

Alternate Route to Teaching Community College Program (ART-CC)



Continuing & Professional Studies

Update May 2024

Brookdale Community College is an Equal Opportunity/Affirmative Action educational institution. To promote this goal, the College makes positive efforts to ensure equal opportunity to all individuals without regard to race, color, sex, religion, national origin, disability or veteran status.

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OVERVIEW

Brookdale's *Alternate Route to Teaching – Community College (ART-CC)* program provides individuals with a **non-credit option** to attain **K-12 teacher licensing**. This program is designed for teacher candidates who already have a bachelor's degree or higher and are looking to earn a Standard Teaching Certificate. *Please note: Brookdale is not approved for Prek-3 licensing. We are accredited to prepare educators for teaching K-12.*

Brookdale's ART-CC program is a **400-hour Educator Preparation Program** that is regulated and approved by the New Jersey Department of Education.

The program is delivered remotely with live instruction on Zoom where classes meet on specific days at specific times. These meetings are live streamed. You will primarily interact with classmates by taking part in virtual class discussions. The course requires a webcam with microphone and speakers for virtual lecture participation. Assignments are posted online in a Canvas shell.

Please note the course is asynchronous but not entirely self-paced. Important content is presented by the instructor and processed by teacher candidates at each Zoom meeting. Jumping ahead on assignments is not in the best interest of the learner.

ELIGIBILITY REQUIREMENTS

To enroll in the Brookdale ART-CC program, you must:

1. Complete 50 hours of Intro to Teaching pre-service course.
 - a. Teacher candidates must complete the 50-hour *Introduction to Teaching* pre-service course **before** applying to course 002 the ART-CC program and accepting employment.
 - b. The candidate must provide the district with documentation of enrollment in an approved Certificate of Eligibility Educator Preparation Program (CE EPP) along with the completed 50-Hour Verification of Completion (VOPC) form showing completion of the 50 hours.
 - c. Students may enroll in the 50-hour *Introduction to Teaching* pre-service course with or without a Certificate of Eligibility (CE).
 - d. Brookdale Community College offers the 50-Hour *Introduction to Teaching* course virtually several times a year.
 - i. If you plan on taking Brookdale's 50-hour *Introduction to Teaching Course*, please reach out to Karin Swan (kswan@brookdalecc.edu) to register.
 - ii. If you have already taken the Intro to Teaching class either at Brookdale or at a different institution, please reach out to Karin Swan (kswan@brookdalecc.edu) for an application to the second course.
2. The Introduction to Teaching course cannot be waived. Only the institution where a student completed the 50-hour preservice course can issue a VOPC for that course.
3. Obtain a **Certificate of Eligibility (CE)** from the New Jersey Department of Education.
 - a. The Certificate of Eligibility (CE) is issued to an individual who has not completed a teacher preparation program but meets the basic requirements for certification. The CE authorizes an individual to seek and accept employment in New Jersey public schools requiring certification.
 - b. Under each type of certificate, there are endorsements. The endorsement identifies the specific type of service (courses they can teach) that the holder is allowed to provide.
 - c. The [Certifications and Endorsements](#) webpage outlines the requirements for certificates.
 - d. Apply for certification on the New Jersey educator certification system [NJEdCert](#)
 - e. The **Limited CE Pilot Program** allows for a Limited CE in an instructional area for individuals who have met all but one of the existing certification eligibility requirements. Certificate holders who have a

Limited CE in an instructional area will be eligible to seek employment only in a school district approved to hire such candidates. See more information [here](#).

4. Complete the Brookdale ART-CC application.
 - a. Links to online applications are obtained by emailing Karin Swan kswan@brookdalecc.edu
 - b. Submit all necessary documentation and information, including but not limited to:
 - i. Proof of CE.
 - ii. Verification of Program Completion (VOPC) indicating completion of your 50-hour *Introduction to Teaching Course*. (*this document must be signed by the program administrator*)

For more information about the Provisional Teacher Process (PTP), please visit the NJ Department of Education website here: <https://www.nj.gov/education/certification/teachers/>.

BROOKDALE ART-CC PROGRAM INFORMATION

Enrollment in the ART-CC program is one of many requirements of the NJDOE Provisional Teacher Preparation Program (PTP). Unless otherwise noted, it is the teacher candidate's responsibility to ensure all provisional requirements are met through their school/district and the NJDOE.

