

RELAY/GSE

Transition Points for the New Jersey Certificate of Eligibility (CE) Certification Program And Transition Points for the New Jersey Certificate of Eligibility (CE) Certification Program - Relay Teaching Residency

Single certificate options: Biological Science, Chemistry, Physics, Science, Social Studies, Physical Science, Mathematics, and English.

Co-certificate options: Candidates seeking certification in Special Education Teacher of Students with Disabilities must combine the Special Education (SPED) endorsement with one of the content area endorsements listed above.

The transition points in this document serve as a guide for candidates enrolling in and completing the New Jersey Certificate of Eligibility (CE) Certification program. This program leads to the New Jersey Standard Certificate. To complete the educator preparation program (EPP), candidates must meet all of the requirements in each transition point. To complete the EPP on the expected timeline, each transition point must be met by the established deadline. **Failure to meet transition points deadlines may result in a delayed timeline for program completion, additional costs, and/or ineligibility for certification.**

Candidates seeking certification as a Teacher of Students with Disabilities must first meet the requirements for content area certification. Additional requirements specific to the Teacher of Students with Disabilities endorsement are noted in this document as Dual Certification requirements.

For questions, please reach out to support@relay.edu or sign up for [office hours](#).

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Transition Point 1: Educator Preparation Program Admission

Transition Point 1 [Admissions Deadline Support Center Article](#)

Applicants seeking admission to the New Jersey Certificate of Eligibility (CE) Program are required to submit proof of a valid Certificate of Eligibility (CE) or Limited Certificate of Eligibility (Limited CE) at the time of application. The certificate must correspond to an endorsement aligned with the intended program of study. Charter School Certificates of Eligibility are not accepted for admission to this program.

Applicants pursuing admission through a standard Certificate of Eligibility (CE) must meet the requirements listed below, except where noted for applicants applying for a Limited CE.

1. **Bachelor's Degree:** Applicants must hold a bachelor's degree from an institution of higher education accredited by an accreditation agency approved by the U.S. Department of Education. Applicants can verify their institution's accreditation status through the [Database of Accredited Postsecondary Institutions and Programs](#).

Candidates educated outside of the United States must obtain a foreign transcript evaluation. Neither the New Jersey Department of Education (NJDOE) nor Relay is authorized to determine the equivalency of coursework completed outside the United States. Applicants should work with a credential evaluation service and request an official, course-by-course foreign transcript evaluation that includes the following:

- Equivalency to a bachelor's degree from a regionally accredited four-year institution.
 - Cumulative baccalaureate grade point average (GPA)
 - Semester-hour equivalency for each area of college-level study
2. **Minimum GPA:** Applicants who completed their baccalaureate or higher degree **on or after September 1, 2016** must have a **minimum cumulative GPA of 3.0 on a 4.0 scale**, based on all coursework attempted for the completed degree at an accredited institution of higher education.

Applicants with a cumulative undergraduate GPA between 2.75 and 2.99 may be eligible if they meet one of the following conditions:

- Graduated from their undergraduate or higher degree program before September 1, 2016, or
- Earned a score on the approved content-area exam that exceeds the required passing score by at least 10%. Applicants should review the [New Jersey CE](#)

[Test Requirements](#) for specific score thresholds.

Applicants who do not meet the GPA criteria for Relay's New Jersey educator preparation program may be eligible for admission via one of the following exceptions to Relay's policy:

Program Sponsorship: Applicants who graduated on or after September 1, 2016 with a cumulative GPA of at least 2.75 (baccalaureate or higher) who do not meet the criteria above may be considered for program sponsorship. Sponsored candidates can make up no more than 10% of the CE preparation program's annual accepted candidates. Applicants may receive program sponsorship if they are employed at the time of their application to the EPP.

Employer Sponsorship: Applicants who do not meet the **Educator Preparation Program GPA Requirements** may be eligible for employer sponsorship through a Limited Certificate of Eligibility (Limited CE). The employer must be approved by the NJDOE to sponsor applicants for a Limited CE. Applicants applying to Relay through employer sponsorship must have an active Limited CE application with employer documentation submitted to NJEdCert to be considered for admission to Relay. Candidates applying for a Limited CE are ineligible to receive program sponsorship for GPA.

