Candidate Registration and Instructions

Provisional Teacher Process (PTP)

The Certificate of Eligibility with Advanced Standing (CEAS) and/or the Certificate of Eligibility (CE) allows a candidate to apply for a teaching position and be enrolled in the Provisional Teacher Process (PTP). New Jersey has a three-tiered system towards obtaining a standard license. CEAS/CE, Provisional and Standard. The Provisional Teacher Process requires all novice teachers to be mentored and evaluated by experienced professionals in their schools while under provisional certification as they work toward obtaining their standard license.

Candidate Registration and Instructions

All Certificate of Eligibility with Advanced Standing (CEAS) and/or Certificate of Eligibility (CE) teachers who are employed by a school must be registered in the PTP. The New Jersey Department of Education’s (NJDOE’s) Office of Certification and Induction has created an online application to expedite the provisional registration process for teachers. The application is called the Provisional Licensure Registration Management System (PLRMS) found on the NJDOE’s Homeroom page. This system will be used for all provisional license registrations.

SEE below slides 5-15 for directions.
CE Holders

• Candidates with a CE must be enrolled in a CE educator preparation program (CE EPP) and verify enrollment in a CE EPP to the hiring school. The hiring school must enter this information into PLRMS.

• CE candidates must complete a minimum amount of 50 hours of pre-professional experience at a CE EPP prior to employment. A Verification of the Completion of the 50 hours must be presented to the hiring school in order to obtain a provisional certificate.

• Teachers who hold a standard instructional certificate and a CE in Teacher of Students with Disabilities (TOSD), Bilingual, English as a Second Language (ESL) and Pre-school through Grade 3 (P-3) must be registered in the PTP and provide verification of enrollment into a CE EPP. These candidates work under a provisional certificate while completing the required pedagogy, since they hold a standard certificate, and have previously been mentored and evaluated, they do not need to be mentored or evaluated a second time.
Mentoring/Evaluating

Mentoring Novice Teachers:
• All novice teachers who hold a CEAS or a CE and are registered in the PTP must be mentored in accordance with state regulations of a minimum of thirty weeks. Mentoring for part-time teachers is extended until they have completed the equivalent thirty weeks. Mentoring and mentoring time must be tracked by each employer. A Mentoring Form can be used for provisional teachers transferring between districts prior to completing the provisional requirements.
• Mentoring information is entered into PLRMS upon registration.
• Teachers who hold a standard instructional certificate and a CE in Teacher of Students with Disabilities (TOSD), Bilingual, English as a Second Language (ESL) and Pre-school through Grade 3 (P-3) must be registered in the PTP and provide verification of enrollment into a CE EPP. These candidates work under a provisional certificate while completing the required pedagogy, since they hold a standard certificate, and have previously been mentored and evaluated, they do not need to be mentored or evaluated a second time.
• All fees associated with providing mentoring services must be satisfied. Mentor fees have not changed. The fee for CE teachers is $1,000. The fee for CEAS and CE- Reciprocity teachers is $550. Regulations require that all payments to mentors by candidates are paid through the district and no payments should be made directly from novices to mentors. Employers may choose to pay the mentor fees for their novice teachers.

Evaluating Provisional Teachers
• Provisional teachers must meet evaluations requirements pursuant to N.J.A.C. 6A:9A-8.6 of obtaining two effective or highly effective final ratings, one per year, within three consecutive years of teaching. The evaluation must adhere to the criteria of Achieve NJ, the statewide evaluation system that schools use to evaluate certificated staff. For further information please refer to the December 6, 2016 memo and April 25, 2017 memo.
PTP Fees

CE Educator Preparation Program (CE EPP)
• CE EPP- fees vary by provider

Mentoring
• Mentor fees have not changed. The fee for CE teachers is $1,000. The fee for CEAS and CE- Reciprocity teachers is $550. Regulations require that all payments to mentors by candidates are paid through the district and no payments should be made directly from novices to mentors. Districts may choose to pay the mentor fees for their novice teachers.

Administrative Fee – CE Applications for Standard
• CE candidates must pay a $100 administrative fee per certificate when applying for their standard certificate.

