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The Alternate Route program is a non-traditional teacher preparation program designed for aspiring teachers who have not completed a formal teacher preparation program at an accredited college or university, but wish to obtain the necessary training to become a NJ certified teacher. As a partner in the New Jersey Provisional Teacher Program, Rutgers University—Center for Effective School Practices (Rutgers—CESP) works with the New Jersey Department of Education to offer 200 hours of formal instruction to alternate route provisional teachers seeking standard certificates for elementary (K-5), ESL, N-12 subject area and career and technology. The Rutgers—CESP regional training center, coordinates essential pedagogy classes in Newark, Hackensack, Paterson and Somerset, accommodating a variety of novice teachers some of whom are career changers seeking greater job satisfaction and others who are recent college graduates seeking to make a difference through teaching.

To meet the diverse needs of our teaching candidates, Rutgers—CESP recruits a cadre of outstanding course instructors who have a wealth of educational expertise, classroom and administrative experiences, and repertoire of teaching and management strategies that any developing teaching candidate would treasure. In addition to the minimum requirements for an advanced education degree and 3-5 years of teaching experience, each course instructor has extensive classroom and administrative experience and can offer helpful, practical feedback on issues germane to both teaching and navigating the alternate route program requirements.

The curriculum for the Alternate Route Training is driven by the New Jersey Professional Teacher Standards and includes a survey of curriculum and assessments, student characteristics and learning styles, theories of motivation, classroom management and organization, and an introduction to current education industry leaders and vocabulary common to educators. Further, the curriculum is supplemented by the facilitated experiences of the regional training center faculty, who in some instances team-teach sessions to offer as broad a perspective possible given the various placement assignments of the teaching candidates.

Classes are held in 4 hour sessions one evening per week and in 8 hour sessions on designated Saturdays. The teaching format for the classes is a lecture/seminar style with the provisional teachers taking on some responsibility in class discussions as the course instructor guides the class through its examination of the pedagogical topics. The classes are also held in a blended learning format where technology is leveraged for candidates' flexibility in completing course objectives or continued engagement during snow days or unforeseen scheduling challenges.

To ensure that instruction is meeting its intended targets, teaching candidates are assessed through a combination of special projects, written assignments, class participation, and demonstration lessons. Guided by the instructor, teaching candidates collaborate on the preparation of scoring rubrics for assignments and, thereby stake a claim in their own development and accountability measures. Achievement ratings are outstanding, satisfactory, and unsatisfactory and are awarded according to one’s performance in assessment areas.
**Certification 101**

**STEP 1:** Apply for a Certificate of Eligibility (CE) to Teach

Requirements:
- Bachelor’s Degree
- 2.75 GPA (if degree was conferred after 1 Sep 2004)
- 2.50 GPA (if degree was conferred before 31 Aug 2004)
- Passing Score on Praxis II Exam for license you seek.
- Completion of 24 Hour Pre-Service Teaching Program (Rutgers University—CESP is among the service providers for this requirement. Inquire at 732-564-9100)
- Optional completion of 45 Hour Literacy and 45 Hour Math Programs (CE not required to enroll. Rutgers University—CESP is among the service providers for this requirement. Inquire at 732-564-9100)

**STEP 2:** Obtain Your CE

**STEP 3:** Begin Your Job Search

Your Certificate of Eligibility (CE) enables you to begin your job search.

Securing a teaching position is required for enrollment in the 200 hours of formal instruction—Phase I, Phase II or Phase III. Teaching candidates MAY NOT enroll themselves in these courses. ONLY A DISTRICT/CHARTER SCHOOL may enroll candidates in these courses through the provisional teacher training program registration process.

**STEP 4:** Start Teaching!

**STEP 5:** “Action Statement” Associated with This Step

- Take Phase I, Phase II, and Phase III
- Complete 34 weeks of mentored teaching
- Obtain three (3) satisfactory summative evaluations from your Principal/Supervisor

Once your district/charter school enrolls you in the provisional teacher training program, you will be assigned to a regional training center of your choice. You will also be assigned a mentor teacher who can help you develop into an effective teacher.

**STEP 6:** Complete an Oath of Allegiance/Verification of Accuracy Form

http://www.nj.gov/education/educators/license/forms/verify.pdf

**STEP 7:** Receive Your Standard Teaching License!

cesp.rutgers.edu 732-564-9100
Alternate Route Provisional Teacher Training Phase I (ALT09)
$580

You MUST have a Provisional Teaching License and a teaching position to enroll in this course.

