Applying for Teacher Certification

Important Tips

- Check your Praxis score report—verify that your Social Security Number is correct and that the scores were sent to Rowan University (2515) and the New Jersey Department of Education (State Code 7666). Contact ETS if any of these items are incorrect or missing.
- Holds—pay all outstanding fees to the University. Your certification application will not be processed if there are holds on your account.
- Notify the Office of Clinical Experiences immediately if you withdraw from Clinical Practice or want to withdraw your application for certification for any reason. You will receive a full refund of the certification fee(s), unless you have holds on your account.
- Tk20—be sure you have completed all required documents in your field experience binder in Tk20.
- Letter of Program Completion—please contact your College of Education Advisor for an official “Letter of Program Completion” if you have interviews prior to the receipt of your certificate.
- Applications will be held by the College of Education until the end of the semester in which you apply.
- Certification applications cannot be processed after your degree has been officially conferred and appears on your transcript.

When will my certificate be issued?

After all eligibility requirements have been met:

- **Spring** graduates—mid-to-late July
- **Summer** graduates—mid-to-late October
- **Fall** graduates—mid-to late February.

The New Jersey Department of Education no longer mails certificates. Certification information will be available on the New Jersey Department of Education website. The status of your certificate will not show until after the certificate has been issued. Additional information can be found at: http://www.state.nj.us/education/educators/license/.

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Applying for Certification

Students enrolled in Teacher/Educator Certification Preparation programs are eligible to apply for certification through Rowan University. Upon successful completion of all certification requirements, the College of Education will submit the certification applications to the New Jersey Department of Education on behalf of the student.

When should I apply?
- Undergraduate, MA-STEM and MST students should apply for certification during the semester in which they will be graduating.

When are applications due?
- **Spring 2017**— Certification applications will be accepted between January 15-March 31, 2017.
- **Summer 2017**— Certification applications will be accepted between June 1-July 15, 2017.
- **Fall 2017**— Certification applications will be accepted between September 1-October 31, 2017.

Initial Teacher Certification

- **Apply to graduate**! Graduation and certification are two separate processes. If you are in a degree-granting certification program, you MUST apply for graduation as well as certification. Visit the Office of the Registrar’s website for graduation information and deadlines.
- **Apply for certification**! You must submit a separate application and a separate fee payment for each certification for which you are applying.
- Certification applications are available during the application periods. Applications can be picked up in the Office of Clinical Experiences, Suite 2019, James Hall during regular business hours or downloaded from the Office of Clinical Experiences website.
- Read all application directions carefully BEFORE completing the application. Print legibly and answer all questions on the application.
- Applications must be notarized. Most school offices or banks have notaries on staff.

Initial Teacher Certification

- Students completing their initial certification program will receive a CEAS (Certificate of Eligibility with Advanced Standing). See page 2 of the application for the list of certificates, codes and fees.
- All fees must be made payable to Rowan University—check or money order only. Fees are established by the NJ Department of Education.
- Middle School certification applications should be submitted along with your initial certification applications. You must complete all required coursework and pass the appropriate Praxis II test prior to graduation to be eligible to apply for your middle school certification through Rowan University.
- Teacher of Reading and Driver’s Education certification applications should be submitted during the semester in which you have met certification eligibility requirements.
- TOSD candidates may apply at the same time as initial certification.
- Applications can be mailed (all applications can be placed in one envelope) OR delivered to the Office of Clinical Experiences, Suite 2019, James Hall. Offices hours are Monday through Friday 8:30 AM to 4:30 PM.