

**TEACHER OF BUSINESS: KEYBOARDING/DATA ENTRY
STANDARD CERTIFICATE
(ENDORSEMENT CODE: 1303)**

Please print this page before you apply.

TO AVOID DELAYS: After applying online, please submit **ALL** necessary documentation, including the oath of allegiance/verification of accuracy form, **together** in a **single packet** to the address below. If possible, please have transcripts sent to you first and then forward them in the sealed envelope(s) together with any other documents. Please include your Social Security number or tracking number in all correspondence with our office.

**NJ Department of Education
Office of Certification and Induction
PO Box 500
Trenton, NJ 08625-0500**

This endorsement entitles the holder to teach keyboarding, computer data entry, word processing and exploration of related careers in all public schools.

Degree Requirement

- A minimum of a bachelor's degree is required from a [regionally accredited college/university](http://www.nj.gov/education/educators/license/usaccred.htm). (<http://www.nj.gov/education/educators/license/usaccred.htm>)

Cumulative GPA Requirement

- New Jersey requires that candidates for certification achieve a cumulative **GPA of at least 3.0 when a GPA of 4.00** equals an A grade for students graduating on or after **September 1, 2016 (2.75 for those graduating before September 1, 2016)** in a baccalaureate degree program, higher degree program or a State-approved post-baccalaureate certification program with a minimum of 13 semester-hour credits. Please note that a high praxis test score may offset a GPA that is lower than 3.0 but higher than 2.75. Click on the following link for more details: <http://www.nj.gov/education/educators/license/gpa.htm>

Subject Matter Preparation

- Current regulations for the **BUSINESS: KEYBOARDING AND DATA ENTRY** certification require that applicants hold an instructional certification in Business and complete a course in keyboarding and/or word processing applications. Candidates may submit a letter from the college faculty member of the business department verifying proficiency in typing or take a proficiency examination at a State approved examination facility*. **All credits must appear on a regionally accredited 2 or 4year college/university transcript.**

Praxis II Test Requirement

- **Test Requirement.** Please go to <http://www.nj.gov/education/educators/license/1112.pdf> for testing details. Official scores must be presented directly from Educational Testing Service to the NJ Department of Education. Only official scores are accepted. **The New Jersey Department of Education code (R7666) and your Social Security number must appear on your test score report in order to be accepted. Please submit a copy of your test score report if you have taken the appropriate exam.**

Professional Teacher Preparation

- Current regulations for certification require that applicants complete a coherent sequence of study in professional education which may be completed in a provisional teacher program or an approved teacher preparation program. This is to advise that courses presented by the applicant in professional education must be a coherent sequence of courses that culminates in supervised student teaching.

State Teaching Certificate

- Please submit a copy of an out-of-state teaching certificate that is equivalent to a NJ Standard Instructional Certificate. Holders of a NJ Standard Instructional Certificate do not need to send in a copy of their certificate.

Record of Professional Experience

- Please submit the following form which must be filled out by your employer:
<http://www.state.nj.us/education/educators/license/forms/ROPE.pdf>

The New Jersey Department of Education will make the final determination as to whether or not the experience meets NJ reciprocity regulations: <http://www.state.nj.us/education/educators/license/out/reciprocity.htm>

Please note: Holders of a NJ standard instructional certificate do not need to send in the above form with the exception of those who hold a standard *Teacher of the Handicapped* certificate.

Physiology and Hygiene Requirement

- This requirement may be completed by presenting evidence of basic military training, OR by completing a course such as biology, health or nutrition that appears on a regionally accredited 2 or 4 year college or university transcript, OR by completing a 35 question True/False test administered in the county office of education. Please go to <http://www.state.nj.us/education/counties/> in order to contact a county office of education **after** you apply online.

Fee Information

- **No checks or money orders will be accepted**
- Please make the payment online at <http://www.nj.gov/education/educators/license/epay.htm>.
- **Please notify your examiner after payment has been made.**
- If you apply and are denied, you will be charged a fee of \$70.
- **All fees, including money left on file, are nonrefundable**

Online Certificate Information

- All information about certificates is now available online, including certificate name, certificate ID number, date of issuance, and expiration date if applicable. Instructions to view this information can be found at www.state.nj.us/education/educators/license/tcis/instructions.pdf.
- In order to make certification information available more quickly, this information will appear on our website in lieu of the issuance of paper certificates. Additionally, the move to electronic certificates will save costs associated with printing and mailing, as many of our neighboring states have discovered. **Therefore, as of May 15, 2015, paper certificates will no longer be issued.**

***Proficiency in typing or keyboarding may be demonstrated through the completion of a department approved, college administered proficiency examination. The following institutions may be contacted for information regarding testing arrangements, fees and test scheduling:**

**KEYBOARDING PROFICIENCY EXAMINATION
FOR NEW JERSEY CERTIFICATION
COLLEGE/UNIVERSITY TESTING SITES & CONTACTS
February 2008**

Rider University

2083 Lawrenceville Road, Lawrenceville, NJ 08648
Contact: Dr. Michael G. Curran, Jr., Department of Teacher Education
Telephone: 609-896-5312
E-mail: curran@rider.edu

Berkeley College

44 Rifle Camp Road, West Paterson, NJ 07424
Contact: Carol Allen Covino
Telephone: 201 967-9667, Ext. 1704

NOTE: THIS EVALUATION IS MADE IN ACCORDANCE WITH THE RULES CURRENTLY IN EFFECT. REQUIREMENTS, PASSING TEST SCORES, AND FEES ARE SUBJECT TO CHANGE WITHOUT NOTICE.

E-mail: cja@berkeleycollege.edu

Atlantic Cape Community College

5100 Blackhorse Pike, Mays Landing, NJ 08330
Testing Office, Christine Gamboa, Director
609 343-4936; cgamboa@atlantic.edu

DeVry University

630 U.S. Highway One, North Brunswick, NJ 08902-3362
Contact: Yvette Gonzalez
Telephone: 732-729-3960
E-mail: vgonzalez@devry.edu

Ocean County College

1 College Drive
Toms River, NJ 08754
Email: BNapolitano@Ocean.edu
Phone: 732.255.0400 ext. 2424

Applicant Checklist:

You cannot complete the entire application process online. After applying online, please submit ALL necessary documentation together **IN A SINGLE PACKET** to the NJ DOE in order to complete your application. Please put your tracking number or Social Security number on all documents that you send to our office. For this particular certificate, you will need to send in the following:

- Oath of allegiance/verification of accuracy form. (Available here: <http://www.nj.gov/education/educators/license/forms/verify.pdf>)
- Official transcripts noting degree conferral and all other relevant transcripts. If possible, please have transcripts sent to you first and then forward them in the sealed envelope(s) together with any other documents.
- Out-of-State teaching certificate. (If applicable, see above for details).
- Letter of teaching or educational services experience. (See above for details).
- Fee of \$115 paid online.

IF YOU HAVE MET THE ABOVE REQUIREMENTS, [CLICK HERE](#) TO APPLY ONLINE.