

CEAS Application Instructions

ELIGIBILITY

1. Are you completing your certificate program this semester?
2. Did you submit your [PAWS Application for Graduation](#)?
3. Did you take or schedule your [Praxis II](#) or [ACTFL](#) Test?

**If you answered NO to any of these questions, STOP.
You are not ready to apply for certification.**

INSTRUCTIONS

1. If you answered YES to all three questions, please complete the following:

<u>Requirement</u>	<u>Instructions</u>	
1. Pink Form	Print your "pink form" application on <u>pink paper only</u> , then complete: 1-15. Neatly print items in blue or black ink. 7. Enter your Praxis II or ACTFL test date (taken or scheduled). 10. If you did not take a course that meets the health requirement, please request the test from pironej@tcnj.edu . 16. Skip this item. TCNJ will notarize your form. 17-18. Sign and date item 17 and complete item 18 if you choose.	<input type="checkbox"/>
2. Praxis Scores	There are <u>two</u> Praxis requirements: 1. Select NJ DOE (R7666) as an ETS score recipient. 2. Photocopy the score report (including the subscores) that you receive from ETS and include them in your packet.	<input type="checkbox"/>
3. HIB Certificates	1. Follow the HIB/LEGAL ONE Instructions as directed. 2. Complete these two HIB/LEGAL ONE courses: <ul style="list-style-type: none"> • "Bullying 101 for Educators" and • "New Jersey Anti-Bullying Bill of Rights" 3. Print the LEGAL ONE Certificate of Completion for each test.	<input type="checkbox"/>
4. NJ DOE Fee	1. Make your check or money order payable to TCNJ. 2. Write your PAWS ID on your check or money order. 3. Fee: \$190.00 USD Principals & Non-ESL Teachers \$170.00 USD ESL Teachers Only	<input type="checkbox"/>

2. Hand your completed packet to your TCNJ Coordinator, or mail to:

**TCNJ Certification Office
School of Education, Room 106
PO Box 7718
Ewing, NJ 08628-0718 USA**