

NJDOE News

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## Teacher Licensing Office Launches 'Greener' Application System

The Department of Education's Office of Licensure and Credentials begins a "greener," more efficient era tomorrow (May 1) when it switches over to a paperless application system.

Now, the licensing office will only accept on-line applications for the approximately 35,000 education certificates received annually. Eliminating the paper applications is expected to greatly reduce delays in processing created by handwriting errors and missing information.

"The number of paper applications the department receives each day ranges from several dozen to up to 400 during our peak season," said Commissioner of Education Lucille E. Davy. "By adopting an online application process, we are eliminating the time required for mailing, scanning and handling these documents, so applications can be processed more quickly. We are also eliminating delays in processing caused by missing or illegible information."

The Office of Licensure and Credentials is responsible for reviewing applications for approximately 150 different credentials, including administrative certificates such as principal and school administrator; all teaching certificates, such as teacher of mathematics, English, science and special education; and all educational services certificates, such as school nurse and school counselor.

Requiring electronic applications for education certificates represents completion of the second of three planned phases to reduce required paper handling and scanning in the Teacher Certification Information System (TCIS). The first was to have examiners work from scanned document images. The third phase will involve online completion and submission of the various required forms issued by the Office of Licensure and Credentials.

In limited circumstances, paper applications will be accepted from the general public after May 1. They include:

- Non-citizen instructional certificates: these are granted to non-citizens for a five-year period, renewable twice; and
- Transcript evaluations: these define what additional coursework, if any, is needed for a particular certificate.

Applicants for these exceptions can contact the county office of education in which they live for a paper application.

Candidates for the certificates can begin the online application process by visiting: http://www.nj.gov/education/license/tcis/

For more information about teacher certification in New Jersey, please visit: <a href="http://www.nj.gov/education/license/">http://www.nj.gov/education/license/</a>

For more information about teaching in New Jersey public schools, please visit: <a href="http://www.nj.gov/education/educators/career.htm">http://www.nj.gov/education/educators/career.htm</a>