This course provides 80 hours of instruction and is delivered in a blended learning environment that involves both in-person and online instruction. The curriculum is designed to help Alternate Route Candidates develop teacher competencies in the following areas:

- Subject Matter Knowledge
- Learning Environment and Professional Development
- Instructional Planning and Strategies.

You may take Phases I, II, and III in any order.

Alternate Route Provisional Teacher Training Accelerated Phase I (ALT11)
$580

You MUST have a Provisional Teaching License and a teaching position to enroll in this course.

This course provides 80 hours of instruction and is delivered in a blended learning environment that involves both in-person and online instruction. The curriculum is designed to help Alternate Route Candidates develop teacher competencies in the following areas:

- Subject Matter Knowledge
- Learning Environment and Professional Development
- Instructional Planning and Strategies.

You may take Phases I, II, and III in any order.

NOTE: This course is equivalent to course ALT09 (Alternate Route Provisional Teacher Training Phase I.) The only difference is that the 80 hours of instruction in this course are scheduled to take place over a shorter period of time and are usually scheduled to take place later in the school year.
Alternate Route Provisional Teacher Training Phase II (ALT06)  
$435

You MUST have a Provisional Teaching License and a teaching position to enroll in this course.

This course provides 60 hours of instruction and is delivered in a blended learning environment that involves both in-person and online instruction. The curriculum is designed to help Alternate Route Candidates develop teacher competencies in the following areas:

- Human Growth and Development
- Instructional Planning and Strategies for Special Populations
- Assessment

You may take Phases I, II, and III in any order.

Alternate Route Provisional Teacher Training Phase III (ALT07)  
$435

You MUST have a Provisional Teaching License and a teaching position to enroll in this course.

This course provides 60 hours of instruction and is delivered in a blended learning environment that involves both in-person and online instruction. The curriculum is designed to help Alternate Route Candidates develop teacher competencies in the following areas:

- Assessment
- Learning Environment
- Diverse Learners
- Collaboration and Partnerships
- Communication

You may take Phases I, II, and III in any order.
24-Hour Online Pre-Service Course (ALT03) $200

This course satisfies the requirement by the New Jersey Department of Education for prospective teachers applying for their Certificate of Eligibility. The primary goal of the program is to provide the prospective teacher with an overview of the teaching profession, featuring classroom management, lesson planning, and job search strategies.

The course is delivered online and also requires a four-hour classroom observation in the student's intended area of endorsement.

The course launches with a podcast and requires you to listen to additional podcasts, participate in facilitated online discussions, and complete independent assignments using the Rutgers Sakai Communication Service to which all participants are subscribed prior to the start of class.

You DO NOT need a Certificate of Eligibility or a teaching position to enroll in this course.

The learning modules include:

- NJ Professional Teaching Standards
- Classroom Management
- Lesson Planning
- Assessment for Learning
- Reflective Teaching
45-Hour Online Literacy Course (ALT02)  
$325

In addition to the 200 hours of formal instruction required of alternate route teachers, novice K-5 alternate route teachers hired as of October 31, 2009 must complete an additional 90 hours of instruction in a department-approved program. Of these 90 hours, 45 are in the teaching of mathematics at the K-5 level and 45 are in the teaching of language arts literacy at the K-5 level.

This course fulfills the language arts literacy requirement and is delivered exclusively online. The course launches with a podcast and requires you to listen to additional podcasts, participate in facilitated online discussions, and complete independent assignments using the Rutgers Sakai Communication Service to which all participants are subscribed prior to the start of class.

You **DO NOT** need a Certificate of Eligibility or a teaching position to enroll in this course.

The learning modules include:

- An Exploration of Literacy
- Improving Literacy for Primary, Adolescent and English Language Learners
- Reading Comprehension and the Art of Questioning
- 6+1 Writing Traits
- Creating a Culture of Writing
- Common Core State Standards for Literacy

45-Hour Online Math Course (ALT10)  
$325

In addition to the 200 hours of formal instruction required of alternate route teachers, novice K-5 alternate route teachers hired as of October 31, 2009 must complete an additional 90 hours of instruction in a department-approved program. Of these 90 hours, 45 are in the teaching of mathematics at the K-5 level and 45 are in the teaching of language arts literacy at the K-5 level.

This course fulfills the mathematics requirement and is delivered exclusively online. The course launches with a podcast and requires you to listen to additional podcasts, participate in facilitated online discussions, and complete independent assignments using the Rutgers Sakai Communication Service to which all participants are subscribed prior to the start of class.

You **DO NOT** need a Certificate of Eligibility or a teaching position to enroll in this course.

