

NPTNJ Letter of Agreement - Stage II

This form must be signed before a student may begin Stage II of NPTNJ

- Provisional Teacher Program (PTP)

I understand I must submit an official document showing I have been hired as a provisional teacher, either full or part time, in the area of my CE, before starting Stage II. This may be in the form of a contract or letter from the school district or building principal.

I understand that the school district that has employed me has the responsibility to register me with the DOE in the Provisional Teacher Program. I understand it is my responsibility to follow up with my district to make sure this has been done.

I understand my school will give me the document, *Information For The Novice Teacher, Provisional Teacher Program Requirements*, upon the school's receipt of my PTP packet from the DOE. This document is proof I have been registered in the PTP.

I understand that within three months of the start of school I should receive my provisional teaching license, sent to my home, provided the district registered me in the PTP at the start of school. Delayed registration in the PTP may delay receipt of the provisional license.

I understand that if I am not registered in the PTP program with the NJDOE by my employing school district, I will be dropped from Stage II and will be ineligible for certification through the NPTNJ program.

- I understand that during my provisional year, if I am teaching elementary or middle school I am required to complete a DOE approved 45-hour course in literacy education and a 45-hour course in math education. Note: Teachers holding a subject area CE are exempt from this requirement if teaching exclusively the subject in which they hold a subject area CE.
- I understand that the graduate credits I earn in the NPTNJ program will be accepted by the NJCU graduate programs listed at www.nptnj.org upon application to and acceptance into one of these graduate programs.
- I understand if I enroll in the Stage II noncredit option, I will have to follow the "buy-back" process within five (5) years from the date of completion of the Stage II course to retroactively obtain the eleven (11) Stage II graduate credits.
- I understand that any payment agreement that I make with the community college is my responsibility and must be paid in full before I will be issued a Stage II Completion Certificate.
- I understand I must earn a minimum grade of B to successfully complete Stage II. I understand B- is not considered a B.

I have read, understand, and agree to all items on this agreement.

Student Name (please print): _____

Student Signature: _____ Date: _____