

**SAINT PETER'S COLLEGE**  
**CERTIFICATION APPLICATION INSTRUCTIONS**

*Forms must be submitted in completion with all paperwork required.*

**\*\*\*No incomplete application packets will be accepted.\*\*\***

---

**HOW TO APPLY FOR CERTIFICATION:**

- Fill out **Application for Certification** form for SPC Office Records
- Fill out **Tracking – Review – Approval Form**
- TYPE or PRINT NEATLY & LEGIBLY** pink TLAP Certification form. *Directions on attached page. (this form must be notarized- if you make an appointment we can assist you)*
- Attach copy of unofficial SPC transcript  
*Highlight all Education Courses ED/SE/EE/GE*  
(\*We will obtain an official copy of your SPC transcripts for you)
- Attach copy of appropriate passing Praxis Scores.  
*\*Make sure your praxis report indicates your Social Security Number and score recipient code and name R7666 – New Jersey Department of Education If not, contact ETS and do not submit paperwork until revised version is obtained.*
- Refer to requirements on following pages, attach copies of original certification, letter of employment confirmation and/or other requirements.
- Include sealed and stamped copies of official transcripts from prior institutions (BA, MA) -  
*\*Please have these sent to you and included with your entire packet*
- If mailing paperwork into SPC, Pink form **MUST** be notarized: or make an appointment to drop paperwork off. *If not fully completed -- paperwork will be mailed back and returned.*

Phone: 201-761-6190  
e-mail: mcassaro@spc.edu

Mail to: Michele Cassaro  
Director of Field Placement & Certification  
Saint Peter's College  
47 Glenwood Ave  
Jersey City, NJ 07306

*\*\*\*You must have a 2.75 CUM GPA to be eligible for NJ Certification, please make an appointment to see me if not.*

## Filling Out PINK T-LAP Form: Complete All Items 1- 19

#9-- Refer to List Below ■ #9A – leave blank ■ #10 – “no” ■ #13 – leave blank ■ #19 -- sign & date

Endorsement Code	Type of License	Area of Certification/Endorsement
0106	STANDARD	Supervisor
0109	CE	School Business Administrator
0299	CE	Principal
1001	CEAS	Elementary School Teacher in Grades K - 5
1102	CEAS	Elementary School Teacher with Mathematics Specialization in Grades 5-8
1104	CEAS	Elementary School Teacher with Social Studies Specialization in Grades 5-8
1106	CEAS	Elementary School Teacher with Language Arts/Literacy Specialization in Grades 5-8
1320	CEAS	Teacher of General Business Studies
1410	CEAS	Teacher of English
1430	CEAS	Teacher of Reading
1510	CEAS	Teacher of French
1530	CEAS	Elementary Teacher of Italian
1550	CEAS	Teacher of Spanish
2240	CEAS	Teacher of Physical Science
2300	CEAS	Teacher of Social Studies
2350	CEAS	Teacher of Psychology
3310	STANDARD	Reading Specialist

## REQUIREMENTS

DIFFERENT TYPES OF CERTIFICATIONS HAVE DIFFERENT REQUIREMENTS, REFER TO THE FOLLOWING:

### CEAS Elementary Education K-5 (Graduate & Undergraduate)

- Notarized Pink TLAP form
- Check or Money Order made to St. Peter's College for \$190
- Copy of Praxis Scores (with SSN and **recipient code R7666 state of NJ** noted from ETS)
- Graduate students: Official Undergraduate Transcript & Unofficial SPC Transcript
- Undergrad students: Unofficial SPC Transcript  
*- Please highlight all Education courses on unofficial SPC transcript*

### Subject Area and Middle School (Graduate & Undergraduate)

- Notarized Pink TLAP form
- Check or Money Order made to St. Peter's College for \$190
- Copy of Praxis Scores (with SSN and **recipient code R7666 state of NJ** noted from ETS)
- Graduate students: Official Undergraduate Transcript & Unofficial SPC Transcript  
*- Please highlight all Education courses on unofficial SPC transcript*
- Undergrad students: Unofficial SPC Transcript  
*-Please highlight all Education courses on unofficial SPC transcript*
- All students must present an official transcript which has major credits in subject area.
  - *Subject Areas require 30 credits in that discipline; for example English needs 30 credits in English courses with 12 at 300-400 level of advanced study.*
  - *Middle School needs 15 credits in specific subject area, for example Math – 15 credits in Math*

- *Specific Content Area Requirements can be found at:*

<http://www.nj.gov/cgi-bin/education/license/endorsement.pl?string=999&maxhits=1000&field=2>

### **Foreign Language (Graduate & Undergraduate)**

- Notarized Pink TLAP form
- Check or Money Order made to St. Peter's College for \$190
- Copy of Praxis Scores (with SSN and **recipient code R7666 state of NJ** noted from ETS)
- Graduate students:** Official Undergraduate Transcript & Unofficial SPC Transcript
  - All students must present official transcript which has major or 30 credits in subject area (12 at the advanced 300/400 level)
- Undergrad students:** Unofficial SPC Transcript
  - All students must present official transcript which has major or 30 credits in subject area (12 at the advanced 300/400 level)
- An official transcript of a completed Foreign Language Methodology Class.
  - *Information can be found at:*  
<http://www.nj.gov/education/educators/license/addition.htm#w1>

### **Principal (Graduate)**

- Notarized Pink TLAP form
- Check or Money Order made to St. Peter's College for \$190
- Copy of Praxis Scores (with SSN noted from ETS)
- Unofficial SPC Transcript
- Letter of Teaching for 5 years from school district
  - \* *On school district letterhead signed by an appropriate school district official, documenting your years of fulltime teaching experience. The letter should include your fulltime status specific teaching assignment and dates of employment.*

\*\*The current State regulations require candidates applying for the Principal certification to take the Praxis Series: The School Leaders Licensure Assessment (SLLA). When you pass this test, a certificate of eligibility for the Principal Certification will be issued to you. Once you are hired as a principal, you may activate your eligibility.

