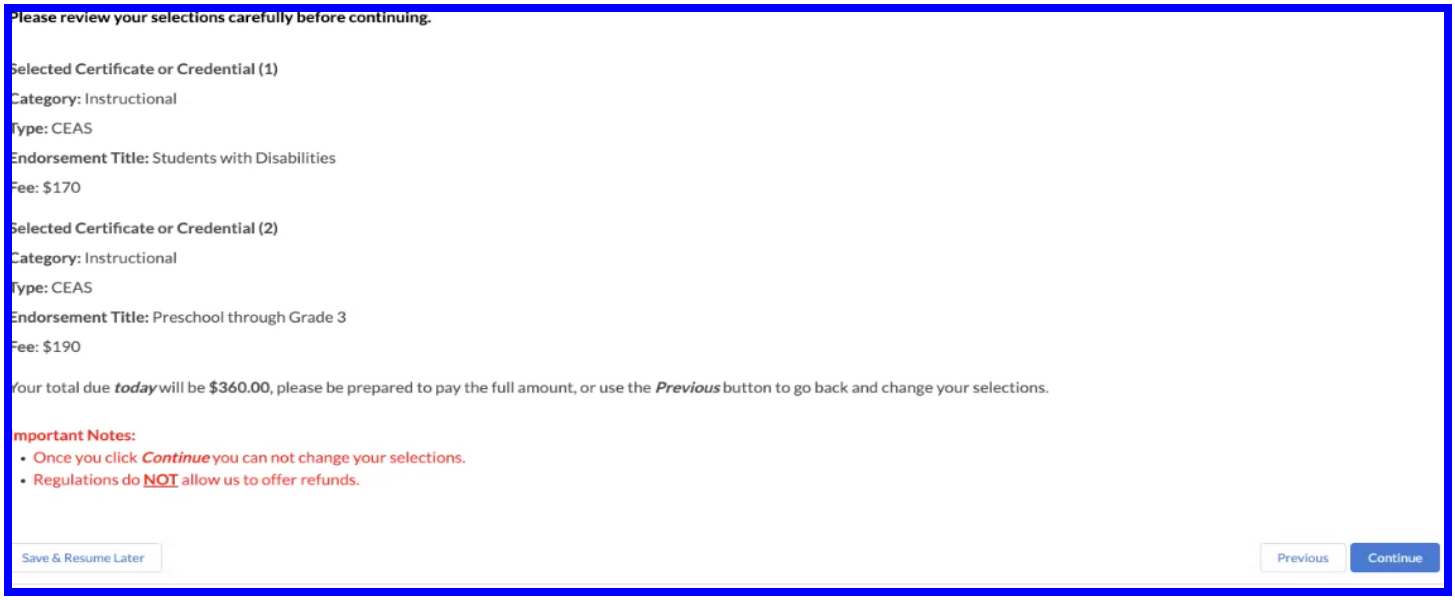
- Then click on **CONTINUE**.

