

APPLICATION FOR CERTIFICATION - DIRECTIONS

Please read the following directions thoroughly. It is the certification applicant's responsibility to apply for the correct certificate, enclose the proper fee, and meet all deadlines. Additional applications may be downloaded from the Office of Clinical Experiences website.

- **Summer 2017 certification applications will be accepted June 1 through July 15, 2017.**
- **You must complete a separate application and submit a separate payment for each certification requested.**
- Applications will be accepted from Rowan matriculated students completing university-approved certification programs only.
- You must apply for certification during the semester in which you are graduating or completing your certification program.
- Faxed or emailed applications are not acceptable as the signature on the application must be original.
- Applications can be dropped off during regular business hours or mailed to the *Office of Clinical Experiences/Rowan University, College of Education/James Hall Suite 2019/201 Mullica Hill Road/Glassboro, NJ 08028.*
- Payment must be made by check or money order (**payable to Rowan University**) and must accompany the certification application. The fee schedule is on page 2 of this application. Please note that the State Department of Education, not Rowan University, determines the fee for each certificate. **NOTE:** Credit/debit card payments can no longer be accepted.
- **NEW REQUIREMENT: New procedures enacted by the NJ DOE require that the university verifies that the NJ DOE is listed a score recipient on all Praxis score reports. Therefore, all applicants applying for a certificate that requires a Praxis II or SSLA score must attach a copy of the Praxis score report to the certification application (see list on page two). If applying for more than one certificate, you may submit one copy of the Praxis score report to cover all applications if the score report lists all tests taken. If you do not have a copy of your score report, you may provide a copy of your registration confirmation that lists score recipients. Failure to list the NJ DOE as a score recipient and/or a missing or incorrect social security number on your score report will result in a denial of your certification application(s) until corrected. If the issue is not resolved within six months, you will be required to reapply for the certificate(s) directly through the NJ DOE.**

Please pay careful attention to the following items on the application:

- # 10 List the appropriate code and title of certificate. Refer to the certificate list on page 2. *Should you have any question about which certificate(s) you are eligible for, please consult your academic advisor before applying for your certificate(s).*
- #11 Initial Instructional certification applicants should answer "no" as Clinical Practice and substitute teaching are not considered teaching experience. Applicants for certifications that require specific years of experience must submit official documentation (an original letter from a school official such as, a principal, assistant principal or HR director, on the school's official letterhead with original signatures including dates of employment and the positions held during those specific dates). Copies, faxes or emailed letters will not be accepted.
- #21 READ, then print your name on the Oath. Applications must be signed in the presence of a notary. Do not fill out or sign anything else in item #21 as this must be completed by the notary. (It is recommended that you use your own notary, however a list of University notaries is available upon request.) Non-citizens may obtain the Non-Citizen Oath of Allegiance and Affidavit of Intent from the Office of Clinical Experiences, College of Education, James Hall or download the forms at <http://www.state.nj.us/education/educators/license/forms.htm>.
- #22 Complete by writing in the name of the courses and credits for courses in which you are currently enrolled. If there is not enough room to list your courses, feel free to attach another sheet.

Finally, please be certain you have responded to all questions and attached all required documents and fees.

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. You will not be eligible to be certified until **AFTER** the degree date posted on your transcript. Graduation applications must be completed on-line through Banner Self-Service. If there are any issues while filling out the graduation application, please email the Graduation Coordinator at Graduation@rowan.edu. By signing this certification application you are acknowledging that it is your responsibility to meet the University's deadline to apply for graduation and you understand that failure to do so will result in your certification being delayed until the end of the semester in which you officially graduate even if you have completed all program/graduation requirements.

Codes and Fees of New Jersey Certificates processed through Rowan University

Certificate of Eligibility with Advanced Standing (CEAS): Fee \$190 (\$170 + \$20 Praxis fee) per certificate

All certificates listed below require a Praxis II test. The New Jersey Department of Education charges \$20 in addition to the \$170 certificate fee per certificate for this test score verification service. For example, an Elementary Education Certificate fee is \$190--\$170 for the certificate fee plus \$20 for the test score service fee. Please check your Praxis II score report to be certain your social security number is correct and that your scores were sent to Rowan University (Institution Code 2515) and the NJ Department of Education (State Code R7666). Contact ETS if any of these items are incorrect or missing. **In addition all applicants for certificates listed in this section *MUST* attach a copy of their Praxis score report or registration confirmation to the application for review at the university level.**

1200	Art
2210	Biological Science
2270	Chemistry
1001	Elementary School Teacher Grades K-6
1106	Elementary School Subject Matter Specialization Language Arts/Literacy (<i>Middle School – Grades 5-8</i>)
1102	Elementary School Subject Matter Specialization Mathematics (<i>Middle School – Grades 5-8</i>)
1103	Elementary School Subject Matter Specialization Science (<i>Middle School – Grades 5-8</i>)
1104	Elementary School Subject Matter Specialization Social Studies (<i>Middle School – Grades 5-8</i>)
1150	Elementary School Subject Matter Specialization World Language/Spanish (<i>Middle School – Grades 5-8</i>) – <i>attach copy of official OPI score report to application</i>
1410	English
1605	Health and Physical Education
1900	Mathematics
2100	Music Comprehensive
1013	Preschool-Grade 3 (Early Childhood)
2240	Physical Science
2260	Physics
0200	Principal (CE) – <i>attach employment verification letter(s)* and copies of current certificates to application</i>
1430	Reading
2300	Social Studies
1550	Spanish – <i>attach copy of official OPI score report to application</i>
1451	Teacher of Theatre

