

# OVERVIEW

## *Getting Started in*

### **Alternate Route to Teaching Community College Program (ART-CC)**



### **Continuing & Professional Studies**

*2020-2021*

*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.*

## **Alternate Route to Teaching - Community College (ART-CC) Program**

Please read this Overview entirely before contacting the office. If you are unfamiliar with the terminology please refer to attached Glossary. Refer to [www.brookdalecc.edu/art-cc](http://www.brookdalecc.edu/art-cc) or email: [art-cc@brookdalecc.edu](mailto:art-cc@brookdalecc.edu) for further information.

This program provides an opportunity for people with diverse educational, training and employment backgrounds to become K-12 teachers. Individuals who have at least a Bachelor's degree may be candidates for this program.

Brookdale Community College the ART-CC Program has 7 courses designed to cover the 400-hour training component which is one phase of the licensing requirements by the New Jersey Department of Education (NJDOE).

### **I. BASIC ELIGIBILITY REQUIREMENTS FOR ENROLLMENT IN THE ALTERNATE ROUTE TO TEACHING (ART-CC):**

#### **Course 1, the 50-Hour Introduction to Teaching Course:**

- ✓ May enroll with or without a Certificate of Eligibility (CE).
- ✓ May enroll with or without employment as a K-12 teacher.
- ✓ Candidates who have previously completed the 24-Hour Introduction to Teaching Pre-Service Program, are required to complete 26 additional hours in the 50-Hour Introduction to Teaching Course. Candidates who completed a 50-Hour program with another program provider must provide the NJDOE Verification of Program Completion (CE-VOPC).
- ✓ Students will receive the NJDOE Verification of Program Completion (CE-VOPC) upon successful completion of this course which is required to move forward in the program.

**Courses 2-7, the 350-Hour Program Training Component.** Students must submit the following documentation:

- ✓ **ART-CC Application**
- ✓ Proof of completion of the 50-Hour Introduction to Teaching course called the **Verification of Program Completion (CE-VOPC)**.
- ✓ **Certificate of Eligibility (CE)** issued in an approved subject area.
- ✓ Submission of official transcripts: Must have a **cumulative 2.75 GPA** (if graduation is prior to September 2016) or a **3.0 GPA** (if graduation is after September 2016) or higher from a **bachelor's or master's degree program**. Official transcripts must be delivered in a sealed envelope, or emailed directly from the institution from which you are making the request.
- ✓ **Course 3 and beyond (see Page 6)** Letter on district letterhead confirming **employment in their subject area**, and enrollment in the NJDOE's **Provisional Teacher Program (PTP)**.

Applications to the ART-CC Program are available at [www.brookdalecc.edu/art-cc](http://www.brookdalecc.edu/art-cc) or by email at [art-cc@brookdalecc.edu](mailto:art-cc@brookdalecc.edu). Applications and all applicable supporting documents may be mailed to:

ART-CC Program  
Brookdale Community College  
Continuing & Professional Studies  
765 Newman Springs Road  
Lincroft, NJ 07738

Documents may also be faxed to 732-224-2664, attention ART-CC Program or scanned and emailed as attachments to [art-cc@brookdalecc.edu](mailto:art-cc@brookdalecc.edu).

**Note:** In order to be hired by a school district and enrolled in the NJDOE's Provisional Teacher Program, you must have a Certificate of Eligibility and provide your hiring district with a copy of your 50-Hour Intro to Teaching Verification of Program Completion (VOPC).

Enrollment in the ART-CC Program is one of many requirements of the NJDOE Provisional Teacher Preparation Program. Unless otherwise noted, it is the teacher candidate's responsibility to ensure all provisional requirements are met.

Candidates must successfully complete a course(s) in order to advance to the next. Those who do not successfully complete a course will be given the opportunity to re-enroll in that course in order to successfully complete and advance in the program. Candidates must maintain employment as a teacher in their endorsement area to continue with the ART-CC, and may be asked to provide an updated employment contract before any stage.

The ART-CC program may accept, at its discretion, up to 100 out of 350 formal instruction hours from another approved educator preparation.

