NEW JERSEY ALTERNATE ROUTE
CAREER AND TECHNICAL EDUCATION
CERTIFICATE OF ELIGIBILITY
EDUCATOR PREPARATION PROGRAM
(CTE CE EPP)
What is an Alternate Route Program?

• A non-traditional teacher education program

• Individuals from diverse educational, training and employment backgrounds may apply

• The Provisional Teacher Program (PTP) is the school-based training and evaluation program all novice teachers must be enrolled in during their first two years of teaching.

• A “Provisional Teacher” is an individual who has been issued a Certificate of Eligibility, hired as a first year, novice teacher, and enrolled in a CE EP program
  ➢ The hiring district/school must enroll the candidate in the Provisional Teacher Program (PTP)
What is an Alternate Route Program?

- Components of the Provisional Teacher Program
  - **400 hours of instruction** in a NJDOE approved alternate route program including a 50 hour Pre-Professional Experience requirement.
  - **Mentoring**: 34 weeks of support by a school-based, experienced teacher, including four weeks of intensive mentoring at the beginning of the program.
  - **Supervision & Evaluation**: evaluations conducted by school based administrators over a 3 year period, including a final evaluation recommending the novice teacher for standard certification.

- **Standard certification** is the issuance of a permanent certificate to a person who has met all certification requirements.
What is the CTE CE EP Program?

- **400 hour instructional program** that is required by the NJ Department of Education (NJDOE) for all first year CTE teachers
- Comprised of 7 stages, beginning with Stage I, the **50-Hour Pre-Professional Experience** requirement
  - Enrollment in Stage I **does not** require a CE or employment as a teacher
- Conducted in a **hybrid format**: online sessions and in-person instruction over a two year period
- One of many **requirements to obtain standard certification**
Basic Eligibility Requirements for Enrollment in the CTE CE EPP

Stage I – 50-Hour Pre-Professional Experience:
• May enroll with or without a Certificate of Eligibility (CE)
• Candidates who have previously completed the 24-Hour Introduction to Teaching Program or another Educator Preparation Program provider’s 50-Hour program may be credited up to 20 hours towards the 50-hour requirement (*proper documentation is required*)

Stage II-VII – 350-Hour Program Component:
• Must have already completed the CTE CE EPP’s Stage I, 50 hour Pre-Professional Experience, have a Certificate of Eligibility issued in a CTE subject area, and have been hired to teach in a their CTE CE subject area
• To continue on to the each subsequent stage of the CTE CE EPP, must have successfully completed the previous stage and must remain employed to teach in their CTE CE subject area
CTE CE EPP Stage I, the 50-Hour Pre-Professional Experience

- Hybrid course: 30 hours comprised of “online” and “in person” instruction
  - 2 mandatory Cohort Saturdays which meet from 10 am to 3 pm (dates determined by selected course section)
  - 7 online sessions
- 20 hours of the 50-Hour requirement is dedicated to the completion of the NJDOE’s required clinical teaching experience which includes at least 10 hours of planning and delivering instruction via individual or co-teaching model (requirement will be discussed in greater depth as candidates begin the program).
- All candidates must maintain a minimum grade of 80% (B-)
- 50-Hour program component coursework will prepare the student in the areas of classroom management, strategies for instruction, differentiated instruction, focus on safety, basic legal responsibilities, and the application of curriculum theory
CTE CE EPP Stages II-VII, the 350-Hour Curriculum Component

- Hybrid course: 350 hours comprised of online and in person instruction
- Stages II-IV represent Year 1; Stages V-VII represent Year 2
  - 4-10 online sessions between Cohort Saturdays
  - 18 mandatory Cohort Saturdays over 2 years (*dates determined by cohort enrollment*)
  - Case Study conducted in an NJDOE approved Career and Technical Education program at a county vocational-technical school, or comprehensive high school
- All candidates maintain a minimum grade of 80% (B-)
- Candidates who do not successfully complete a stage will be required to reenroll and repeat that stage with the next available cohort at full cost.
- 350-Hour Program Component will prepare the student in the areas of classroom management, strategies for instruction, differentiated instruction and the application of curriculum theory
Noncredit/Credit Options

- **Noncredit option**: For certification only

- **Credit option**: For individuals who do not already have a college degree, or who may want to pursue an additional degree, Brookdale Community College has developed a credit option to earn undergraduate credits toward a Technical Education Associates degree at Brookdale. This degree was developed specifically for CTE alternate route teachers and is an option available only to CTE Alternate Route teacher candidates *(details will be provided to all candidates during credit option open-enrollment periods)*.

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.
Career and Technical Education Certificate of Eligibility (CE)—What is it?

- The CTE Certificate of Eligibility (CE)* is the document issued by the NJDOE that certifies that you are knowledgeable in a specific content area, and have been approved by the DOE to teach that subject.
- The CE is good indefinitely.
- You may hold more than one CE if qualified.
- Once your CE is issued, you may begin to apply for teaching jobs.

*Note: A list of CTE CE Endorsement Areas may be found at the following link: www.state.nj.us/cgi-bin/education/license/endorsement.pl?string=Career%20and%20Technical%20Education&maxhits=1000&field=1&type=cte
Ways To Apply for a CTE CE

- You may apply for a CE using:
  - **College degree** *(must be in the subject area that the individual is seeking on the CE endorsement for which they are applying)*
  - **Employment** or **self-employment** experience *(must be in the occupation identified on the CE endorsement for which the candidate is applying)*
  - **Combination** of employment experience and education

*Note*: 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 other CE requirements.

