

OVERVIEW

Getting started in

**New Jersey Alternate Route
Career and Technical Education
Certificate of Eligibility
Educator Preparation Program
(CTE CE EPP)**



BROOKDALE
COMMUNITY COLLEGE

Continuing & Professional Studies

2018

Brookdale Community College is an Equal Opportunity/Affirmative Action educational institution. In order to promote this goal, the College makes positive efforts to ensure equal opportunity to all individuals without regard to race, color, sex, religion, national origin, disability or veteran status.

**New Jersey Department of Education
Career and Technical Education
Certificate of Eligibility
Educator Preparation Program**

Please read the Overview completely before contacting the office for more information. See the glossary, pages 9-10, if you are unfamiliar with the terminology. You may obtain program information in any of the following ways:

Online: www.brookdalecc.edu/cte

Email: cte@brookdalecc.edu

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I. General Information

New Jersey Alternate Route CTE CE EPP

This program provides an opportunity for people with diverse educational, training and employment backgrounds to become Career and Technical Education (CTE) teachers. Career and Technical Education programs are secondary school programs that prepare students for training, employment, or postsecondary education in newly developed occupations and existing professions. Individuals who have a Bachelor’s degree, an Associate’s degree and two years employment experience, or who have four years employment experience may be candidates for this program.

Significant changes have been made by the NJDOE to all teacher certification programs in the state that will become effective beginning September 1, 2017 for the 2017-2018 school year and all subsequent years. These changes have resulted in the expansion of the CTE Alternate Route Program from a 200 hour program to the new Career and Technical Education Certificate of Eligibility Educator Preparation Program (CTE CE EPP), a two year, 400-Hour program which includes a 50 hour pre-service component referred to as the 50-Hour Pre-Professional Experience. The program will be made up of seven stages, the first stage being the 50-Hour Pre-Professional Experience.

Brookdale Community College will offer **Stage I**, the 50-Hour Pre-Professional Experience, several times a year. The program will be delivered in two formats, the Traditional Model which will be delivered by Brookdale Community College and the County Vocational School Partnership Model which will be delivered in conjunction with those partnering school districts.

Stage II of the CTE CE EPP and all subsequent program stages through Stage VII consist of approximately twelve week sessions. Stage II will begin in October, February, and April and will have start dates that follow shortly after previous stage end dates.

A unique curriculum has been developed for CTE alternate route teachers in a hybrid format. The program will be taught partly on-line and partly in a classroom instructional setting. Classroom

instruction will be held over a period of several “Cohort Saturdays” at Brookdale Community College, or at regionally located sites when possible.

The program provides an opportunity for students to earn undergraduate college credits toward an Associate’s Degree and teacher certification, or teacher certification only. The credits earned can be applied toward the Technical Education AAS from Brookdale Community College (*total number of undergraduate credits, course equivalencies and descriptions, as well as additional program and degree requirements to be announced*).

Basic Eligibility Requirements for enrollment in the CTE CE EPP are:

Stage I, the 50-Hour Pre-Professional Experience:

- May enroll with or without a Certificate of Eligibility;
- May enroll with or without employment as a CTE teacher;
- Candidates who have previously completed the 24-Hour Introduction to Teaching Program, or who have completed a 50-Hour program with another program provider may be credited up to 20 hours towards the 50-hour requirement if proper documentation is provided.

Stages II-VII, the 350-Hour Program Component:

- Must already have completed the CTE CE EPP’s Stage I, the 50-Hour Pre-Professional Experience, have a Certificate of Eligibility issued in a CTE subject area, and have been hired to teach in their CTE subject area.
- To continue on to the each subsequent stage of the CTE CE EPP, candidates must have successfully completed the previous stage.

II. How to obtain your Career and Technical Education Certificate of Eligibility (CE)

There are multiple steps to qualify to become a Career and Technical Education (CTE) teacher candidate through the CTE alternate route provisional teacher program and to complete the requirements for standard certification. Alternate route candidates come from a wide variety of educational and employment backgrounds. If you decide to pursue this challenging career change, you will enjoy the camaraderie and support of a fascinating group of people as you go through the program.

