

PROGRAM OVERVIEW

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



BROOKDALE
COMMUNITY COLLEGE

Continuing & Professional Studies

Update March 2024

Brookdale Community College is an Equal Opportunity/Affirmative Action educational institution. 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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OVERVIEW

Brookdale's *Alternate Route to Teaching – Community College (ART-CC)* program provides individuals with a **non-credit option** to attain **K-12 teacher licensing**. This program is designed for teacher candidates who already have a bachelor's degree or higher and are looking to earn a Standard Teaching Certificate. *Please note: Brookdale is not approved for Prek-3 licensing. We are accredited to prepare educators for teaching K-12.*

Brookdale's ART-CC program is a **400-hour Educator Preparation Program** that is regulated and approved by the New Jersey Department of Education.

The program is delivered remotely with live instruction on Zoom where classes meet on specific days at specific times. These meetings are live streamed. You will primarily interact with classmates by taking part in virtual class discussions. The course requires a webcam with microphone and speakers for virtual lecture participation. Assignments are posted online in a Canvas shell.

Please note the course is asynchronous but not entirely self-paced. Important content is presented by the instructor and processed by teacher candidates at each Zoom meeting. Jumping ahead on assignments is not in the best interest of the learner.

ELIGIBILITY REQUIREMENTS

To enroll in the Brookdale ART-CC program, you must:

1. Complete 50 hours of Intro to Teaching pre-service course.
 - a. Teacher candidates must complete the 50-hour *Introduction to Teaching* pre-service course **before** applying to course 002 the ART-CC program and accepting employment.
 - b. The candidate must provide the district with documentation of enrollment in an approved Certificate of Eligibility Educator Preparation Program (CE EPP) along with the completed 50-Hour Verification of Completion (VOPC) form showing completion of the 50 hours.
 - c. Students may enroll in the 50-hour *Introduction to Teaching* pre-service course with or without a Certificate of Eligibility (CE).
 - d. Brookdale Community College offers the 50-Hour *Introduction to Teaching* course virtually several times a year.
 - i. If you plan on taking Brookdale's 50-hour *Introduction to Teaching Course*, please reach out to Karin Swan (kswan@brookdalecc.edu) to register.
 - ii. If you have already taken the Intro to Teaching class either at Brookdale or at a different institution, please reach out to Karin Swan (kswan@brookdalecc.edu) for an application to the second course.
2. The Introduction to Teaching course cannot be waived. Only the institution where a student completed the 50-hour preservice course can issue a VOPC for that course.
3. Obtain a **Certificate of Eligibility (CE)** from the New Jersey Department of Education.
 - a. The Certificate of Eligibility (CE) is issued to an individual who has not completed a teacher preparation program but meets the basic requirements for certification. The CE authorizes an individual to seek and accept employment in New Jersey public schools requiring certification.
 - b. Under each type of certificate, there are endorsements. The endorsement identifies the specific type of service (courses they can teach) that the holder is allowed to provide.
 - c. The [Certifications and Endorsements](#) webpage outlines the requirements for certificates.
 - d. Apply for certification on the New Jersey educator certification system [NJEdCert](#)
 - e. The **Limited CE Pilot Program** allows for a Limited CE in an instructional area for individuals who have met all but one of the existing certification eligibility requirements. Certificate holders who have a

Limited CE in an instructional area will be eligible to seek employment only in a school district approved to hire such candidates. See more information [here](#).

4. Complete the Brookdale ART-CC application.
 - a. Links to online applications are obtained by emailing Karin Swan kswan@brookdalecc.edu
 - b. Submit all necessary documentation and information, including but not limited to:
 - i. Proof of CE.
 - ii. Verification of Program Completion (VOPC) indicating completion of your 50-hour *Introduction to Teaching Course*. (*this document must be signed by the program administrator*)

For more information about the Provisional Teacher Process (PTP), please visit the NJ Department of Education website here: <https://www.nj.gov/education/certification/teachers/>.

BROOKDALE ART-CC PROGRAM INFORMATION

Enrollment in the ART-CC program is one of many requirements of the NJDOE Provisional Teacher Preparation Program (PTP). Unless otherwise noted, it is the teacher candidate's responsibility to ensure all provisional requirements are met through their school/district and the NJDOE.

EMPLOYMENT REQUIREMENTS

Before enrolling in **XCART 003**, students must have gained **full-time employment in their CE area**. A substitute replacement position is acceptable if the minimum hours are fifteen (15) per week in their CE area and the school or district is willing to register the teacher candidate in the NJDOE Provisional Teacher Program. It is the student's responsibility to follow-up with the district to make sure this is done. Candidates must be observed and evaluated by the district to continue to be in compliance with licensing requirements.