- **IF YOU DO NOT SEE THIS PAGE, EMAIL THE CERTIFICATION OFFICE FOR ASSISTANCE. DO NOT PROCEED.**

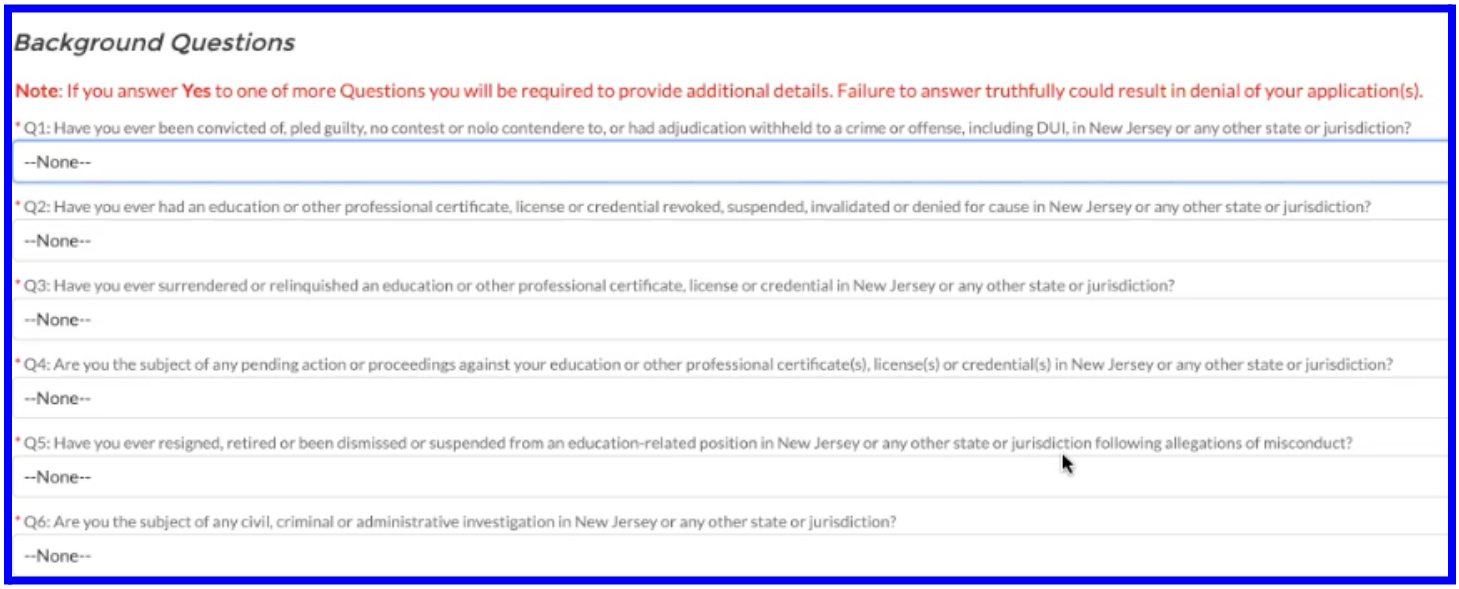


- Now your certification(s) should appear, as shown below. You want to **check the box to the left of each certification. (In other words, those of you who are in dual cert programs should see two certs listed here.)**

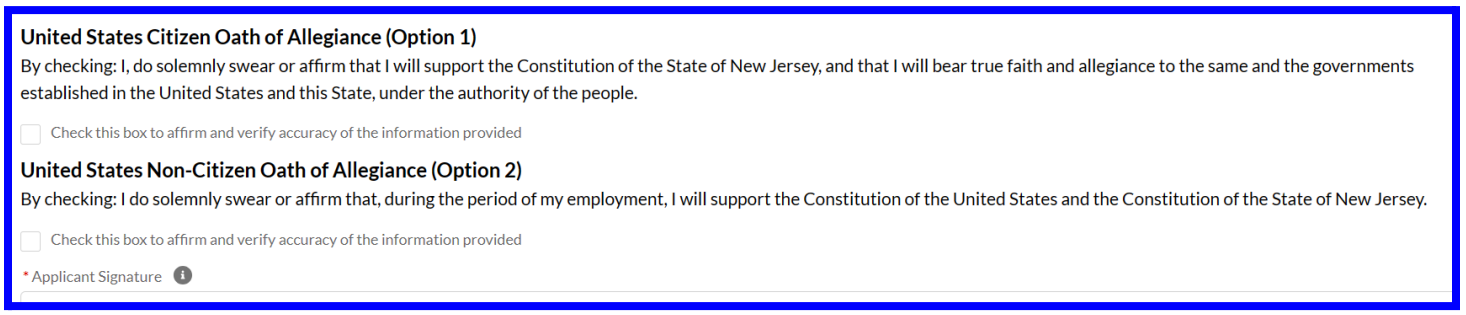
- Review the information to make sure everything is correct.



