

## 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. Applications are available for download on the Office of Clinical Experiences website or for pick-up during regular business hours.

- **Summer 2021 certification applications will be accepted June 1, 2021 through July 15, 2021.**
- **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 application must be notarized.
- You may drop off your application(s) during normal business hours or
  - Mail via US Postal Service to:*  
Rowan University  
201 Mullica Hill Road  
James Hall, Suite 2019  
Glassboro, NJ 08028  
Attn: Laurie Haines
  - Send via UPS or FedEx to:*  
Rowan University  
Cassady Complex, Central Receiving  
70 Sewell Street – Unit E  
Glassboro, NJ 08028  
Attn: Laurie Haines (James Hall Suite 2019)
- 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 New Jersey Department of Education, not Rowan University, determines the fee for each certificate.
- **All applicants applying for a certificate that requires a Praxis II or SLLA score must attach a copy of the Praxis score report to the certification application (see list on page two) showing the NJ DOE as a score recipient. 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.**

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 a “Record of Professional Experience” form completed by your employer(s). The form can be downloaded from the NJ Department of Education website:  
[https://www.nj.gov/education/license/forms/RecordofProfessionalExperienceROPEform\\_Final.pdf](https://www.nj.gov/education/license/forms/RecordofProfessionalExperienceROPEform_Final.pdf) and must be emailed to [haines@rowan.edu](mailto:haines@rowan.edu) directly by the employer(s). Please note: The New Jersey Department of Education will make the final determination as to whether or not the experience meets NJ regulations.
- #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. Non-citizens must download the Non-Citizen Oath of Allegiance and Affidavit of Intent (see application for links).
- #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 [Graduation@rowan.edu](mailto: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

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### Certificate of Eligibility with Advanced Standing (CEAS): Fee \$190 per certificate

All certificates listed in this section require a Praxis II test. 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 top section *MUST* attach a copy of their Praxis score report or registration confirmation to the application for review at the university level. The report must show the New Jersey Department of Education as a score recipient.**

1200	Art
2210	Biological Science
2270	Chemistry
2220	Earth Science
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 copies of current certificate(s) and completed Record of Professional Experience* form 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

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

1480	Bilingual/Bicultural Education - <i>requires OPI &amp; 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 &amp; WPT scores – attach copies of official score reports to application.</i>
2475	Teacher of Students with Disabilities
3462	Student Assistance Coordinator

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### Standard Certificates: Fee \$95

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

\*Employment verification requires *original* Record of Professional Experience form which can be download from the NJ Department of Education website: [https://www.nj.gov/education/license/forms/RecordofProfessionalExperienceROPEform\\_Final.pdf](https://www.nj.gov/education/license/forms/RecordofProfessionalExperienceROPEform_Final.pdf) and must be emailed to [haines@rowan.edu](mailto:haines@rowan.edu) by the employer.

**ROWAN UNIVERSITY  
COLLEGE OF EDUCATION**

<b>FEES</b> _____ <b>METHOD OF PAYMENT:</b> <input type="checkbox"/> CK <input type="checkbox"/> M O
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**Due Date: July 15, 2021**

<b>TERM: SUMMER 2021</b>
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**APPLICATION FOR CERTIFICATION  
NEW JERSEY STATE DEPARTMENT OF EDUCATION**

1. Social Security # \_\_\_\_\_ 2. Cell Phone # \_\_\_\_\_ 3. Date of Birth \_\_\_\_\_ 4. Sex  M  F
5. Banner ID # \_\_\_\_\_ (Note: Social Security and Banner ID Numbers **must** be supplied to process certification application.)
6. Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_ Former Name \_\_\_\_\_
7. Home Address (Street Number or Rural Route) \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Personal Email \_\_\_\_\_
8. Are you a U.S. citizen?  yes  no\* \* If not, have you filed a Declaration of Intention?  yes  no
9. Are you a military veteran?  yes  no
10. Certificate requested (Title & Code—refer to pg. 2 on this application for title and code) \_\_\_\_\_
11. Have you any teaching/educational services experience?  yes  no *Submit Record of Professional Experiences form if required (refer to pg. 2).*
12. Have you ever held a NJ certificate?  yes  no *If yes, submit copy of certificate(s) with this application. This does not include substitute certificates.*
13. Do you hold a valid standard certificate in another state?  yes  no *If yes, submit copy of certificate(s) with application.*
14. 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: [https://www.nj.gov/education/license/forms/CriminalOffenseInformationFormCOIF\\_Final.pdf](https://www.nj.gov/education/license/forms/CriminalOffenseInformationFormCOIF_Final.pdf)) and print OR email to [haines@rowan.edu](mailto:haines@rowan.edu).*
15. 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
16. 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
17. 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
18. 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
19. 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: [https://www.nj.gov/education/license/forms/AdditionalInformationfortheOathofAllegiancefortheApplicationofCertification\\_final.pdf](https://www.nj.gov/education/license/forms/AdditionalInformationfortheOathofAllegiancefortheApplicationofCertification_final.pdf)) and print OR email to [haines@rowan.edu](mailto:haines@rowan.edu).**

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: <https://www.nj.gov/education/license/forms/noncitaff2.pdf> and <https://www.nj.gov/education/license/forms/noncitaff.pdf>).

22. Rowan University Courses in progress and/or transfer courses in progress:

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: \_\_\_\_\_

**Please note: Advisor approval will be obtained by the Office of Clinical Experiences after your application is submitted.**

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

<input type="checkbox"/> Approved upon successful completion of coursework (as determined by the department) in which currently enrolled. Special conditions:
<input type="checkbox"/> NOT recommended for certification at this time because of the following deficiencies:
Advisor's Signature: _____ Date: _____