Appli-Tracks Applications Frequently Asked Questions

TCNJ users of Appli-Tracks have requested clarification on the following Appli-Tracks Questions.

1. **How do you plan to obtain New Jersey Certification**?
   a. *Suggested Response* "I am in the process of obtaining my NJ certificate/license through a college/university program - CEAS - Certificate of Eligibility with Advanced Standing

2. **Certification Status Option**:
   a. *Suggested Response*: "Will apply for certification when eligible. Anticipated completion date, i.e. Month and Year you receive your degree – May, August or December, of graduating year

3. **Select a Type of Certification**
   a. *Suggested Response:* Instructional (Teaching) or Educational Services e.g. School Counseling

4. **Dual Certificate**
   a. *Suggested Response*: You may click on more than one area.

5. **Have you applied for Certification?**
   a. *Suggested Response*: "No."
   b. After graduation, The College will submit certification documents to the State of NJ in the area of your enrolled program.

6. **Have you been previously designated as Highly Qualified by a School District?**
   a. *Suggested Response* "No" (If you are pursuing your first teaching or school counseling job)
   b. Note that your passing Praxis score, along with your Certification, enables you to become Highly Qualified when you begin teaching.

7. **Do you meet Highly Qualified Standards?**
   a. *Suggested Response:* Click on your area(s) e.g. Math Education
   b. This is correlated with your program completion, Praxis Tests, and content area credits.

8. **Applying for new or additional positions**
   a. No, you do not need to complete a new application; just activate your saved application for that position.

9. **National Certification?**
   a. *Suggested Response:* No. You are not nationally certified; this process is for experienced teachers.

10. **May I leave items blank?**
    a. At the conclusion of the application, your screen will direct you to required fields that may have been omitted.
    b. When items are not applicable to you, you may leave the item blank

11. **When writing required Essay questions:**
    a. Write first in Word or Google docs, (as it is easier to edit and update) before pasting into the Applitrack system.

12. **Finish and Submit**
    a. *Carefully proofread the entire application*
    b. Be sure to click the *finish and submit* button so that your responses will be recorded and saved.

Note regarding your **RESUME**. When changes occur, update your resume –e.g. additional skills learned and additional experiences gained during student teaching.