### **Supervisor (Graduate)**

- Notarized Pink TLAP form
- Check or Money Order made to St. Peter's College for \$95
- Copy of Standard Certification
- Letter of Teaching for 3 years from school district.
  - \**on school district letterhead signed by an appropriate school district official, documenting your years of fulltime teaching experience, The letter should include your full-time status, specific teaching assignment and dates of employment.*
- Official Undergraduate Transcript
- Unofficial SPC Transcript
  - The following criteria must be met **and highlighted**.
    - **BOTH:** GE 510 / GE513
    - **ONE OF:** GE 555 / GE570 / GE596
    - **ONE OF:** GE 528 / GE578/ or an additional class not already taken GE 555 / GE 570 / GE 596

**School Business Administrator (Graduate)**

- Notarized Pink TLAP form
- Check or Money Order made to St. Peter's College for \$175
- Official Undergraduate Transcript
- Official Graduate transcript if other than SPC
- MA or CPA degree official transcript
- Unofficial SPC transcript
  - Please highlight a Micro/Macro economics course and Accounting 101 on any transcripts.

**Reading Specialist (Graduate)**

- Notarized Pink TLAP form
- Check or Money Order made to St. Peter's College for \$95
- Letter of Teaching for 2 years  
*\*on school district letterhead signed by an appropriate school district official, documenting your years of fulltime teaching experience, the letter should include your full-time status, specific teaching assignment and dates of employment.*
- Official Graduate transcript (if other than SPC)
- Copy of standard certificate
- Unofficial SPC transcript

**Teacher of Reading (Graduate)**

- Notarized Pink TLAP form
- Check or Money Order made to St. Peter's College for \$190
- Copy of Praxis (with SSN and **recipient code R7666 state of NJ** noted from ETS)
- Undergrad official transcript
- Copy of unofficial SPC transcript

# Saint Peter's College • School of Education

## Application for Certification

PRINT NEATLY & LEGIBLY

**DEGREE COMPLETED:**  UNDERGRAD  
 GRADUATE  
 CERTIFICATE PROGRAM

**CAMPUS ATTENDED:**  JERSEY CITY  
 ENGLEWOOD CLIFFS

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
DATE

\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_  
SSN

\_\_\_\_\_  
STUDENT ID #

\_\_\_\_\_  
LAST NAME: FIRST NAME MI

MALE  
 FEMALE  
\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
DATE OF BIRTH

\_\_\_\_\_  
E-MAIL CELL PHONE HOME PHONE

\_\_\_\_\_  
ADDRESS APT#

\_\_\_\_\_  
CITY STATE ZIP

- YES  NO ARE YOU A CITIZEN OF THE UNITED STATES?  
IF "NO" TO THE ABOVE:  
 YES  NO HAVE YOU SIGNED AND ATTACHED AN OATH OF INTENT?  
 YES  NO HAVE YOU EVER HAD A TEACHER'S LICENSE SUSPENDED OR REVOKED?  
 YES  NO HAVE YOU EVER BEEN CONVICTED OF A CRIME IN THIS OR ANY OTHER STATE?

- APPLYING FOR CERTIFICATE(S)**  
 CEAS ELEMENTARY EDUCATION K-5  
 SUBJECT AREA SUBJECT \_\_\_\_\_  
 MIDDLE SCHOOL CONTENT AREA SUBJECT \_\_\_\_\_  
 PRINCIPAL  
 SUPERVISOR  
 READING SPECIALIST  
 TEACHER OF READING  
 SCHOOL BUSINESS ADMINISTRATOR

# Saint Peter's College • School of Education

## CERTIFICATION APPLICATION TRACKING – REVIEW – APPROVAL FORM

PRINT NEATLY & LEGIBLY

**TO BE COMPLETED BY APPLICANT:**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_  
\_\_\_\_\_  
NAME DATE SSN

DEGREE JUST COMPLETED:  UNDERGRAD  GRADUATE  CERTIFICATE PROG

CAMPUS ATTENDED:  JERSEY CITY  ENGLEWOOD CLIFFS

TYPE OF CERTIFICATION REQUESTED (USE LIST AND CODES IN INSTRUCTION PACKET)

- ELEMENTARY EDUCATION CEAS 1000
- SECONDARY EDUCATION (CONTENT AREA) \_\_\_\_\_
- PRINCIPAL
- SUPERVISOR
- READING SPECIALIST
- OTHER (SPECIFY) \_\_\_\_\_

**BY SPC OFFICE:** \_\_\_\_\_

- PRAXIS TEST SCORE \_\_\_\_\_ ATTACHED
- CHECK # \_\_\_\_\_ AMOUNT \$ \_\_\_\_\_ BANK \_\_\_\_\_  
MONEY ORDER # \_\_\_\_\_ AMOUNT \$ \_\_\_\_\_ FROM \_\_\_\_\_

- PINK TLAP FORM REVIEWED  NOTARIZED
- NON SPC TRANSCRIPT(S) REVIEWED AND ALL REQUIRED COURSES FOR CERTIFICATION VERIFIED.
- LETTER OF EMPLOYMENT  ORIGINAL CERTIFICATE ON FILE
- COPY OF UNOFFICIAL TRANSCRIPT ATTACHED
- ORIGINAL TRANSCRIPTS RECEIVED

**REVIEWED & APPROVED BY:** CERTIFICATION OFFICER (INITIALS & DATE) \_\_\_\_\_

BATCH# \_\_\_\_\_