For More Information
• Contact PTP at email at Provisional.teacher@doe.nj.gov.
The Provisional Licensure Registration Management System is located at 
**NJDOE Homeroom at** [https://homeroom.state.nj.us/](https://homeroom.state.nj.us/) 
To access click the link on the left side of the page: PLRMS
Logging Into PLRMS:
Enter your District Homeroom ID, User ID and password.
Click on: Login
Logging in there are three options:
1) Contact Information  2) Enter Registration  3) Transfer Registration

First time users must select contact information and input district information as shown on slide/page (8) than follow directions for slides 9-13.

If this is completed districts will click on Enter Registration see slides 9-13.
Contact Information:
Enter or update district contact information by clicking on update contact information then click on Welcome Page to go back to enter registration. Phone extension must be added in last name field. Example: Smith X2121
Enter a Registration:
To enter a registration on main welcome page: Select enter registration. Select :Add a teacher, this screen will be blank for first time users. After registering all candidates you have entered into PLRMS for your district will appear.

* Add all of the requested information for the teacher:
  * Tracking number, First name, Last name, their email address, phone number and SS number
  * Employment Status (part time .10, .20,.30. etc to 1.00 full time)
  * Job Code and Endorsement Name: Click on drop down box and scroll to correct title teacher holds and the certificate they are working under.
  * Date Hired: Ex: 09/01/2017
  * Program Enrollment: is for **CE holders only**: Click on drop down and scroll to program that the candidate is attending
  * Additional Endorsement: Click on drop down box and scroll to additional certificate they are working under(ex. Students with disabilities)
  * Program Enrollment: is for **CE holders only**: Click on drop down and scroll to program that the candidate is attending
  * Click on Save/Validate. This only saves to your district’s PLRMS page. The **NJDOE has not received the registration** until next steps of clicking on tracking number submitting - see next pages 10-13
Entering Registration continued/Submitting Registration:
* In order to begin the process of submitting the registration to the NJDOE click on the teachers tracking number; EX: click on Smith Smith tracking number (1111111)

* Once the tracking number is clicked on:
  * Teachers information entered will appear
  * Click on Submit to continue the process of sending to NJDOE continue pg 11 -13
Entering Registration continued/Submitting Registration:
The Statement of Assurances page will appear after clicking on submit.
Please read and complete/verify information requested:
Enter date this position is effective (mm/dd/yyyy):
Check box ___I certify that I have the authority to verify the submitted information is both accurate and correct.
Then **click Validate and Submit** then **click on finish**.
Submission of registration to NJ DOE PTP is than complete.
Entering Registration continued/Registration submitted will appear and this will verify NJDOE has received registration and can begin review and issuance of a provisional license.

To enter another teacher in your district into the PTP with PLRMS click on Enter Data.
Enter registrations continued/Enter registrations for additional teachers.
The screen of where all candidates you have entered into PLRMS for your district will appear.
* Select add a teacher and return to directions pages 7-13 to repeat.

**Teacher Status:**

**Saved:** Your district has saved the candidate’s registration to district PLRMS list

**Submitted:** Candidate’s registration has been submitted to NJ PTP and is being reviewed by staff

**Approved:** Registration has been approved and provisional license will be issued shortly

**Issued:** Provisional license has been issued by PTP staff and provisional license information can be accessed at [TCIS](#)

**Terminated:** Date provisional teacher was terminated from provisional teaching position.
Transferring Registrations

- Candidates who were in a prior district and have not completed the PTP can be transferred and registered by your district by clicking on transfer registration

Enter candidate tracking number you wish to transfer:
Transfer Registration continued..

- Verify candidate that you want to transfer by clicking on yes or no.

  After clicking yes, the homepage will appear

- You must continue by clicking on enter registrant and the candidate will appear on your district list
Transfer Registration continued:
Click on the candidates tracking number
Follow directions from pages 9-13 and adjust the registration information for your district
Tracking Number Availability

- To determine if candidate is in PLRMS with a prior district please enter candidate's tracking number.
Tracking Number Availability cont.