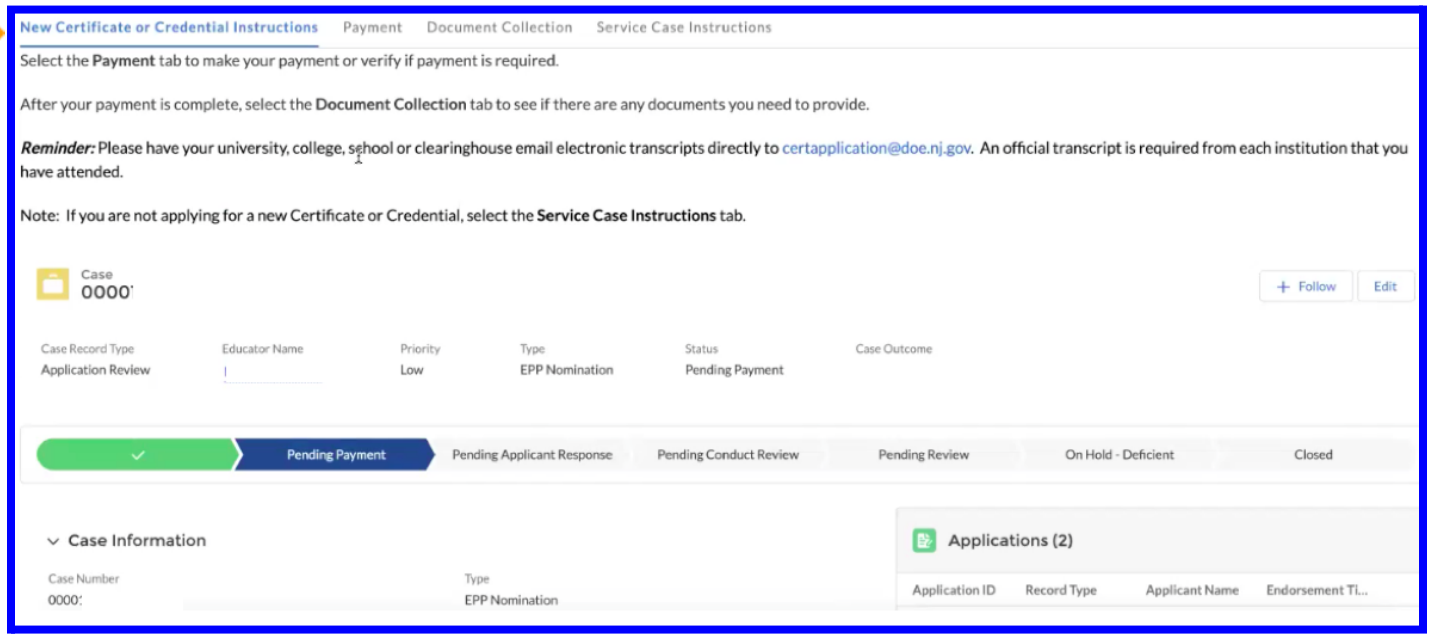
- Complete the background check questions. If you answer “yes” to any of these questions you will need to provide additional information.



- Complete the Oath of Allegiance.



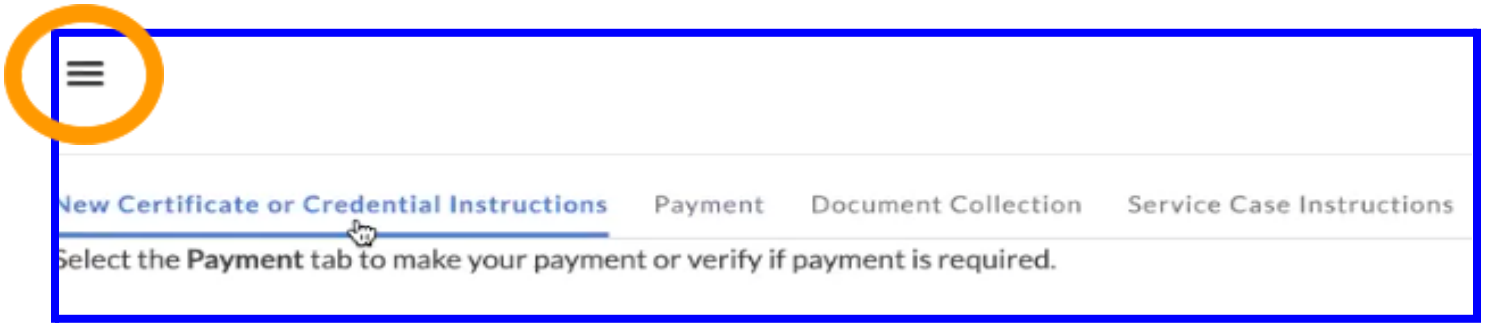
- Review the summary of your responses. Select **continue** in the hyperlink in the body of the paragraph.
- Now you are on the main certification instructions page. You will pay for your certification, then you will be brought back to this page.



- In the menu that runs horizontally at top, click on the “Payment” tab to pay.

- After you pay and are brought back to the main screen, click on the 3 horizontal bar icon at top left and select “Home” to go to the Portal home page.