Individuals who are interested in becoming a teacher in a CTE program must apply to the New Jersey Department of Education for a CTE Certificate of Eligibility (CE) in the subject area or “endorsement” that they are seeking to teach. You may apply if you have the required employment experience, self-employment experience, college degree or a combination of employment experience and education. To view general information on the certification process found on the NJDOE site go to:

<http://www.state.nj.us/education/educators/license/req>

College Degree:

When the CTE CE EPP applicant has a college degree, the degree must be in the subject area that the individual is seeking on the CE endorsement for which they are applying. For example, if the individual

is seeking a CTE certificate of eligibility in culinary arts, they must have a degree in culinary arts, food service, etc.

Employment experience:

The CTE CE EPP applicant's employment experience, or self-employment experience must be in the occupation identified on the CE endorsement for which they are applying. For example, if the individual is applying for a CTE certificate of eligibility in carpentry, they must have employment experience, or self-employment experience as a carpenter. It should be noted that if an individual is required by the State of New Jersey to hold an *occupational license or certificate for employment*, then the applicant must also have a current *occupational license or certificate for employment* in addition to meeting the educational and/or employment experience requirements for the CTE certificate of eligibility.

Applying for a CTE Certificate of Eligibility with a Bachelor's Degree or Higher Level Degree

1. Submit College Transcripts

The applicant must submit to the NJDOE an official transcript from each accredited college or university attended. The transcript must show 30 credits in a coherent sequence of courses in the subject area for which the individual is applying, as well as a cumulative GPA of at least 3.00 when a GPA of 4.00 equals an A grade for students graduating on or after September 1, 2016 (2.75 for those graduating before September 1, 2016) in a baccalaureate degree program, higher degree program or a State-approved post-baccalaureate certification program with a minimum of 13 semester-hour credits. *If the applicant is using employment experience, even if they have a relevant four-year degree, they are exempted from this requirement.*

Individuals who hold an associate's degree, bachelor's degree or higher level degree, are not required to take a PRAXIS exam unless they are seeking certification in Business, Marketing, Family and Consumer Sciences, or Industrial Technology. Individuals who are seeking these certifications must take the PRAXIS II exam in the appropriate subject area and submit their Praxis exam scores to the NJDOE as part of the CE application process. For Praxis exam information, use the following link: www.ets.org/praxis

2. Take the Physiology and Hygiene Test

If your transcript does not indicate study in any of the following areas, you must go to a County Office of Education and take the Physiology and Hygiene Test. You may be exempt from this test if you can present evidence of basic military training or college level study in areas such as biology, health or nutrition.

The areas of college study that exempt you from taking this test are: human biology, personal health problems, community health, school health, family health, health counseling, nutrition, or health administration. If you are not certain you have fulfilled this requirement in your college studies, we suggest you take the test so your CE is not delayed.

There is no charge and no appointment is needed. To locate a County Office of Education, use the following link: <http://www.state.nj.us/education/counties/>

3. Apply for the CE

You must apply and pay for your CTE CE by using the NJDOE Office of Licensure and Credentials' online application system. For details, go to the following link: <http://www.nj.gov/education/educators/license/tcis/>. There are additional forms that must be completed on this site.

Applying for a CTE Certificate of Eligibility with an Associate's Degree and Employment Experience

1. Submit College Transcripts

The applicant must submit to the NJDOE an official Associate's degree transcript from an accredited college or university. The transcript must show 30 credits in a coherent sequence of courses in the subject area for which the individual is applying, as well as a cumulative GPA of at least 3.00 when a GPA of 4.00 equals an A grade for students graduating on or after September 1, 2016 (2.75 for those graduating before September 1, 2016).

2. Submit evidence of at least two years of employment experience

The applicant must submit evidence of at least two years of employment experience (approximately 4000 hours) in the occupational field of the endorsement for which they are applying for their CE. The employment experience must:

- a. Have occurred within 10 years of the CE application date
- b. Be documented and verified by the applicant's employer(s) on the NJDOE "Statement of Employment Experience" form found on the following link:

http://www.nj.gov/education/educators/license/forms/voc_employer_experience.pdf

3. Take the Physiology and Hygiene Test

If your transcript does not indicate study in any of the following areas, you must go to a County Office of Education and take the Physiology and Hygiene Test. You may be exempt from this test if you can present evidence of basic military training or college level study in areas such as biology, health or nutrition.