3. **Subject Matter Preparation:** Applicants must meet the subject-specific coursework requirements for their endorsement area. Detailed information about this requirement can be found [here](#).
4. **Testing Requirements:** Applicants must submit proof that they have met the following testing requirements:
 - **Praxis II Content Exam(s):** [New Jersey CE Test Requirements](#)
 - [Basic Skills Assessment](#) (**Limited CE Only**): **The Basic Skills Assessment is required only for candidates applying with a Limited Certificate of Eligibility (Limited CE).** Applicants seeking admission with a standard Certificate of Eligibility (CE) are not required to meet the Basic Skills Assessment requirement.

Candidates applying for a Limited CE may satisfy the Basic Skills through passing scores on a commissioner-approved basic skills test. Currently the only approved test is the [Praxis Core Academic Skills](#). Scores must be reported directly to the NJDOE from ETS using the Designated Institution (DI) code R7666.

5. Physiology, Hygiene, and Substance Abuse Issues Requirement

Candidates may satisfy this requirement by providing evidence of one of the following:

- Successful completion of the NJDOE-administered online test; or
- Completion of a biology, health, or nutrition course; or
- Completion of basic military training.

For Applicants obtaining a Limited CE: Applicants may demonstrate their eligibility for a limited certificate of eligibility by providing proof that they hold a bachelor's degree from an accredited institution and meet the basic skills requirement. They must all requirements for a standard Certificate of Eligibility (CE), with flexibility granted on one of the following areas:

1. Minimum GPA
2. Minimum number of course content credits to demonstrate subject matter preparation
3. Minimum score requirement on the state approved Praxis II subject assessment.

Application and Payment

Once all applicable requirements have been met, candidates must apply and pay for the appropriate credential, either a Certificate of Eligibility (CE) or a Limited Certificate of Eligibility (Limited CE) in the endorsement area sought.

Candidates must submit their application and fee directly to the New Jersey Department of Education (NJDOE). Detailed instructions are available through the [NJDOE Educator Training](#).

Transition Point 2: Eligibility for Qualifying Clinical Experiences

To Start Qualifying Clinical Experience (QCE) in...	Your Deadline for Transition Point 2 is...	The earliest term you can complete your program is...
Fall 2025	September 8, 2025	Spring 2027
Spring 2026	February 9, 2026	Fall 2027
Fall 2026	August 25, 2026	Spring 2028
Spring 2027	January 19, 2027	Fall 2028
Fall 2027	August 23, 2027	Spring 2029
Spring 2028	January 18, 2028	Fall 2029

New Jersey candidates must demonstrate eligibility to begin their qualifying clinical experience. In New Jersey, qualifying clinical experience requires two years of teaching in a New Jersey school in an instructional role that requires instructional certification. The employing school is responsible for requesting the provisional certificate on behalf of the teacher candidate.

1. **Certificate of Eligibility (CE) or Limited Certificate of Eligibility (CE):** Candidates must hold a CE or a Limited CE in the endorsement area sought to begin teaching on a provisional certificate.
2. **Instructional Role:** Secure a program-aligned instructional role that requires instructional certification in alignment with the candidate's endorsement area in a New Jersey school.

Relay requires students to confirm their instructional role details each academic year through the School Authorization and Instructional Role Confirmation Form. If a student's instructional role does not align with their certification/ licensure area of study, they must submit an area-of-study change request by the start of the term. If the instructional role does not meet the requirements of the student's program, the student must submit a transfer application to a program that aligns with their role by the start of the term. **Failure to submit a transfer application, if necessitated by the student's instructional role, may delay program completion or result in [administrative withdrawal](#).** For more information about this form and applicable deadlines, please

review the article: [What is the School Authorization and Instructional Role Form and how do I complete it?](#)

3. **Pre-professional Experience:** Candidates must complete 50 hours of pre-professional experience before they are eligible to begin their full-time professional teaching experience.
 - a. 30 hours in coursework: Complete EDU-501
 - b. 20 hours of clinical experience: At least 10 hours must include planning and delivering instruction through an individual or co-teaching model.
4. **Provisional Certificate:** Candidates who hold a Certificate of Eligibility or a Limited Certificate of Eligibility should prompt their employer to enter them into the Provisional Teacher Process (PTP). *Candidates on a Limited CE are required by the New Jersey Department of Education to be enrolled in the PTP within one month of receiving their Limited CE.*

Transition Point 2b: Eligibility for Special Education Clinical Practice I and II (Dual Endorsement candidates only)

To Start Special Education Qualifying Clinical Experience (QCE) in...	Your Deadline for Transition Point 2b is...	The earliest term you can complete your program is...
Fall 2025	September 8, 2025	Spring 2026
Spring 2026	February 9, 2026	Fall 2026
Fall 2026	August 25, 2026	Spring 2027
Spring 2027	January 19, 2027	Fall 2027
Fall 2027	August 23, 2027	Spring 2028
Spring 2028	January 18, 2028	Fall 2028

Candidates enrolled in the dual certification program seeking a content endorsement and a special education endorsement must meet the requirements of Transition Point 2b prior to the start of Fall 2.