Candidates will be asked to provide updated employment contracts and proof of enrollment in PTP prior to registration for successive courses.

Brookdale will provide periodic check-ins regarding ART-CC program progress to students' employing districts. Supervisors of students in jeopardy of program noncompliance will be notified of student progress.

To comply with Brookdale's Performance Measure approved by the NJ DOE, students must ensure that they are being evaluated by their employing district. Students employed by a placement agency will also need to ensure that they are being evaluated and have a yearly contract.

PROGRAM POLICIES

1. Candidates must successfully complete each course with a B or better to advance to the next course.
2. The ART-CC program may accept, at its discretion, up to 100 of 400 formal instruction hours from another approved educator preparation organization/school. Students must supply proper documentation for course substitutions, which could include but is not limited to transcripts, syllabi, or other evidence requested by Brookdale ART-CC administration.
3. The 50-hour Introduction to Teaching course cannot be waived. Only the institution where a student completed the 50-hour preservice course can issue a VOPC for that course.
4. The ART-CC program has **mandatory** Live Zoom sessions built into each course. It is essential that teacher candidates are **actively present** for each Live Zoom session. These are scheduled well in advance so it is expected that teacher candidates will ensure there are no conflicts that prevent them from attending. (*We are aware that there are emergency circumstances that can interfere with attendance. In this extreme situation, we*

will collaborate with you to make up for the missed Zoom session or provide a makeup assignment at the discretion of your instructor.)

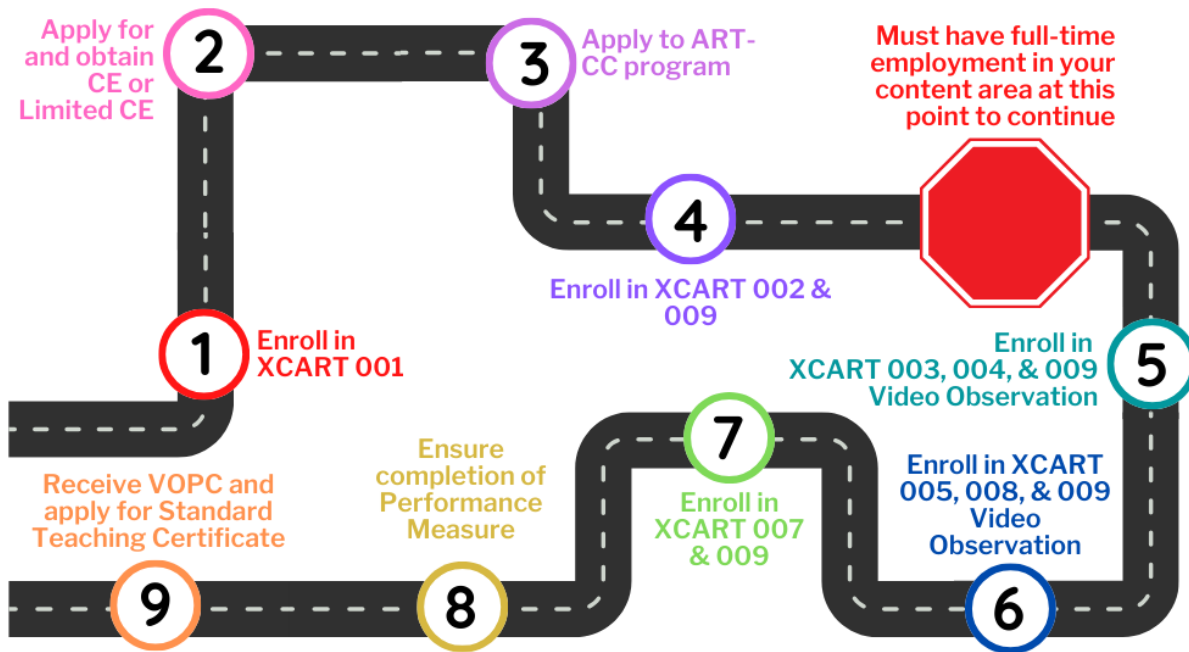
PERFORMANCE MEASURE & STANDARD LICENSURE

Verification of teacher performance and efficacy is a necessary component for issuing Verifications of Program Completion (VOPCs) for Provisional Teachers who complete the 400-hours of the Alternate Route Program.