- If they have been registered by a prior district follow directions for transfer registration slides 14-16.
Enter Evaluation Ratings

- To Enter into Evaluations Click on Evaluation Ratings Tab
  - The Department will keep track of provisional teachers’ summative evaluation ratings through the PLRMS.
  - Upon opening the PLRMS application, authorized school/district certification staff should click on “Enter Evaluation Ratings” and select from the drop-down list the correct summative evaluation rating for each provisional teacher who was evaluated.
Enter Evaluation Ratings cont.

- Type in Tracking number and click go
Enter Evaluation Ratings cont

- Choose rating: Highly Effective, effective, partially effective, ineffective and school year for the rating. Than click on Update Rating.

<table>
<thead>
<tr>
<th>Achieve NJ Rating 1</th>
<th>School year summative evaluation rating completed</th>
<th>School Year</th>
<th>Date: 03/23/2016</th>
<th>Mentor Program Completed for Year 1</th>
<th>Click to Update Rating 1</th>
<th>Click to Confirm the check box</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Evaluated</td>
<td>School year summative evaluation rating completed</td>
<td>School Year</td>
<td>Date:</td>
<td>Mentor Program Completed for Year 2</td>
<td>Click to Update Rating 2</td>
<td>Click to Confirm the check box</td>
</tr>
<tr>
<td>Not Evaluated</td>
<td>School year summative evaluation rating completed</td>
<td>School Year</td>
<td>Date:</td>
<td>Mentor Program Completed for Year 3</td>
<td>Click to Update Rating 3</td>
<td>Click to Confirm the check box</td>
</tr>
<tr>
<td>Not Evaluated</td>
<td>School year summative evaluation rating completed</td>
<td>School Year</td>
<td>Date:</td>
<td>Mentor Program Completed for Year 4</td>
<td>Click to Update Rating 4</td>
<td>Click to Confirm the check box</td>
</tr>
</tbody>
</table>

*The third or fourth evaluation rating section is only applicable for a candidate that has not yet received at least two effective or highly effective summative ratings within the three consecutive*
Termination Registration Tab

- The terminate registration tab will be used when a candidate has left your district as a provisional teacher.
Termination Registration

- Enter tracking number

Enter date of termination
Completion of the Provisional Teacher Process
Applying for the Standard License

- Provisional teachers can apply online for their standard certificates if they have met all requirements of mentoring, completed formal instruction (for CE candidates), and have received two effective or highly effective final summative ratings that have been entered into PLRMS by their school.
  - To apply online, the provisional teacher must go to the [Teacher Certification Information System](#). Provisional teachers who have not previously applied online will have to register in the TCIS system.
  - The provisional teacher must follow all instructions on the online TCIS page and select the standard certificate area for which they are applying. The provisional teacher will be directed to complete the online oath and prompted to pay the appropriate fee, if required.
  - (CE) provisional teachers who complete the 400 hour CE EPP or P3 CE EPP must submit the [Verification of Program Completion for CE EPPs](#) (CE VOPC) to the Office of Certification. Candidates completing P3 CE EPPs and credit CE EPPs must submit CE VOPC and transcripts.
  - (CE) provisional teachers who complete programs for ESL, Bilingual, and TOSD must submit to the Office of Certification official transcripts and the [Verification of Program Completion Form](#)
Provisional Renewal

• Candidates who are working under a provisional or emergency certificate that will expire July 31 of that year, and who have not yet met the requirements for standard certification will need to be issued a provisional renewal to continue employment in their current role as they work toward their standard certificate.

• The renewal process:

  – County Offices run Provisional/Emergency Certificate Expiration Analysis Reports (Reports) and email those reports to each school district.
  – Each school district completes their Report and emails the Report back to the County Office.
  – County Offices review Reports for completion and accuracy.
  – County Offices email complete Reports to the Office of Certification and Induction via provisionalrenewal@doe.nj.gov.
  – Candidates apply online through the Teacher Certification Information System (TCIS) for a new certificate type, provisional renewal.
  – At the end of the application process, candidates will pay the $70.00 fee via credit card.
  – The Office of Certification and Induction’s Provisional Teacher Process Unit will review all applications and forms and issue renewals to qualifying candidates.
  – Questions about the renewal process can be directed to your County Office of Education.