## II. HOW TO OBTAIN THE CERTIFICATE OF ELIGIBILITY (CE)

Individuals who are interested in becoming a K-12 teacher must apply to the New Jersey Department of Education for a Certificate of Eligibility (CE) in the subject area or “endorsement” that they are seeking to teach. A degree-specific subject is required for middle and high school. To view general information on the certification process found on the NJDOE site go to: <https://nj.gov/education/license/req/>

### 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 the required credits for the specific subject or grade level for which the individual is applying,

Credits Required for each subject area or grade level:

- Elementary K-6: Completion in a major in the liberal arts, sciences or a minimum of 60 liberal arts credits
- K-12 subject-specific: Completion of a minimum of 30 credits in a coherent sequence in a subject. A coherent sequence requires that at least 12 credits be taken at an advanced level of study
- Middle School: 15 credits in the subject area (5 – 8 subject specialization) plus eligibility or issuance of an Elementary school certificate

The transcript must also demonstrate 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 or 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.

### Praxis Test Requirements

All individuals must meet the Basic Skills requirement. A candidate may meet that requirement by passing the Praxis Core Academic Skills for Educators: Reading, Writing and Math, or meet waiver requirements based upon SAT, ACT, or GRE for the year the test was taken. Please consult the NJDOE Teacher Candidate Basic Skills Requirement for cut scores that meet the basic skills requirement:

<http://www.nj.gov/education/educators/rpr/preparation/BasicSkillsExemptionCutScores.pdf>

All individuals must hold a Bachelor’s Degree or higher-level degree and must take the Praxis II Exam in the appropriate subject area. Candidates submit their Praxis exam scores to the New Jersey Department of Education (NJDOE) as part of the CE application process. For Praxis exam information, use the following link: [www.ets.org/praxis](http://www.ets.org/praxis).

*\*Always consult the New Jersey Department of Education (NJDOE) for testing information and requirement*

## **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.

Candidates will be notified by the NJDOE if and when they are required to take this test. There is no charge nor is an appointment necessary. 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 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.

## ART-CC Courses:

**Program Details 2020 - 2021:** This program is offered in a hybrid format. All classes will include an online component along with several “Cohort Sessions.” The Cohort Sessions will be at the Brookdale Lincroft Campus.

### Course 1: Introduction to Teaching:

This first segment of the **400-hour training process** is an introduction to the teaching career. Candidates will experience interactive lecture, observation, and clinical work experience to complete the **50-hour requirement**. Topics include: lesson planning, resume and interview processes, professional disposition and expectations, school law and ethics that impact effective teaching practices; all of which impact effective teaching practices. It also includes an introduction to assessment-driven instructional models, technology in education, literacy, and an overview of child development processes. The Alternate Route to Teaching licensing process will be introduced.

This course includes 30 hours of instruction (3 face-to-face sessions and 5 online sessions), 8 hours of classroom observation, and 12 hours of clinical experience. Activities such as tutoring or substitute teaching will extend candidates the opportunity to work with students in an authentic environment. Collaboration with school districts will provide both a window of opportunity for the candidate and a potential recruitment tool for the district. Students will receive the NJDOE Verification of Program Completion (CE-VOPC) upon successful completion of this course which is required to move forward in the program.

#### Introduction to Teaching XCART-001

**Sat, Sept 12 - Oct 31, 2020 Online and Cohort Saturdays: Sat, Sept 12, Oct 10 & Oct 31, 9:30 am - 3:00 pm with ½ hour lunch**

Fee and Code: \$295, XCART-001

Book: The First Days of School: How to Be an Effective Teacher (Book & DVD) 5th Edition 2018 by Harry K. Wong and Rosemary T. Wong, ISBN-13: 978-0976423317

### Course 2: The Processes of Teaching and Learning (Novice Level)

This course prepares candidates for their first experiences in the classroom. **The 90-hour course** includes these topics: Classroom Management - Building rapport and respect in the classroom.

- The Learner and Motivation - Theories that impact learner engagement, effective motivational practices.
- Child and Adolescent Development - Theories and principles of development, neuroscience impact on teaching processes and classroom design.
- Assessment-Driven Teacher Planning and Instructional Models - Theoretical principles that impact effective teaching and learning processes, developing data-driven decisions.