The areas of college study that exempt you from taking this test are: human biology, personal health problems, community health, school health, family health, health counseling, nutrition, or health administration. If you are not certain you have fulfilled this requirement in your college studies, we suggest you take the test so your CE is not delayed.

There is no charge and no appointment is needed. To locate a County Office of Education, use the following link: <http://www.state.nj.us/education/counties/>

4. Apply for the CE

You must apply and pay for your CTE CE by using the NJDOE Office of Licensure and Credential's online application system. For details, go to the following link:

<http://www.nj.gov/education/educators/license/tcis/>. There are additional forms that must be completed on this site.

Applying for a CTE Certificate of Eligibility with Employment Experience Only

1. Submit evidence of at least four years of employment experience

The applicant must submit evidence of at least four years of employment experience (approximately 8000 hours) in the occupational field of the endorsement for which they are applying for their CTE CE. The employment experience must:

- a. Have occurred within 10 years of the CE certificate application date
- b. Be documented and verified by the applicant's employer(s) on the NJDOE "Statement of Employment Experience" form found on the following link:

http://www.nj.gov/education/educators/license/forms/voc_employer_experience.pdf

—OR—

If applying for a CTE Certificate of Eligibility using self-employment:

In place of item "b" above, you must submit documentation with a notarized letter from a tax preparer and/or attorney verifying that you have filed state and/or federal taxes for the self-employment using a federal U.S. Census North American Industry Classification System (NAICS) code in the occupational field of the endorsement. To research the NAICS code list, go to the following link:

<http://www.census.gov/epcd/naics02/>

2. Take the Physiology and Hygiene Test

You must pass a Physiology and Hygiene test including the effects of narcotics and alcohol administered by the county offices of education. You may be exempt from this test if you can present evidence of basic military training or college level study in areas such as biology, health or nutrition.

The areas of college study that exempt you from taking this test are: human biology, personal health problems, community health, school health, family health, health counseling, nutrition, or health administration. If you are not certain you have fulfilled this requirement in your college studies, we suggest you take the test so your CE is not delayed.

There is no charge and no appointment is needed. To locate a County Office of Education, use the following link: <http://www.state.nj.us/education/counties/>

3. Apply for the CE

You must apply and pay for your CTE CE by using the NJDOE Office of Licensure and Credentials' online application system. For details, go to the following link:

<http://www.nj.gov/education/educators/license/tcis/>. There are additional forms that must be completed on this site.

III. Applying to the CTE CE EPP's Stage I, the 50-Hour Pre-Professional Experience

Individuals who are seeking a Career and Technical Education Certificate of Eligibility (CTE CE), or *who have been issued a CTE CE but have not completed the "CTE Alternate Route Program" as of August 31, 2017*, must enroll in Stage I, the 50-Hour Pre-Professional Experience as part of the 400-Hour CTE CE EPP.

Individuals can apply to Stage I, the 50-Hour Pre-Professional Experience, by completing the CTE CE EP Program Application found on the Brookdale Community College, Career and Technical Education Certificate of Eligibility Educator Preparation Program webpage. Applicants who have already completed an Introduction to Teaching 24 Hour Pre-Service Program or another provider's 50-Hour program **must** provide a copy of their completion certificate in order to have 20 hours of coursework from that program credited toward the 50-Hour Pre-Professional Experience Program.

Applicants will need to submit a completed application and all applicable supporting documents to the CTE Office at Brookdale.

All documents may be mailed to:

CTE CE EP Program Coordinator
Brookdale Community College
Continuing & Professional Studies
765 Newman Springs Rd.
Lincroft, NJ 07738

Documents may also be faxed to 732-224-2664, attention CTE Program Coordinator, or scanned and emailed as attachments to cte@brookdalecc.edu.

Program start dates and current fees will be provided when candidates request an application.