All CE applications must be submitted directly to the New Jersey Department of Education. For assistance determining CE eligibility, candidates are strongly advised to contact the County Office of Education or the NJDOE directly.
Applying for a CTE CE Using a Bachelor’s Degree or Higher Level Degree

• Request official college transcripts
• Take the appropriate Praxis 2 exam and/or Core Academic Skills for Educators exam, if required
• Take the Physiology and Hygiene Test at the County Office of Education
• Apply and pay for Certificate of Eligibility (CE) online through NJDOE
  ➢ complete additional forms online including “Oath of Allegiance”
• Submit all necessary documents to the NJDOE Office of Certification & Induction

*Requirements may vary depending on CE subject area. Consult the NJDOE or your County Office of Education for more information. The 50-Hour Program is not a requirement for a CE.
Applying for a CTE CE Using an Associate’s Degree and Employment Experience

• Request **official college transcripts** showing 30 credits in CE subject area
• Submit evidence of **at least two years employment experience** (approximately 4000 hours) **in the occupational field** of the endorsement
  - Employment must have occurred within 10 years of the CE application date
  - Employment must be documented and verified by the applicant’s employer(s) on the NJDOE “Statement of Employment Experience” form; **-OR-** if **applying for a CE using self-employment**: submit 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
• Take the **Physiology and Hygiene Test** at the County Office of Education
• Apply and pay for Certificate of Eligibility (CE) **online** through NJDOE
  - complete additional forms online including “Oath of Allegiance”
• Submit all necessary documents to the NJDOE Office of Certification & Induction

*Requirements may vary depending on CE subject area. Consult the NJDOE or your County Office of Education for more information. The 50-Hour Program is not a requirement for a CE.*
Applying for a CTE CE Using Employment Experience Only

- Submit evidence of **at least four years employment experience** (approximately 8000 hours) **in the occupational field** of the endorsement
  - Employment must have occurred within 10 years of the CE application date
  - Employment must be documented and verified by the applicant’s employer(s) on the NJDOE “Statement of Employment Experience” form; **-OR- if applying for a CE using self-employment:** submit 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

- Take the **Physiology and Hygiene Test** at the County Office of Education
- Apply and pay for Certificate of Eligibility (CE) **online** through NJDOE
  - complete additional forms online including “Oath of Allegiance”
- Submit all necessary documents to the NJDOE Office of Certification & Induction

*Requirements may vary depending on CE subject area. Consult the NJDOE or your County Office of Education for more information. The 50-Hour Program is not a requirement for a CE.*
IMPORTANT INFORMATION

Not all CTE certificates permit applicants to use employment or self-employment experience only. Some CTE certificates require the applicant to hold specific college degrees and/or a state-issued occupational license.

For more detailed information regarding applications requirements for specific CTE certificates, visit the following link and click on the “CE” or “Detail” link next to the certificate name:

http://www.state.nj.us/education/educators/license/cte/endorsements.htm

Candidates are strongly encouraged to contact their County Office of Education to discuss eligibility and requirements.
Program Start dates:
- 50-Hour, Pre-Professional Experience component will be offered year round with start dates approximately every 4-6 weeks, or as enrollment warrants.
- 350-Hour, 2-year Program component will be offered in October, February and April

Program Cost:
- 50-Hour, Pre-Professional Experience component: $396*, plus textbooks
- 350-Hour, 2-year Program component: $3,918* total ($653* per stage), plus textbooks

*Program tuition is based on Brookdale Community College’s credit tuition and is subject to change

- Additional fees may apply for candidates enrolling in the credit option

CTE CE EP Program Applications are available at: https://www.brookdalecc.edu/continuinged/careerdevelopment/cte/altroute/arprogram/arapp/
Acceptance into the CTE CE EPP

• If you meet the eligibility requirements and have submitted a complete application packet, you will be admitted to the CTE CE EP Program.

• You will be sent registration materials when we receive your completed application packet and all applicable supporting documents.

• Current fees, program dates/times and other relevant information will be provided to all candidates once they apply and are part of the program “applicant pool”.

• In order to formally register for a cohort, candidates must submit payment along with a completed Registration Form and submit it to the CTE Office at Brookdale by the respective registration deadline.
Helpful Links

- Brookdale Community College CTE CE EPP website: [www.brookdalecc.edu/CTE](http://www.brookdalecc.edu/CTE)
- County Office of Education locations: [www.state.nj.us/education/counties/](http://www.state.nj.us/education/counties/)
- Hiring and job outlook in NJ: [www.njhire.com](http://www.njhire.com)
- New Jersey Department of Education Office of Certification and Induction: 609-292-2070, or for applications: [www.nj.gov/education/educators/license/tcis/](http://www.nj.gov/education/educators/license/tcis/)
- U.S. Census North American Industry Classification System (NAICS) code: [www.census.gov/epcd/naics02](http://www.census.gov/epcd/naics02)
Additional Information

For additional information regarding the CTE CE EPP:

Visit [www.brookdalecc.edu/cte](http://www.brookdalecc.edu/cte) and complete an Information Request Form

- OR - Email cte@brookdalecc.edu

Completed applications and supporting documents may be submitted to the CTE Office at Brookdale:

By Mail: CTE Educator Preparation Program  
Brookdale Community College  
Continuing & Professional Studies  
765 Newman Springs Road  
Lincroft, NJ 07738-1597

By Fax: 732.224.2664  
ATTN: CTE Program

By Email: cte@brookdalecc.edu