- Assessment Processes - Using academic language, assessing and supporting the transfer of knowledge and skills in content areas.
- Professional Expectations and Goals for the First Years of Teaching - Building partnerships, professional organizations that support development, building a professional portfolio.
- School Law and Ethics - Structure and organization of schools, school law, teaching ethics, policy and processes that affect teacher practices.

 **The Processes of Teaching and Learning (Novice Level)**

**Sat: Nov 7 - Feb 20, 2021 (off Dec 26) online and face-to-face cohort Saturdays**

**Cohort Saturdays: Sat, Nov 21, Dec 5, Dec 19, Jan 23, Feb 6 & Feb 20, 2021 9:30am - 12:30pm**

Fee and Code: \$1,080, XCART 002

Books: Educational Psychology: Active Learning Edition, 14<sup>th</sup> Edition

ISBN: 978-0-13-520650-8

Planning Effective Instruction: Diversity Responsive Methods and Management, 6<sup>th</sup> Edition,

ISBN: 978-1-337-56484-7

Candidates who do not hold a teaching position are encouraged to apply for a substitute teaching certificate in order to substitute teach on a daily basis or accept a replacement position. For more information consult: <https://www.state.nj.us/education/license/sub/>

**Note: Student must take both Intermediate level courses in the same semester**

**Course 3: Deep Learning and Effective Cross Content Applications (Intermediate Level)**

Teacher candidates will further develop their classroom skills. The **60-hour course** includes these topics:

- Literacies Across the Curriculum - Language and mathematical bases for learning, critical thought processes that prepare students as problem solvers who are creative and resourceful learners.
- Literacy in Content Areas - Effective literacy processes for struggling readers and writers.
- Management Theories and Effective Practices that Guide Teacher Planning - Deep learning and: the physical spaces, the use of materials and resources, technology, diverse instructional models for transferring knowledge and developing metacognitive skills.

 **Deep Learning and Effective Cross Content Applications (Intermediate Level)**

**Sat: Sept 12 - Dec 19, 2020 online and face-to-face cohort Saturdays**

**Cohort Saturdays: Sat, Sept 26, Oct 24, Nov 21 & Dec 19, 9:30am - 12:30pm**

Fee and Code: \$720, XCART 003

Books: Tompkins, G.E. (2017 or 2018). Literacy for the 21st Century A balanced approach.

Boston: Pearson. ISBN: 9780134813653

#### **Course 4: edTPA (Intermediate Level)**

Learn about the assessment used to measure and reinforce the skills and knowledge that are required of teachers with any endorsement in the classroom. The **40-hour course** includes these topics:

- Building the Professional Portfolio - The edTPA process will be embedded in all areas of the curriculum covered to this point. In this course an emphasis will be placed on edTPA Handbook rubrics and Making Good Choices in order to prepare and coach teaching candidates for the edTPA portfolio.
- Teacher candidates will be encouraged to set professional development goals along edTPA rubric as goals for improving their planning, instruction and assessment processes.

#### **edTPA (Intermediate Level)**

**Sat: Sept 12 - Dec 19, 2020 online and face-to-face cohort Saturdays**

**Cohort Saturdays: Sat, Sept 26, Oct 24, Nov 21 & Dec 19, 1-2 pm**

Fee and Code: \$480, XCART 004

Books: Does not have a book. Students will get materials at the beginning of class in Canvas.

#### **Course 5: Assessment – Planning, Instructing, and Assessing (PIA) (Expert Level)**

Develop a comprehensive understanding and competency of educational assessment.

The **50-hour course** includes these topics:

- Historical perspective of assessment and implications for classroom practices
- Educational assessment theory
- Formal and informal assessment techniques (e.g., self-assessments, observations, performance tasks, and teacher made tests)
- Guiding teaching and learning strategies through assessment
- The ethics of assessment

#### **Coming Spring 2021**

 Fee and Code: \$600, XCART 005

#### **Course 6: Educational Equity and Cultural Diversity (Expert Level)**

In this Expert level course alternate route teachers concentrate on diversity in the classroom. The **50-hour course** includes these topics:

- Diversity in the classroom and its effect on teaching decisions for planning, instruction and classroom management (diverse learner needs, special education and the law, respect and rapport).
- Cultural issues that affect classroom environments and the teacher/learner relationships.
- Professionalism in diverse settings.
- Respecting community values and beliefs.