IV. Applying to the Career and Technical Education Certificate of Eligibility Educator Preparation Program – Stages II-VII

Continuation on to Stage II of the CTE CE EPP, and all subsequent stages, requires that you have met the following criteria:

- Have successfully completed Stage I, the 50-Hour Pre-Professional Experience, of the CTE CE EPP
- Have been issued a Certificate of Eligibility (CE) in a Career and Technical Education (CTE) subject area
***NOTE:** You will not be eligible to be hired by a school district to teach a CTE program until you have received your Certificate of Eligibility in the area of your CTE endorsement area*
- Have been hired to teach by a school district in their CTE CE subject area

Enrollment in the Career and Technical Education Certificate of Eligibility Educator Preparation Program is one of many requirements of the NJDOE Provisional Teacher Preparation Program. You must also make sure that your district has enrolled you in the NJDOE Provisional Teacher Preparation Program.

Applications to the Career and Technical Education Certificate of Eligibility Educator Preparation Program, (CTE CE EPP) are available at www.brookdalecc.edu/cte or by email at cte@brookdalecc.edu.

When advancing to Stage II of the CTE CE EPP, candidates will be required to submit a completed Stage II Registration Form with a copy of the following documents:

- Copy of CTE Certificate of Eligibility (*if not previously submitted*)
- Copy of Employment Contract or letter from hiring district indicating the dates of employment and subject area being taught (*if not previously submitted*)

Candidates **must** maintain employment as a teacher in their CTE endorsement area to continue with the CTE CE EPP and may be asked to provide an updated employment contract before any stage.

All required documents must be submitted to the CTE Office at Brookdale for review. Candidates who meet the eligibility requirements will be admitted to the CTE CE EPP. Registration and payment procedures, current fees and program dates/times, and other relevant information will be provided to all candidates at time of acceptance. Upon acceptance to the program, students must complete a Registration Form and remit payment for their respective stage.

Candidates will be offered two options for the program:

- **Credit option:** For individuals who do not already have a college degree, or who may want to pursue an additional degree, Brookdale Community College provides CTE CE EPP students with the option of earning ***undergraduate*** Education credits which can be used toward a Technical Education AAS degree from Brookdale Community College. *The credit option is currently in development. Total number of undergraduate credits, course equivalencies and descriptions, as well as additional program and degree requirements to be announced.*
- **Noncredit option:** For certification only.

The course requirements and workload are identical for both options. Both equally fulfill the New Jersey Department of Education (NJDOE) alternate route teacher education requirements for teacher certification.

V. Stage I

Stage I of the CTE CE EPP is the first step in the Standard Certification process for CTE provisional teachers and will provide the student with an understanding of the teaching profession, present the realities of teaching as a career, and prepare the student for classrooms of diverse learners.

Stage I represents the 50 hour component and is comprised of two “Cohort Saturday” sessions and several online sessions that take place between the Cohort Saturday meetings. *Attendance at all Cohort Saturdays and completion of the online component is **mandatory**.* Students are expected to arrive on time for the Cohort Saturdays and remain until class has ended. Attendance in the online component requires timely participation within the ***weekly deadlines*** for each session.

The student’s successful completion of Stage I of the CTE CE EPP, acquisition of a CTE Certificate of Eligibility (CE), and employment by a school district in their CTE CE subject area will allow the candidate to continue on to the 350-Hour component (Stages II-VII) of the program.

VI. Stages II-VII

Stage II is the first of the six remaining stages that comprise a total of 350 hours of instruction that includes eighteen “Cohort Saturday” sessions, as well as online sessions that occur between Cohort Saturday meetings.

During Stages II-VII, students will be prepared to implement effective teaching practices in a career and technical education program classroom setting. The coursework will prepare the student in the areas of classroom management, strategies for instruction, differentiated instruction, and the application of curriculum theory. *Attendance at all Cohort Saturdays and completion of the online component is **mandatory**.* Students are expected to arrive on time for the Cohort Saturdays and remain until class has ended. Attendance in the online component requires timely participation within the ***weekly deadlines*** for each session.

Stages II-VII of the CTE CE EPP will provide a support system as well as an environment in which to share relevant experiences with other students in the cohort. The program will focus in greater depth on many of the topics that were introduced in Stage I, such as the principles of effective instruction, exploration of effective implementation strategies, and the importance of literacy across the curriculum.