To successfully complete the ART-CC program and be issued a final VOPC for Standard licensure, teacher candidates are required to meet the following requirements:

1. Complete all necessary coursework of the 400-hour ART-CC program with a B or better.
2. Submit a district evaluation where the candidate is deemed “Effective” or “Highly Effective” according to the district’s evaluation tool.
 - a. Brookdale will use this data for the sole purpose of verifying teacher efficacy to issue VOPCs to program completers. This data will not be shared with any entities other than the New Jersey Department of Education.
 - b. It is the student’s responsibility to ensure that they are being evaluated by their employing district. VOPCs for Standard licensure will **NOT** be issued without district evaluation and a rating of “Effective” or “Highly Effective.” Students employed by a placement agency will also need to ensure that they are being evaluated and have a yearly contract.
3. Complete two virtual observations throughout the ART-CC program.
 - a. Teacher candidates are required to submit two videos of themselves teaching in the classroom for feedback and reflection.
 - b. Classroom teaching videos are required during semester 3, or when the teacher candidate is enrolled in XCART 003 and/or XCART 004, and during semester 4, or when the teacher candidate is enrolled in XCART 005 and/or XCART 008.
 - c. Videos will be reviewed by ART-CC program faculty evaluators. Feedback will be provided to each student.
 - d. Brookdale uses GoReact software for the facilitation of virtual observations, feedback, and grading.
 - e. Teacher candidates are required to enroll in the Performance Measure Lab course (XCART 009) every semester of the program (except when taking XCART 001). Licenses for the software will be issued to each student with enrollment in the required lab course.

BROOKDALE ART-CC: STEP BY STEP



Brookdale Alternate Route to Teaching Program Sequence			
Steps	Course Names and Codes		
Step 1 & 2 Offered at various times throughout the year	Introduction to Teaching 50 hours XCART 001 - \$295	Apply for Certificate of Eligibility while taking this course.	
Step 3 & 4 Offered at various times throughout the year	The Processes of Teaching and Learning 90 hours XCART 002 - \$1,115	Performance Measure Lab <i>Virtual Observation</i> XCART 009 - \$100	
Step 5 Offered with September or January start	Deep Learning and Effective Cross Content Applications 60 hours XCART 003 - \$745	Embracing Multiculturalism as Globally Competent Teachers 45 hours XCART 004 - \$558	Performance Measure Lab <i>Virtual Observation</i> XCART 009 - \$100
Step 6 Offered with September or January start	Assessment – Planning, Instructing, and Assessing – 50 hours XCART 005 - \$620	Exceptionality and Special Education: Legalities, Current Practices & Teacher’s Roles - 50 hours XCART 008 - \$620	Performance Measure Lab <i>Virtual Observation</i> XCART 009 - \$100
Step 7 & 8 Offered with September or January start	A Community of Practice 55 hours XCART 007 - \$682	Performance Measure Lab <i>Virtual Observation</i> XCART 009 - \$100	

Introduction to Teaching (XCART 001)

This first segment of the 400-hour training process is an introduction to the teaching career. Candidates will experience interactive lectures, 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, all of which impact effective teaching practices. This course 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 as well.

This course includes 30 hours of instruction (five online sessions via Canvas and three live sessions via Zoom), eight hours of classroom observation and twelve hours of clinical experience. Activities, such as tutoring or substitute teaching, may provide candidates with the opportunity to work with students in an authentic environment. Collaboration with school districts will provide both opportunities for the candidate and a potential recruitment tool for the district. Students will receive the NJDOE Verification of Program Completion (VOPC) upon successful completion of this course. 100% attendance is required.

Introduction to Teaching

50 hours

Fee and Code: \$295, XCART 001

Text:

1. *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: 978-0976423386

The Processes of Teaching and Learning (XCART 002)

Note: Students must take **XCART 002 and complete XCART 009 virtual observation** in the same semester.

This course prepares candidates for their first experiences in the classroom. The 90-hour course includes the following topics:

- Classroom Management - Building rapport and respect in the classroom.
- The Learner and Motivation - Theories that impact learner engagement and 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.

There will be a required 12-hour observation with two of the 12 hours in a special education setting. Candidates must plan with districts for this requirement.

The Processes of Teaching and Learning (Novice Level)

90 hours

Fee and Code: \$1,115 - XCART 002

Texts:

1. *Educational Psychology: Active Learning Edition*, 14th Edition, ISBN: 978-0-13-520650-8

2. Planning Effective Instruction: Diversity Responsive Methods and Management, 6th Edition, ISBN: 978-1-337-56484-7

Candidates who have not secured a teaching position are encouraged to apply for a Substitute Teaching Certificate to become a daily sub and gain exposure to a district that may lead to a leave replacement position or full-time position.