1. **Instructional Role:** Candidates must confirm the following about their Year 2 instructional role:
 - a. The ability to conduct direct instruction to a minimum of six students who are officially classified as having disabilities, and
 - b. The capacity to tutor (one-on-one, once per week, for the entirety of the school year) a student who is officially classified as having a disability.
2. **Apply and Pay for the Certificate of Eligibility (CE) for Teacher of Students with Disabilities (if necessary):** Candidates must submit an application and pay the fee for a CE for the special education endorsement directly to the New Jersey Department of Education (NJDOE). Note that the CE for Teacher of Students with Disabilities is only necessary while enrolled if you are teaching students classified with disabilities.

Transition Point 3: Educator Preparation Program Completion

Transition Point Deadline:

If your first term of Qualifying Clinical Experience (QCE) is/ was...	The earliest term you may be eligible to complete your Educator Preparation Program (EPP) is...
Fall 2025	Spring 2027
Spring 2026	Fall 2027
Fall 2026	Spring 2028
Spring 2027	Fall 2028
Fall 2027	Spring 2029
Spring 2028	Fall 2029

In order to be considered an educator preparation program completer, candidates must:

- Coursework:** Complete all coursework in your EPP program of study. This coursework is indicated with an asterisk on the [Academic Plan](#).
 - Earn a minimum grade of 80% (or a B-) in all courses in the EPP program of study
 - Earn a cumulative 2.7 grade point average (GPA) on all Relay coursework attempted.
- Complete Qualifying Clinical Experience:** Successfully complete two years of teaching in a role that requires instructional certification in the endorsement area while holding a Provisional Certificate).
 - Hours Log:** Candidates must log residency hours weekly in the Anthology Portfolio Experiential Learning placement each term while enrolled in Clinical Practice courses. 400 hours are required per term. Mentor teachers must verify residency hours at the end of each term.
 - Observations:** Candidates must submit all required observations in their Clinical Practice course to meet state requirements for successful completion of qualifying clinical experience.
 - Faculty Recommendation:** Candidates must secure the recommendation of their Relay Clinical Practice Faculty member.
- Complete Teacher Performance Assessment (TPA):** As required by the New Jersey Department of Education, all students must complete and pass Relay's Teacher Performance Assessment. Teachers will complete the TPA in the second year of their

program. The TPA in Relay's New Jersey programs include the two part performance assessment in the Content-502 course. In Part I, the midterm of the course, candidates across all content areas complete a portfolio assessment that includes a planning task, a teaching task, and a reflecting task. In Part II, the final of the course, candidates across all content areas will complete a teaching event that includes a planning task, a teaching task, an assessing task, and a reflecting task.

Transition Point 4: Certification

Transition Point Deadline: Candidates become eligible for recommendation upon successful completion of all program requirements. A request for program completion must be submitted within one year of fulfilling all Transition Point 3 requirements.

1. **Complete the Provisional Teacher Process:** To qualify for a Standard Certificate, candidates must complete the following:
 - a. Complete a minimum of 30 weeks of mentorship with a certified teacher in the district.
 - b. Teach on a provisional certificate for two-years.
 - c. Receive two summative evaluation ratings of effective or highly effective within three consecutive years.
2. **Obtain a New Jersey Standard Teaching Certificate:** Upon successful completion of the Provisional Teacher Process, candidates must request that their district or school initiate the conversion to a Standard Certificate. Candidates cannot apply for the Standard Certificate independently; the application must be submitted by the employing school district.

Candidates will only receive a Standard Certificate once the NJDOE has received proof of the following in NJEdCert:

- a. Verification of mentor completion from the district/school
- b. Verification of two final summative ratings of effective or highly effective for each school year over a three-year period.
- c. Verification of program completion from Relay.
- d. Oath of Allegiance completed by the teacher candidate.

Once the district/school has submitted the recommendation, the candidate may submit payment through NJEdCert. **Candidates seeking a New Jersey Standard Certificate through the Certificate of Eligibility (CE) Certification program, have 1 year from the date of completion to meet all requirements for a Standard Certificate. Candidates who do not complete the program requirements within this time frame will not be eligible to receive a Verification of Program Completion form from Relay GSE.**