To successfully complete CTE CE EPP program, students must fulfill all of the program requirements including production of a Professional Improvement Development Plan (PDP) and teacher portfolio.

Students will receive a NJDOE Verification of Program Completion (VOPC) upon successful completion of the program. The VOPC will serve as verification of the successful completion of 400 hours of alternate route instruction which is one of the requirements of the NJDOE for issuance of a Standard Teaching Certification.

VI. Resources

- Brookdale Community College CTETPP website: www.brookdalecc.edu/cte
- County Office of Education locations: <http://www.state.nj.us/education/counties/>

- Hiring and job outlook in NJ: <http://www.njhire.com>; www.NJSchooljob.com; www.teachtechnj.org and through your County Superintendent of Education Office
- New Jersey Department of Education, Office of Licensing and Academic Credentials, 609-292-2070 or <http://www.nj.gov/education/educators/license/tcis/>
- NJDOE “Statement of Employment Experience” form, http://www.nj.gov/education/educators/license/forms/voc_employer_experience.pdf
- Praxis exam information: Educational Testing Services (ETS), 609-771-7395 <http://www.ets.org/praxis/nj/requirements> or to register for exam, <http://www.ets.org/praxis>

VII. Glossary of Terms

Alternate Route: An alternate certification process that permits qualified individuals who have not completed a traditional teacher training program to earn instruction licenses while teaching in schools under a program of mentoring supervision, evaluation and formal instruction.

CANVAS: Online learning management system through which the online sessions of the CTE Alternate Route Program are conducted.

Career and Technical Education Certificate of Eligibility Educator Preparation Program (CTE CE EPP): An alternate route certification program that provides an opportunity for people who have not completed a traditional teacher education program and who have varied educational, training and employment backgrounds to become Career and Technical Education (CTE) program teachers.

Career and Technical Education Provisional Teacher Program (PTP): A combination of alternate route teacher training, support and evaluation for first year Career and Technical Education teachers. Teacher candidates must be enrolled by their district in the PTP and enrolled in the CTE CE EPP.

Career and Technical Education Teacher: These individuals teach in Career and Technical Education high schools (formerly vo-tech) or may teach in comprehensive high schools that offer CTE programs.

Certificate of Eligibility (CE): Document issued by the NJDOE that shows the person has the qualifications to teach in New Jersey and may seek employment in the subject area/s indicated. This is NOT a teaching license.

Cohort Saturday: Scheduled face to face instruction with instructor and members of respective cohort. Meet approximately one Saturday per month. **Attendance is mandatory.**

Credit Option: Option through which a student may earn undergraduate Education credits which can be used towards a Technical Education Associate degree while successfully completing the Career and Technical Education Certificate of Eligibility, Educator Preparation Program (CTE CE EPP).

Noncredit Option: The option by which students may elect to enroll in the CTE CE EPP to receive certification only for their program completion. There are no college credits earned.

NJDOE: New Jersey Department of Education

Core Academic Skills for Educators Exam: The Core Academic Skills for Educators exams are administered by Education Testing Services (ETS) and are designed to test an individual's knowledge in a specific subject area. For certain CTE endorsements there are subject area tests required (Business, Marketing, Family and Consumer Sciences, Industrial Technology and Technology Education). Most CTE endorsements do not require a subject area test, but do require Core Academic Skills for Educators tests in Reading, Writing and Mathematics to determine competency in these areas.

Provisional License: Two-year license that allows first year teachers to begin working in the classroom and legalizes employment. Upon employment, the school enrolls the new teacher in the Provisional Teacher Program. Under certain circumstances the provisional license can be extended.

Standard Certification: The permanent credential that allows the holder to serve without condition in all New Jersey schools. The standard license is issued after meeting all requirements of the provisional license.

Technical Education AAS: The Technical Education A.A.S. program allows CTE CE EPP students the opportunity to obtain credit for the CTE CE EPP curriculum and apply the credit toward completion of an Associate Degree. The Technical Education A.A.S. program is designed so that students with prior work experience and apprenticeship training may apply technical credits approved by the American Council on Education (or other agencies that convert training to college credit) toward completing the degree.