EMPLOYMENT REQUIREMENTS

Before enrolling in **XCart 003**, students must have gained **full-time employment in their CE area**. A substitute replacement position is acceptable if the minimum hours are fifteen (15) per week in their CE area and the school or district is willing to register the teacher candidate in the NJDOE Provisional Teacher Program. It is the student's responsibility to follow-up with the district to make sure this is done. Candidates must be observed and evaluated by the district to continue to be in compliance with licensing requirements.

Candidates will be asked to provide updated employment contracts and proof of enrollment in PTP prior to registration for successive courses.

Brookdale will provide periodic check-ins regarding ART-CC program progress to students' employing districts. Supervisors of students in jeopardy of program noncompliance will be notified of student progress.

To comply with Brookdale's Performance Measure approved by the NJ DOE, students must ensure that they are being evaluated by their employing district. Students employed by a placement agency will also need to ensure that they are being evaluated and have a yearly contract.

PROGRAM POLICIES

1. Candidates must successfully complete each course with a B or better to advance to the next course.
2. The ART-CC program may accept, at its discretion, up to 100 of 400 formal instruction hours from another approved educator preparation organization/school. Students must supply proper documentation for course substitutions, which could include but is not limited to transcripts, syllabi, or other evidence requested by Brookdale ART-CC administration.
3. The 50-hour Introduction to Teaching course cannot be waived. Only the institution where a student completed the 50-hour preservice course can issue a VOPC for that course.
4. The ART-CC program has **mandatory** Live Zoom sessions built into each course. It is essential that teacher candidates are **actively present** for each Live Zoom session. These are scheduled well in advance so it is expected that teacher candidates will ensure there are no conflicts that prevent them from attending. (*We are aware that there are emergency circumstances that can interfere with attendance. In this extreme situation, we*

will collaborate with you to make up for the missed Zoom session or provide a makeup assignment at the discretion of your instructor.)

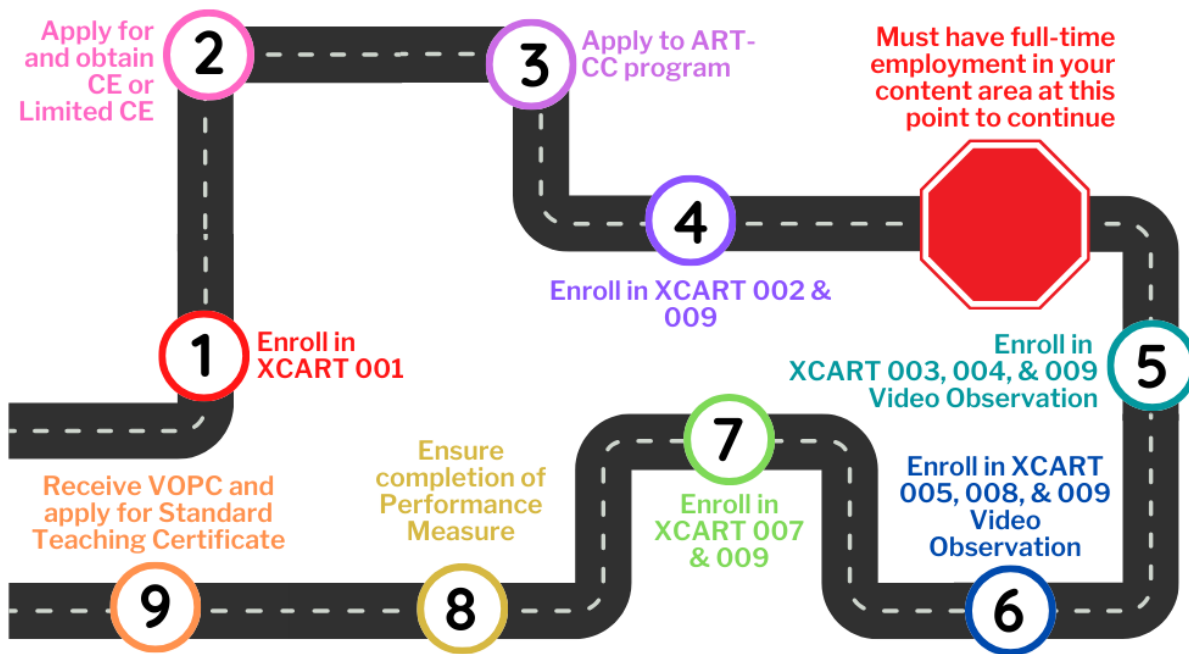
PERFORMANCE MEASURE & STANDARD LICENSURE

Verification of teacher performance and efficacy is a necessary component for issuing Verifications of Program Completion (VOPCs) for Provisional Teachers who complete the 400-hours of the Alternate Route Program.

