

Career & Technical Education Certificate of Eligibility Educator Preparation Program (CTE CE EPP)  
**Program Application**

BROOKDALE COMMUNITY COLLEGE | 765 NEWMAN SPRINGS ROAD | LINCROFT, NJ 07738-1597

**ADMISSION REQUIREMENTS**

All teacher candidates who are seeking or have been issued a Career and Technical Education Certificate of Eligibility (CTE CE) must enroll in the 400-hour CTE CE EPP at Brookdale Community College. Stage I, the 50-Hour Pre-Professional Experience, is part of the 400 instructional hours necessary for obtaining a Standard Teaching Certificate in the state of New Jersey. The number of hours required for completion of Stage I will be determined by the information provided on this application. **Note:** *Further documentation may be required.*

All parts of this application **must** be completed and printed clearly and legibly in order to be accepted. Each part of the application may require additional supporting documents.

All candidates will be contacted via email with more information when application are received.

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

**By Mail:**

CTE Educator Preparation Program  
Brookdale Community College, CPS  
765 Newman Springs Road  
Lincroft, NJ 07738-1597

**By Fax:**

732-224-2664  
ATTN: CTE Program

**As Email Attachments:**

[cte@brookdalecc.edu](mailto:cte@brookdalecc.edu)

**APPLICANT INFORMATION**

**COMPLETE ALL PARTS CLEARLY AND LEGIBLY**

Social Security #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Sex:  Male  Female Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Name: \_\_\_\_\_  
Last First Middle Initial Maiden

Address: \_\_\_\_\_  
Street City State Zip Code County

Preferred Phone: \_\_\_\_\_ (Home/Cell) Alternate Phone (if applicable): \_\_\_\_\_ (Home/Cell)

Preferred Email: \_\_\_\_\_ Alternate Email (if applicable): \_\_\_\_\_

**RACE & ETHNICITY (optional)**

*Please mark the box to indicate race/ethnic group which best applies to you (optional). Responses to the following questions are solely voluntary. Refusal to provide this information will not subject the applicant to any adverse treatment.*

- Ethnicity (check one):  Hispanic/Latino  Non-Hispanic/Latino  
Race (check one or more):  American Indian/Alaskan Native  Asian  Black/African American  
 Native Hawaiian/Other Pacific Islander  White

*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.*

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**24-HOUR PROGRAM INFORMATION**

Check **ONE** option below and complete all necessary information:

- I HAVE COMPLETED THE 24-HOUR INTRODUCTION TO TEACHING PROGRAM**

**Documents Required:** if you select this option, you must include a copy of your 24-hour Completion Certificate

Approved Provider/Location: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

- I HAVE NOT COMPLETED THE 24-HOUR INTRODUCTION TO TEACHING PROGRAM**

**CTE CERTIFICATE(S) OF ELIGIBILITY (CE)**

For a list of CTE CE subjects and codes, visit: <http://www.state.nj.us/education/educators/license/cte/endorsements.htm>

Check **ONE** option below and complete all necessary information:

- I HAVE BEEN ISSUED A CTE CE**

Tracking #: \_\_\_\_\_

**Documents Required:** if you select this option, you must include a copy of any and all CE's issued

Subject: \_\_\_\_\_ Certificate ID #: \_\_\_\_\_

Subject: \_\_\_\_\_ Certificate ID #: \_\_\_\_\_

- I HAVE NOT BEEN ISSUED A CTE CE, BUT HAVE APPLIED/WILL BE APPLYING FOR THE FOLLOWING**

Date of Application: \_\_\_\_\_ Tracking #: \_\_\_\_\_

Subject: \_\_\_\_\_ Certificate Code: \_\_\_\_\_

Subject: \_\_\_\_\_ Certificate Code: \_\_\_\_\_

**SCHOOL & PRINCIPAL INFORMATION**

Check **ONE** option below and complete all necessary information:

- I HAVE BEEN HIRED TO TEACH IN MY CTE CE SUBJECT AREA**

**Documents Required:** if you select this option, you must include a copy of your employment contract or a letter from your district stating which subject you've been hired to teach

Employing District: \_\_\_\_\_ Date of Hire: \_\_\_\_\_

School Name: \_\_\_\_\_ Subject Taught: \_\_\_\_\_

School Address: \_\_\_\_\_  
Street City State Zip Code County

Principal's Name: \_\_\_\_\_

Principal's Email: \_\_\_\_\_ Principal's Phone: \_\_\_\_\_

- I HAVE NOT BEEN HIRED TO TEACH IN MY CTE CE SUBJECT AREA**

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**EDUCATIONAL BACKGROUND**

High school last attended: \_\_\_\_\_ City & State: \_\_\_\_\_

Highest grade completed: \_\_\_\_\_ Year of graduation: \_\_\_\_\_

Do you have an equivalency diploma (GED)?  Yes  No If yes, from what state? \_\_\_\_\_

List all schools/colleges/universities attended after high school (*if you were awarded a degree, be sure to list it below*):

School Name	City & State	Month & Years of Attendance	Degree/Subject Area
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School Name	City & State	Month & Years of Attendance	Degree/Subject Area
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School Name	City & State	Month & Years of Attendance	Degree/Subject Area
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School Name	City & State	Month & Years of Attendance	Degree/Subject Area
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If you attended college but did not receive a degree, indicate the total number of credits received: \_\_\_\_\_

If you do not have a degree, are you considering continuing your education?  Within the next 5 years  
 Some other timeline  
 No

If you are seeking or have been awarded a Career and Technical Education Certificate of Eligibility using work experience only, please indicate your past career and number of years in that field:

Past Career: \_\_\_\_\_ Number of Years: \_\_\_\_\_

**SIGNATURE**

*The statements made in this application are accurate and complete to the best of my knowledge. Failure to provide full documentation or falsification of credentials may result in cancellation of admission to this program.*

*I have not been convicted of a criminal offense, nor do I have any criminal charges pending.*

Teacher Candidate Name (print): \_\_\_\_\_

Teacher Candidate Signature: \_\_\_\_\_ Date: \_\_\_\_\_