<https://www.state.nj.us/education/license/sub/>

Deep Learning and Effective Cross Content Applications (XCART 003)

Note: Students must take **XCART 003, XCART 004, and XCART 009** in the same semester and must show proof of a **full-time teaching position and enrollment in PTP to register**. Your hiring district/school will enroll you in PTP.

Teacher candidates will further develop their classroom skills. This 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, use of materials and resources, technology, diverse instructional models for transferring knowledge and developing metacognitive skills.

Deep Learning and Effective Cross Content Applications/Literacy

60 hours

Fee and Code: \$745, XCART 003

Text:

1. Tompkins, G.E. (2017 or 2018). Literacy for the 21st Century A balanced approach. Boston: Pearson. ISBN: 9780134813653

Embracing Multiculturalism as Globally Competent Teachers (XCART 004)

In this Intermediate Level course, alternate route teacher candidates concentrate on diversity in the classroom.

This 45-hour course includes the following topics:

- Teacher as a model for global competency within the various roles and responsibilities of the profession.
- Teacher as advocate for diverse student populations.
- Teacher who demonstrates critical analyses and assessments, equitable practices, and effective intercultural communication skills within the classroom, within the school systems and among professional affiliations.
- Teacher who demonstrates flexibility when applying knowledge, skills and dispositions needed to work effectively with students and families from all backgrounds.
- Teacher who commits to the processes of continuous learning. Who through self-examination, discovery and experiential learning seeks to know, better understand, and respect the multi-dimensional complexities of theirs and others humanity.

Embracing Multiculturalism as Globally Competent Teachers

45 hours

Fee and Code: \$558, XCART 004

Texts:

1. Lawrence-Brown, D. and Sapon-Shevin, M. (2015). *Condition Critical Key Principles for Equitable and Inclusive Education*. New York: Teachers College Press.

2. Tichnor-Wagner, A., Parkhouse, H., Glazier, J., & Cain, J. M. (2019). *Becoming a Globally Competent Teacher*. ASCD. ISBN # 978-1-4166-2751-7.
3. Woolfolk, A. (2020). *Educational Psychology Active Learning Edition*. New York: Pearson. (same book as XCART 002)

Assessment – Planning, Instructing, and Assessing (XCART 005)

Note: Students must take both **XCART 005**, **XCART 008**, and **XCART 009** during the same semester.

Develop a comprehensive understanding and competency of educational assessment.

This 50-hour course includes these topics:

- Historical perspectives 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.

Assessment – Planning, Instructing, and Assessing

50 hours

Fee and Code: \$620, XCART 005

Text:

1. Miller, D., Linn, R., & Gronlund, N. (2013) *Measurement and Assessment in Teaching*. 11th edition. Pearson Education, Inc. ISBN: Hardcopy: 978-0-13-268966-3

Exceptionality & Special Education: Legalities, Current Practices & Teacher’s Roles (XCART 008)

Note: Students must take both **XCART 005**, **XCART 008**, **XCART 009** during the same semester.

The purpose of this course is to enrich the ART-CC Alternate Route Teacher’s understanding and effective applications of exceptionality and special education. Teachers will examine how exceptionality and special education are identified, described, and provided for in typical and inclusive classroom settings. Teachers will learn historical and current legal policies that guide the education of students with exceptionality. Comprehensive readings, assignments and assessments are intentionally designed for authentic applications as the ART-CC teacher integrates this course of study within their goal of improving education for all learners.

Learner Outcomes:

- Develop a deep understanding of the role of the general education teacher when working with students having exceptional and/or special education needs. (Accommodating, modifying, safety in the classroom, etc.)
- Develop practical, effective practices when working with the PRISE (Procedures, responsibilities of students, families, and professionals within the Child Study Team.) IEP, Collaborations, advocacy, etc.
- Emulate ethical practices based upon important philosophical and historical elements of special education, when meeting current challenges, and when applying research-based expectations and methodologies.
- Analyze and apply UDL and RTI as a means for applying effective strategies within inclusive environments as data driven practices.
- Demonstrate an awareness and acceptance of diverse abilities among all learners.

- Demonstrate knowledge of the various learning disability classifications and how these classification guide services, early interventions, and transitions to adulthood considerations.

There is a required 5-hour special education observation in this course.

Exceptionality and Special Education: Legalities, Current Practices & Teacher's Roles

50 hours

Fee and Code: \$620, XCART 008

Text:

1. Hallan, D. P.; Pullen, P. C.; & Kauffman, J. M. (2023). *Exceptional Learners An Introduction to Special Education*. Pearson.

A Community of Practice (XCART 007)

Note: Students must take both **XCART 007** and **XCART 009** during the same semester.