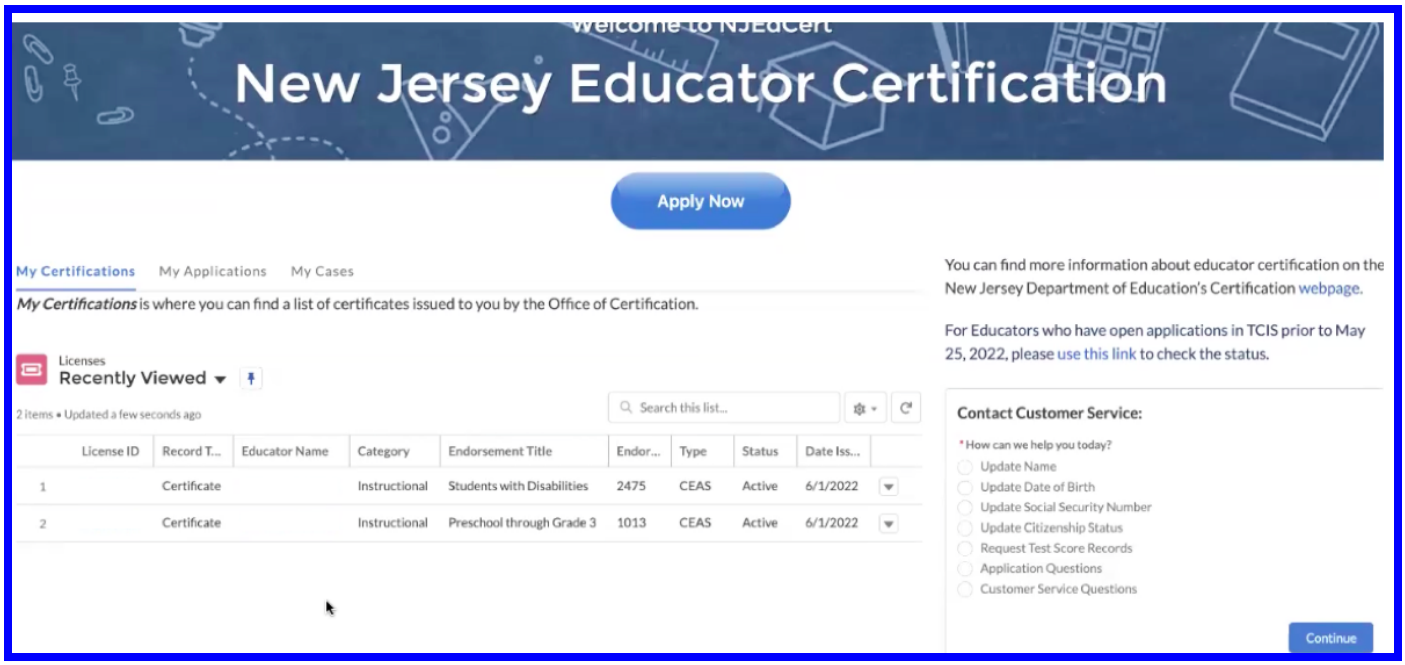
  NOTE: Ignore directions to ask Kean University to send transcripts, etc. if this shows up. This is not needed. You should not need to provide any other documents unless you answered “yes” to a background check question.



Step 5: Certification is issued immediately online.

Wait for it….wait for it…wait for it…

- Within a few minutes (you might need to hit refresh) you should see your certification listed on this page!



- Click on the “License ID” to view your certification. You will be able to choose a printable view and you will be able to download it. If you have more than one certification, each will be listed separately. **BE SURE TO DOWNLOAD YOUR CERTIFICATION SO YOU HAVE A COPY HANDY!!!**

Letter of Good Standing

Hundreds of Kean University candidates are processed for certification each spring, summer, and fall. For most candidates, receiving certification by the end of June or August, or December is fine - it provides plenty of time to be ready for hiring paperwork and approval for the upcoming school year. For some, however, becoming certified as soon as possible is important and a few days difference means a lot. This usually is true for candidates who have summer jobs lined up that require certification, some jobs in districts that do not have summer board meetings (or where the hiring managers are…difficult…), or jobs in other states. If you need a letter to give to your prospective employer because of your confirmed or pending job, you may email Ms. Kenya Harris at kharris@kean.edu for a letter. You must include your name and Kean ID Number. Keep in mind that our office receives large volumes of requests for these letters.

Fine Print

The University does not guarantee a date by which candidates will be nominated for certification. Factors such as number of applicants, system glitches, personnel availability, and other factors outside the University's control can impact the timing. The University does its best to process certification nominations as quickly and efficiently as possible.