



State of New Jersey

DEPARTMENT OF EDUCATION

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June 28, 2010

To: Chief School Administrators
Charter School Lead Persons

Route to: Provisional Teacher Program Contact Persons

From: Robert R. Higgins, Director
Office of Licensure and Credentials

Subject: 45/45 Hour Programs for Language Arts/Literacy and Mathematics for
Elementary K-5 Alternate Route Candidates

Changes recently enacted pursuant to N.J.A.C.6A:9-8.3(b)5 stipulate that:

- Provisional teachers who are holders of an elementary school (K-5) endorsement must complete a minimum of **290 hours of formal instruction over two years** in a State-approved program of formal instruction.
- This instruction must include in the **first calendar year of a teacher's employment** a minimum of 45 hours of study in the teaching of language arts / literacy at the K-5 level and a minimum of 45 hours of study in teaching mathematics at the K-5 level.
- The effective date of this requirement is **October 31, 2009**. [Those candidates who were hired and registered in the Provisional Teacher Program prior to October 31, 2009 are not required to complete this coursework.]
- The fee for each 45 hour class at a regional training center is \$325. For-credit program fees are determined by the college or university.

This instruction will be available throughout the state at regional training centers or through coursework at colleges or universities. A list of approved programs and courses is available on the Office of Licensure and Credentials website at:

<http://www.nj.gov/education/educators/license/advisories/applicant.htm>

Provisional teachers holding an elementary school (K-5) certificate of eligibility may be exempted from completing the 45/45 hours of study if:

- For each area of study, they have completed 45 hours of study in that area **within the three years prior to receiving their certificate of eligibility as documented by a Department-approved**

alternate route regional training center or through equivalent coursework on the transcript of a regionally accredited four-year college or university. As a result, candidates who are seeking certificates of eligibility may be viable candidates for regional training centers or for college credit courses prior to employment (see attached Verification of Program Completion form for district use); or

- For each area of study, they document the equivalent of **at least one-year of successful experience as a full-time teacher during which the subject area is regularly taught**, among the other subjects for which a K-5 teacher would be responsible. This experience must take place **within the three years prior to receiving their certificate of eligibility** and documented by submitting a completed, original form provided by the Office (see attached Verification of Program Completion form for district use when submitting the summative evaluation).

Please note that this requirement also applies to candidates seeking a Teacher of Elementary School with Subject Matter Specialization certificate.

Attached is a verification of program completion form that districts may use to confirm that this requirement has been met. This form is also available as page 8 of the summative evaluation that is posted on the website for PTP forms.

Following is a list of agencies that have been approved to offer the 45 hour programs. Information regarding available classes and registration processes may be obtained through the contact information below.

Approved 45 Hour Programs for Holders of an Elementary K-5 CE - Regional Training Centers

Essex County Provisional Teacher Training Program, Dr. Jeanne Pryor, ecpttp@verizon.net

Morris-Union Jointure Commission, Diane Viola-Henriksen, 908-464-7625 x1109, dhenriksen@mujc.org, http://www.mujc.org/programs_artp.html

Rutgers University - Center for Effective School Practices, Mary Ellen Morris, rutgersmathliteracy45@gmail.com.

Saint Peter's College, James Jacobson, Michelle Cassaro, 201-761-6190 jjacobson@spc.edu ; MCassaro@spc.edu

The College of New Jersey, Dr. Anthony Evangelisto, evangeli@tcnj.edu, www.tcnj.edu/~evangeli

Approved 45 Hour Programs for Holders of an Elementary K-5 CE - For-Credit Programs

Kean University, Melissa Tomich, tomichm@kean.edu

Seton Hall University, Rosemary Skeelee, 973-761-9393, rosemary.skeelee@shu.edu

**VERIFICATION OF PROGRAM COMPLETION
LANGUAGE ARTS/LITERACY AND MATHEMATICS PROGRAM COMPLETION
ALTERNATE ROUTE TEACHER OF ELEMENTARY SCHOOL, GRADES K-5**

Name

Social Security Number

Has met the requirement for 45 hours of formal instruction in the teaching of elementary K-5 Language Arts/Literacy and 45 hours of formal instruction in the teaching of elementary K-5 Mathematics in the following manner:

_____ HOURS COMPLETED THROUGH FORMAL INSTRUCTION CLASSES, E.G., REGIONAL TRAINING CENTER, NEW PATHWAYS TO TEACHING IN NEW JERSEY. ETC. THIS CLASS WORK MUST HAVE BEEN COMPLETED WITHIN THE THREE YEARS PRIOR TO ISSUANCE OF THE CERTIFICATE OF ELIGIBILITY. OR DURING THE FIRST CALENDAR YEAR OF EMPLOYMENT– **ATTACH COMPLETION REPORTS**

_____ COURSE WORK COMPLETED AT A REGIONALLY ACCREDITED FOUR YEAR COLLEGE OR UNIVERSITY. THIS COURSE WORK MUST HAVE BEEN COMPLETED WITHIN THE THREE YEARS PRIOR TO ISSUANCE OF THE CERTIFICATE OF ELIGIBILITY – **ATTACH OFFICIAL TRANSCRIPT AND COURSE DESCRIPTION**

_____ ONE YEAR OF SUCCESSFUL EXPERIENCE AS A FULL TIME TEACHER DURING WHICH THE SUBJECT WAS TAUGHT AT THE K-5 LEVEL. THIS EXPERIENCE MUST HAVE BEEN COMPLETED WITHIN THE THREE YEARS PRIOR TO ISSUANCE OF THE CERTIFICATE OF ELIGIBILITY. - **ATTACH A LETTER OF EXPERIENCE ON DISTRICT/SCHOOL LETTERHEAD.**

COMMENT: