LATIN CERTIFICATE OF ELIGIBILITY
(ENDORSEMENT CODE: 1540)

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 Latin in all public schools.

The following requirements must be met for certification:

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)

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

- For certification as a **Latin** teacher, current regulations require that applicants complete a minimum of 30 credits in a coherent sequence in the subject field of **Latin**. A coherent sequence requires that at least 12 credits are completed at the advanced level of study (junior, senior or graduate level). Examples of courses accepted for **Latin** include **Latin language and culture**. Related courses may be accepted depending on the course description/content. Please provide a course description if a course is not taken from the **Latin** Department. Courses in pedagogy/education are not accepted towards the subject matter preparation. The final determination as to which courses will be counted towards **Latin** subject matter is based on professional and content standards found in the NJ Licensing Code. **All credits must appear on a regionally accredited 2 or 4 year college/university transcript.**

Latin Test Requirement

- You must complete **The Latin Test for Teacher Certification** which meets the American Council on the Teaching of Foreign Languages (ACTFL) standards for reading and writing at the *Advanced Level*, and assumes a comprehensive knowledge of the Latin language and Roman culture. There are 100 multiple choice questions. Eighty questions are on the Latin language and 20 questions deal with Roman culture, mythology, history and daily life. The passing grade is 75. To arrange for an administration of the *Latin Test for Teacher Certification*, contact: Frederick J. Booth, Ph.D, Classical Studies Department, Seton Hall University; boothfre@shu.edu; 973-275-5822 (Office); 732-846-1325 (Home). For additional information visit: http://www.nj.gov/education/aps/cccs/wl/latin_test.htm **Note:** To obtain a copy of the *Study Guide for the Latin Test for Teacher Certification,* contact the world languages office at: (609) 777-1478.

Basic Skills Assessment Requirement (Effective September 1, 2015)

- All candidates must pass a Commissioner-approved test of basic skills, or score in the top one-third percentile on the SAT, ACT, or GRE for the year the test was taken. The top one-third percentile score for each test, for each year the data is available, is posted to the Department's website at: http://www.nj.gov/education/educators/rpr/preparation/BasicSkillsExemptionCutScores.pdf

- 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.**

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

24 Hour Requirement

- Effective October 31, 2009, eligibility for the elementary school Certificate of Eligibility or instructional area Certificate of Eligibility requires candidates to demonstrate knowledge of basic pedagogical skills appropriate to the area of endorsement prior to the issuance of a certificate. The requirement may be met through successful completion of a minimum of 24 hours of study offered through a state-approved provider or through approved coursework at a NJ State-approved college as documented on a transcript. If submitting a Certificate of Completion for the 24 hour pre-service to meet this requirement, only original documentation will be accepted. Do not send copies or faxes. Please go to http://www.state.nj.us/education/educators/license/advisories/applicant.htm for details and a list of approved courses and providers. (Exceptions: Holders of a CEAS, provisional or standard certificate in another instructional area are exempt from this requirement.)

Second Language Acquisition & Related Methodologies

- Please note that before a CEAS or *standard* certificate may be issued, a minimum of three semester-hour credits in second language acquisition theory and related methodologies offered by a regionally accredited two or four year college or university must be completed. A list of approved courses to meet this requirement can be accessed at the following website: www.state.nj.us/njded/aps/cccs/wl/courses.htm. **This course is not required in order to receive a CE.**

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.**

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.

☐ Copies of your Latin test results (May be submitted at a later date if you have not yet completed this requirement. See above for details.)

☐ Fee of $170 paid online

IF YOU HAVE MET THE ABOVE REQUIREMENTS, **CLICK HERE** TO APPLY ONLINE.

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