- Issues that impact curriculum development and lesson planning.
- Creating and maintaining a safe, orderly, and equitable teaching-learning environment.
- Issues related to gender, language, culture, religion, sexual orientation, and special needs of students must be addressed in the design of an inclusive curriculum, including teaching strategies in the teaching-learning environment and classroom environment.
- Responding to learning styles, interests, and level of engagement for all learners.

 **Coming Spring 2021**

Fee and Code: \$600, XCART 006

**Course 7: A Community of Practice (Leader Level)**

This **final segment** will focus on current issues and topics. Candidates will work in small research groups presenting current research on a variety of topics, hold Socratic discussion and other collaborative practices, and create assessment driven goals for improving their teaching into year three. A portion of this module will include a review of effective communication and cooperative engagement techniques.

For candidates who did not achieve a passing score on their edTPA submission, a portion of this segment will be dedicated to mentoring candidates through their final phase of the edTPA portfolio. A goal for this segment is to complete the edTPA assessment, be evaluated and respond to the outcomes of the candidates' edTPA results. **60 Hours.**

 **Coming Fall 2021**

Fee and Code: \$720, XCART 007

Upon successful completion of the program and all requirements, students will receive an original copy of their NJDOE Verification of Program Completion (CE-VOPC). The CE-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 ART-CC website: [www.brookdalecc.edu/art-cc](http://www.brookdalecc.edu/art-cc)
- County Office of Education locations: <http://www.state.nj.us/education/counties/>
- edTPA Performance Assessment information, registration, and handbooks: <http://www.edtpa.com>
- New Jersey Department of Education, Office of Certification and Induction, 609-292-2070, <https://www.state.nj.us/education/license/>
- NJDOE “New Alternate Route Teachers - Certificate of Eligibility (CE) How to Obtain your Standard Teaching Certificate: A Guide to the Provisional Teacher Process (PTP)” <https://www.state.nj.us/education/educators/newteacher/CE.pdf>
- NJDOE “Statement of Employment Experience” form [http://www.nj.gov/education/educators/license/forms/voc\\_employer\\_experience.pdf](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.

**ART-CC Certificate of Eligibility Educator Preparation Program (ART-CC):** 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 teachers.

**CANVAS:** Online learning management system through which the online sessions of the ART-CC Program are conducted.

**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 Session:** Scheduled face to face instruction with instructor and members of respective cohort. **Attendance is mandatory.**

**edTPA:** A performance-based, subject-specific assessment and support system used by teacher preparation programs throughout the United States. Assessments emphasize, measure, and support the skills and knowledge that all teachers must have in the classroom, and focus on three tasks: Planning, Instructing, and Assessing. Teachers must prepare a portfolio of materials during their provisional teaching experience which are submitted to and scored by edTPA.

**NJDOE:** New Jersey Department of Education

**Praxis Core:** The Praxis Core exam is administered by Education Testing Services (ETS) and is designed to test an individual's knowledge in basic skills reading, writing and math.

**Praxis II Exam:** This exam is content or subject-specific, administered by ETS, designed to test an individual's knowledge in a specific teaching content area. Candidates must meet the following requirements:

- Elementary K-6: Completion in a major in the liberal arts, sciences or a minimum of 60 liberal arts credits
- K-12 subject-specific: Completion of a minimum of 30 credits in a coherent sequence in a subject. A coherent sequence requires that at least 12 credits be taken at an advanced level of study
- Middle School: 15 credits in the subject area (5 – 8 subject specialization) plus eligibility or issuance of an Elementary school certificate

**Provisional Certificate:** Two-year certificate 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 certificate can be extended.

**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 ART-CC.

**Standard Certification:** The permanent credential that allows the holder to serve as a teacher in all New Jersey public schools. The standard license is issued after meeting all requirements of the provisional license.