To successfully complete the ART-CC program and be issued a final VOPC for Standard licensure, teacher candidates are required to meet the following requirements:

1. Complete all necessary coursework of the 400-hour ART-CC program with a B or better.
2. Submit a district evaluation where the candidate is deemed “Effective” or “Highly Effective” according to the district’s evaluation tool.
 - a. Brookdale will use this data for the sole purpose of verifying teacher efficacy to issue VOPCs to program completers. This data will not be shared with any entities other than the New Jersey Department of Education.
 - b. It is the student’s responsibility to ensure that they are being evaluated by their employing district. VOPCs for Standard licensure will **NOT** be issued without district evaluation and a rating of “Effective” or “Highly Effective.” Students employed by a placement agency will also need to ensure that they are being evaluated and have a yearly contract.
3. Complete two virtual observations throughout the ART-CC program.
 - a. Teacher candidates are required to submit two videos of themselves teaching in the classroom for feedback and reflection.
 - b. Classroom teaching videos are required during semester 3, or when the teacher candidate is enrolled in XCART 003 and/or XCART 004, and during semester 4, or when the teacher candidate is enrolled in XCART 005 and/or XCART 008.
 - c. Videos will be reviewed by ART-CC program faculty evaluators. Feedback will be provided to each student.
 - d. Brookdale uses GoReact software for the facilitation of virtual observations, feedback, and grading.

BROOKDALE ART-CC: STEP BY STEP



Brookdale Alternate Route to Teaching Program Sequence		
Steps	Course Names and Codes	
Step 1 & 2 Offered at various times throughout the year	Introduction to Teaching Apply for Certificate of Eligibility while taking this course. 50 hours XCART 001	
Step 3 & 4 Offered at various times throughout the year	The Processes of Teaching and Learning 90 hours XCART 002	
Step 5 Offered with September or January start	Deep Learning and Effective Cross Content Applications 60 hours XCART 003	Embracing Multiculturalism as Globally Competent Teachers 45 hours XCART 004
Step 6 Offered with September or January start	Assessment – Planning, Instructing, and Assessing – 50 hours XCART 005	Exceptionality and Special Education: Legalities, Current Practices & Teacher’s Roles - 50 hours XCART 008
Step 7 & 8 Offered with September or January start	A Community of Practice 55 hours XCART 007	

USEFUL LINKS

New Jersey Department of Education

- [Teacher Homepage](#)
- [Certification and Endorsement Information](#)
- [Apply for Certification](#)
- [Certification FAQs](#)
- [NJ DOE Employment Opportunities](#)

Testing Information

- [PRAXIS Requirements](#)

Brookdale Community College

- [ART-CC Webpage](#)
- [FAQs](#)

PROGRAM CONTACT INFORMATION

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ART-CC PROGRAM CHECKLIST

Step	Task	Completed ✓
Step 1	Enroll in XCART 001: <i>Introduction to Teaching</i> (50 hours). Begin taking course.	
	Review the New Jersey Department of Education certification process. You will need to take PRAXIS tests, provide transcripts, and more. See NJDOE site → click here .	
	Apply for a Certificate of Eligibility (CE) or Limited Certificate of Eligibility (Limited CE) Click here .	
Step 2	Once you have obtained your CE, begin searching for employment in your CE area.	
	Obtain your VOPC (Verification of Program Completion) by successfully completing <i>Introduction to Teaching</i> (50 hours) XCART 001 .	
	Apply to the Alternate Route to Teaching program at Brookdale → course XCART 002 .	
Step 3	Once accepted to the ART-CC program, register and enroll in XCART 002	
	Continue job search for full-time employment in your CE content area if you do not have employment secured.	
Step 4	Finish XCART 002 and gain full-time employment in your CE content area.	
	Provide employment verification to Brookdale (<i>signed contract, Board of Education minutes, letter from Principal</i>). The employing district or school must sponsor you in the Provisional Teaching Program (PTP) .	
Step 5	Enroll in and take these courses → XCART 003 & XCART 004 .	
	Complete virtual observation/performance measure requirements	
Step 6	Enroll in and take XCART 005 & XCART 008 .	
	Complete virtual observation/performance measure requirements	
Step 7	Enroll in and take these courses → XCART 007 .	
Step 8	Your hiring district/school initiates Conversion to Standard Process. Speak to your employer about starting the process. Check out this link here	
	Brookdale ART-CC will be prompted by the NJEdCert via email to submit your final VOPC to the NJ Department of Education once your employer recommends you.	
	Go into your NJEdCert account to complete Oath of Allegiance and submit payment for your Standard Teaching license once you are recommended by school/district.	