



UNDERGRADUATE STUDENT FREQUENTLY ASKED QUESTIONS

I have been accepted to Montclair State University as an undergraduate student and want to pursue teaching certification. What do I do?

Students who are accepted to MSU are not automatically admitted to the Teacher Education Program. There is a separate application and admissions process for students seeking teaching certification. Information on applying to the Teacher Education Program is available at http://cehs.montclair.edu/academic/cop/application_for_admission.pdf. There are important prerequisites that students must complete in order to be eligible to apply. Students should obtain this information early in their academic careers to ensure that they are on the right track to apply to the Program. There are advisors available in the Teacher Education Program to help students prepare for application, acceptance and retention in the Program. Only students who have applied and have been accepted to the Program can be recommended for certification by Montclair State University. A general description of the Program including criteria for admission is located in the Teacher Education Handbook.

I am interested in becoming a pre-school or elementary classroom teacher. What major can I choose?

Undergraduates at MSU who wish to become pre-school teachers (P-3) must choose Family and Child Studies: Families, Children and School Settings concentration with Teacher Certification in Early Childhood (P-3) as their major. Please contact the Family and Child Studies Department and the Early Childhood, Elementary and Literacy Education Department for specific information. Undergraduates who wish to become elementary school teachers for grades K-5 may choose from the following majors: Anthropology; Family and Child Studies: Families, Children and School Settings concentration with Teacher Certification in Elementary Education (K-5); English; General Humanities; History; Philosophy, Psychology, Religious Studies, Sociology or Spanish. Please contact the major department and the Early Childhood, Elementary and Literacy Education Department for specific information. You must also make formal application to the Teacher Education Program in the second semester of your sophomore year or in the first semester of your junior year after completing prerequisite courses.

What if I am interested in teaching a subject in elementary, middle, or high school?

Undergrads who wish to teach a subject in P-12 schools should declare an appropriate major in that subject area. Click here [Steps for Admission to UG Teacher Ed Program](#) to view majors available to teacher education students. In addition to declaring your major you must also make formal application to the Teacher Education Program after completing prerequisite courses.

When do I apply to the Teacher Education Program?

Students generally apply to the Teacher Education Program in the second semester of sophomore year or first semester of junior year, since by that time they have completed the prerequisites for admission to the program (see below). Subject area students (everyone except elementary and P-3) in particular are advised to apply in the second semester of sophomore year since the professional sequence of courses may take 4 semesters to complete. The application deadline for fall admission is the second Monday in September. The application

deadline for spring admission is the fourth Monday in January.

What do I need to do before I am ready to apply?

There are prerequisite courses that must be completed successfully prior to the semester in which you apply to the Teacher Education Program. You should consult with your advisor and with the Office of Teacher Education Admissions and Retention to determine which courses you must take. Several factors are considered, including start date at MSU, whether or not you are transferring in credits, and your certification area.

How do I apply? What does it entail?

The application is available online at: http://cehs.montclair.edu/academic/cop/application_for_admission.pdf. The application includes two essays, recommendation(s), an impromptu writing sample, transcripts, and an interview.

Once I've been admitted to the program, who is my advisor?

The teacher education coordinator in your major department is usually also your advisor. It is strongly recommended that you visit that individual at least once each semester to be sure you are on the right track. For other information related to the professional sequence, contact the Teacher Education Admissions & Retention Office, University Hall, Suite 1160.

To keep up-to-date on any changes that may occur in the Program or announcements by the New Jersey Department of Education, visit the Teacher Education Admissions & Retention Office, University Hall, Suite 1160.

What is the Praxis and why do I have to take it? When do I take the Praxis II exam?

Students must pass the appropriate Praxis II exam (if pursuing a NJDOE teaching certification that requires a Praxis II test) prior to the student teaching semester otherwise they will not be permitted to student teach, complete the Teacher Education Program at MSU, and be certified by the state of NJ. Information from the state Department of Education on which test to take, passing scores, and test dates can be obtained by calling (609) 292-2070 or visiting www.ets.org/praxis.

Are there scholarships available for Teacher Education students?

Numerous scholarships ranging from \$100 to \$1,000 are available to students in the Teacher Education Program based on financial need and/or outstanding performance in the Program. Contact the Teacher Education Advocacy Center early in the spring semester to learn about the awards and obtain an application. The awards deadline is in early March.

Where can I go if I have questions regarding Fieldwork/Clinical I and Student Teaching?

The Fieldwork Office, located in University Hall Suite 1180, provides placements in school districts for those students who have been accepted to initial certification programs leading to student teaching and who have filed a timely field experience application. Students who plan to register for Fieldwork/Clinical I must file the fieldwork application by March 1 for the fall semester, or by October 1 for the spring semester. If you have filed this application and you have further questions, call the Fieldwork Office at (973) 655-4262.

Are there forms that I have to complete in order to graduate on time and be recommended to the State of

New Jersey for teaching certification?

Yes! You must file for final audit and apply for your teaching certificate in the Office of the Registrar according to deadlines shown below:

Date of Graduation/ Program Completion	Deadline for Applying For Final Audit	Dates for Applying For Certificate
AY	OCT. 1	MARCH 15-APRIL 15
AUGUST	MARCH 1	JULY 1-AUGUST 1
JANUARY	JUNE 1	OCT. 15-NOV. 15

There is a fee for each certificate. Certificates are mailed by the NJ Department of Education approximately 12 weeks following the completion of your program.

My friend just completed final audit and was told that s/he had to take a course in biology or health to satisfy a state physiology/hygiene requirement for certification. Is there such a requirement?

Yes, the New Jersey Department of Education requires that you take a course in biology or health (personal, community, school or family health; nutrition; health counseling; or health administration). An alternative is to take an online test administered by Montclair State University. For a list of MSU courses which satisfy the requirement click here: [Additional Requirements for Certification](#).

What type of certificate will I receive when I graduate?

Graduates of colleges and universities in New Jersey who successfully complete an undergraduate or graduate teacher certification program, pass the Praxis test(s) and apply for an instructional certificate, receive a **Certificate of Eligibility with Advanced Standing (CEAS)** from the state. The CEAS enables the beginning teacher to apply for his or her first position. The "advanced standing" designation indicates that no additional coursework is required in order to qualify for a standard certificate.

Upon employment, the beginning teacher is issued a **provisional certificate** by the state and assigned a "support team" during the first (induction) year. The team provides guidance and support for the new teacher. The school administrator will additionally be responsible for formally evaluating the work of that teacher during the year. Near the end of the first year, he or she will recommend (a) that the novice teacher be given a **standard** or lifetime certificate to teach in New Jersey, (b) that the novice teacher's provisional certificate be extended a second year, or (c) that the novice teacher is not considered for a standard certificate. (All decisions may be appealed to the State Board of Examiners.) A fee will be paid by all first-year teachers to fund the services of the Support Team, although a school district could decide to incur that expense in its budget.

Candidates planning to teach in another state should note that the Certificate of Eligibility with Advanced Standing is recognized in all 46 states that have certification reciprocity with New Jersey.