Certification of Eligibility with Advanced Standing (CEAS): Fee \$170

1480	Bilingual/Bicultural Education - <i>requires OPI & WPT scores – attach copies of official score reports to application.</i>
1610	Driver Education – <i>attach additional required documents to application</i>
1475	English as a Second Language - <i>requires OPI & WPT scores – attach copies of official score reports to application.</i>
2475	Teacher of Students with Disabilities

Standard Certificates: Fee \$95

1480	Bilingual/Bicultural Education - <i>(if applicant currently holds Standard certificate in another area) requires OPI & WPT scores – attach copies of official score reports to application.</i>
1610	Driver Education – <i>(if applicant currently holds Standard HPE certificate) - attach additional required documents to application</i>
3300	Learning Disabilities Teacher-Consultant – <i>attach employment verification letter(s)* and copies of current certificates to application</i>
3310	Reading Specialist - <i>attach employment verification letter(s)* and copies of current certificates to application</i>
2702	School Counselor
3000	School Nurse
3100	School Psychologist
0106	Supervisor - <i>attach employment verification letter(s)* and copies of current certificates to application</i>
1475	English as a Second Language - <i>(if applicant currently holds Standard certificate in another area) Requires OPI & WPT scores – attach copies of official score reports to application.</i>

*Employment verification requires **original** letters with **original** signatures on official school letterhead verifying type and length of employment. Copies/scans/emails of employment verification letters are not acceptable. Contracts are not acceptable in lieu of an official employment verification letter. Copies from admission applications are not acceptable. Please see your advisor or program coordinator if you have any questions regarding additional required documentation.

**ROWAN UNIVERSITY
COLLEGE OF EDUCATION**

FEES _____ METHOD OF PAYMENT: <input type="checkbox"/> CK <input type="checkbox"/> M O

Due Date: July 15, 2017

TERM: Summer 2017

**APPLICATION FOR CERTIFICATION
NEW JERSEY STATE DEPARTMENT OF EDUCATION**

- Social Security # _____ 2. Cell Phone # _____ 3. Date of Birth _____ 4. Sex M F
 - Rowan ID # _____ (Note: Social Security and Rowan ID Numbers **must** be supplied to process certification application.)
 - Last Name _____ First Name _____ Middle Initial _____ Former Name _____
 - Home Address (Street Number or Rural Route) _____
City _____ State _____ Zip _____ Personal Email _____
 - Are you a U.S. citizen? yes no* * If not, have you filed a Declaration of Intention? yes no
 - Are you a military veteran? yes no
 - Certificate requested (Title & Code—refer to pg. 2 on this application for title and code) _____
 - Have you any teaching/educational services experience? yes no *If yes, submit original documentation of years of experience (refer to pg. 2)*
 - Have you ever held a NJ certificate? yes no *If yes, submit copy of certificate(s) with this application.*
 - Do you hold a valid standard certificate in another state? yes no *If yes, submit copy of certificate(s) with application.*
 - Have you ever been convicted of, pled guilty, no contest or nolo contendere to, or had adjudication withheld to a crime or offense, including DUI, in New Jersey or any other state or jurisdiction? yes no *If yes, complete and submit a Criminal/Offense Information form with your application (download at: <http://www.state.nj.us/education/educators/license/forms/conviction.pdf>).*
 - Have you ever had an education or other professional certificate, license or credential revoked, suspended, invalidated or denied for cause in New Jersey or any other state or jurisdiction? ** yes no
 - Have you ever surrendered or relinquished an education or other professional certificate, license or credential in New Jersey or any other state or jurisdiction? ** yes no
 - Are you the subject of any pending action or proceedings against your education or other professional certificate(s), license(s) or credential(s) in New Jersey or any other state or jurisdiction? ** yes no
 - Have you ever resigned, retired or been dismissed or suspended from an education-related position in New Jersey or any other state or jurisdiction following allegations of misconduct? ** yes no
 - Are you the subject of any civil, criminal or administrative investigation in New Jersey or any other state or jurisdiction? ** yes no
- **If any answer to Questions #15-19 is "Yes", please complete and submit the Additional Information for the Oath of Allegiance form with your application (download at: <http://www.state.nj.us/education/educators/license/forms/OathAdditional.pdf>).**

20. College Record: (Include All Colleges)* Name of College (use separate sheet of paper if needed)	Location (State)	Degree Anticipated/Earned	Month/Year	GPA

21. Oath of Allegiance (Citizens)*
 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 governments established in the United States and in this State, under the authority of the people.

I certify that the previous statements and data are correct: _____
Student Signature Date

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

 NOTARY SIGNATURE DATE NOTARY SEAL

*If you are not a U.S. Citizen, do not complete item 21. You must complete both the Non-Citizen Oath of Allegiance and the Affidavit of Intent to Become a Citizen and submit along with your certification application (available for download at: <http://www.state.nj.us/education/educators/license/forms/noncitoath.pdf> and <http://www.state.nj.us/education/educators/license/forms/noncitaff2.pdf>).

22. Rowan Courses in Progress and/or transfer courses:

OFFICE ONLY – DO NOT COMPLETE THIS SECTION		
Registered	Program Requirement	Not Required

Course Title	Credits

23. Optional: Asian/Pacific Islander African American Cuban Puerto Rican Other Hispanic Native American White Other

24. College of Education Academic Advisor's Name: _____

↓APPLICANTS DO NOT WRITE BELOW THIS LINE ↓APPLICANTS DO NOT WRITE BELOW THIS LINE ↓

Approved upon successful completion of coursework (as determined by the department) in which currently enrolled. Special conditions:

NOT recommended for certification at this time because of the following deficiencies:

Advisor's Signature: _____ Date: _____