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 discussions 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.

A Community of Practice

Fee and Code: \$682, XCART 007

55 hours

Texts and Required Materials:

1. APA Publication Manual (6th or 7th edition): This manual serves as a reference for writing, presenting and formatting resources. The one required reading in this source is associated with your review of the literature. Link to Publication through Brookdale Library [website](#).
2. ASCD Basic Membership (Digital basic, or digital and print basic membership) is available either per month for six months or as a one-year membership. This source is a primary research source for your theme and aspect work throughout the course. [Link](#) to ASCD membership information and form.
3. Teacher Leadership [Report](#) (ETS): (Pages 1-10): This source explains the various dispositions and competencies that teacher leaders possess. Reading the first ten pages helps candidates position themselves in a leadership mindset.
 - a. Jackson, T. Burrus, J., Bassett, K., & Roberts, R. D. (2010, August 8). Teacher leadership: an assessment framework for an emerging area of professional practice. Princeton, NJ: Educational Testing Services: ETS RR-10-21. Retrieved July 31, 2021, from <https://onlinelibrary.wiley.com/doi/epdf/10.1002/j.2333-8504.2010.tb02234.x> (Links to an external site.)
4. ART-CC program textbooks: These textbooks are used as review of the literature sources as well as for positioning candidates into their leadership roles, responsibilities and dispositions.
 - Educational Psychology (Woolfolk)
 - Literacy for the 21st Century (Tompkins)
 - Condition Critical Key Principles for Equitable and Inclusive Education (Lawrence-Brown and Sapon-Shevin)
 - Measurement and Assessment in Teaching (Miller, Linn & Gronlund)

Performance Measure Lab (XCART 009)

The Performance Measure Lab allows students to meet NJ DOE performance measure requirements. Teacher candidates will complete **four** virtual observations throughout the ART-CC program. Classroom teaching videos are required during semester 3, or when the teacher candidate is enrolled in XCART 003 and XCART 004, and during semester 4, or when the teacher candidate is enrolled in XCART 005 and XCART 008.

Brookdale uses **GoReact** software for the facilitation of virtual observations, feedback, and grading. Licenses for the software will be issued to each student with enrollment.

Performance Measure Lab
Fee and Code: \$100, XCART 009

USEFUL LINKS

New Jersey Department of Education

- [Teacher Homepage](#)
- [Certification and Endorsement Information](#)
- [Apply for Certification](#)
- [Certification FAQs](#)
- [NJ DOE Employment Opportunities](#)

Testing Information

- [PRAXIS Requirements](#)

Brookdale Community College

- [ART-CC Webpage](#)
- [FAQs](#)

PROGRAM CONTACT INFORMATION

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ART-CC PROGRAM CHECKLIST

Step	Task	Completed ✓
Step 1	Enroll in XCART 001: <i>Introduction to Teaching</i> (50 hours). Begin taking course.	
	Review the New Jersey Department of Education certification process. You will need to take PRAXIS tests, provide transcripts, and more. See NJDOE site → click here .	
	Apply for a Certificate of Eligibility (CE) or Limited Certificate of Eligibility (Limited CE) Click here .	
Step 2	Once you have obtained your CE, begin searching for employment in your CE area.	
	Obtain your VOPC (Verification of Program Completion) by successfully completing <i>Introduction to Teaching</i> (50 hours) XCART 001 .	
	Apply to the Alternate Route to Teaching program at Brookdale → course XCART 002 .	
Step 3	Once accepted to the ART-CC program, register and enroll in XCART 002 and XCART 009	
	Continue job search for full-time employment in your CE content area if you do not have employment secured.	
Step 4	Finish XCART 002 and gain full-time employment in your CE content area.	
	Provide employment verification to Brookdale (<i>signed contract, Board of Education minutes, letter from Principal</i>). The employing district or school must sponsor you in the Provisional Teaching Program (PTP) .	
Step 5	Enroll in and take these courses → XCART 003, XCART 004, and XCART 009 . (XCART 009 is the 10-minute video submission observation piece)	
	Complete virtual observation/performance measure requirements – XCART 009	
Step 6	Enroll in and take XCART 005, XCART 008, and XCART 009 .	
	Complete virtual observation/performance measure requirements – XCART 009	
Step 7	Enroll in and take these courses → XCART 007 and XCART 009 .	
Step 8	Ensure completion of performance measure requirements (10-minute video) and submit district evaluation.	
	Email your VOPC back to Brookdale for final signatures from our Program Administrator.	
	Brookdale will submit your final signed VOPC to the NJ Department of Education.	
	Apply for your Standard Teaching license with the NJDOE.	