The learning modules include:

- Math Anxiety
- Principle and Standards for Teaching Math
- Data and Probability
- Mathematical Thinking and Reasoning
- A Global Look at Math
## Alternate Route Regional Training Center

### 2013–2014

#### 200–Hour Class Offerings

**Hackensack Site**

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Alternate Route Regional Training Center

2013–2014
200–Hour Class Offerings
Lawrenceville Site

八十小时第一阶段（ALT09–214）

- Friday: September 27, 2013 – 5:30pm-9:30pm
- Friday: October 04, 2013 – 5:30pm-9:30pm
- Friday: October 11, 2013 – 5:30pm-9:30pm
- Saturday: October 12, 2013 – 8:30am-4:30pm
- Friday: October 18, 2013 – 5:30pm-9:30pm
- Friday: October 25, 2013 – 5:30pm-9:30pm
- Friday: November 01, 2013 – 5:30pm-9:30pm
- Saturday: November 02, 2013 – 8:30am-4:30pm
- Friday: November 15, 2013 – 5:30pm-9:30pm
- Friday: November 22, 2013 – 5:30pm-9:30pm
- Friday: December 06, 2013 – 5:30pm-9:30pm
- Saturday: December 07, 2013 – 8:30am-4:30pm
- Friday: December 13, 2013 – 5:30pm-9:30pm
- Saturday: December 21, 2013 – 8:30am-4:30pm

第二阶段（ALT06–214）

- Friday: January 10, 2014 – 5:30pm-9:30pm
- Friday: January 17, 2014 – 5:30pm-9:30pm
- Friday: January 24, 2014 – 5:30pm-9:30pm
- Saturday: January 25, 2014 – 8:30am-4:30pm
- Friday: January 31, 2014 – 5:30pm-9:30pm
- Friday: February 07, 2014 – 5:30pm-9:30pm
- Friday: February 14, 2014 – 5:30pm-9:30pm
- Saturday: February 22, 2014 – 8:30am-12:30pm
- Friday: February 28, 2014 – 5:30pm-9:30pm
- Saturday: March 01, 2014 – 8:30am-4:30pm

第三阶段（ALT07–214）

- Friday: March 07, 2014 – 5:30pm-9:30pm
- Friday: March 14, 2014 – 5:30pm-9:30pm
- Friday: March 21, 2014 – 5:30pm-9:30pm
- Saturday: March 22, 2014 – 8:30am-4:30pm
- Friday: March 28, 2014 – 5:30pm-9:30pm
- Saturday: March 29, 2014 – 8:30am-4:30pm
- Friday: April 04, 2014 – 5:30pm-9:30pm
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加速第一阶段（ALT11–213）

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- Saturday: May 31, 2014 – 8:30am-4:30pm
- Tuesday: June 03, 2014 – 5:30pm-9:30pm
- Friday: June 06, 2014 – 5:30pm-9:30pm
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- Friday: June 20, 2014 – 5:30pm-9:30pm
- Saturday: June 21, 2014 – 8:30am-4:30pm
- Friday: June 27, 2014 – 5:30pm-9:30pm
- Saturday: June 28, 2014 – 8:30am-4:30pm
### 80-Hour Phase I (ALT09–213)

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2013–2014

200–Hour Class Offerings
Paterson Site

80–Hour Phase I (ALT09–212)
Saturday: September 28, 2013 – 8:30am-4:30pm
Thursday: October 3, 2013 – 4:15pm-8:15pm
Thursday: October 10, 2013 – 4:15pm-8:15pm
Thursday: October 17, 2013 – 4:15pm-8:15pm
Saturday: October 19, 2013 – 8:30am-4:30pm
Thursday: October 24, 2013 – 4:15pm-8:15pm
Thursday: October 31, 2013 – 4:15pm-8:15pm
Thursday: November 14, 2013 – 4:15pm-8:15pm
Saturday: November 16, 2013 – 8:30am-4:30pm
Thursday: November 21, 2013 – 4:15pm-8:15pm
Thursday: December 5, 2013 – 4:15pm-8:15pm
Saturday: December 7, 2013 – 8:30am-4:30pm

Phase II (ALT06–212)
Saturday: January 11, 2014 – 8:30am-4:30pm
Thursday: January 16, 2014 – 4:15pm-8:15pm
Thursday: January 23, 2014 – 4:15pm-8:15pm
Saturday: January 25, 2014 – 8:30am-4:30pm
Thursday: January 30, 2014 – 4:15pm-8:15pm
Thursday: February 6, 2014 – 4:15pm-8:15pm
Saturday: February 15, 2014 – 8:30am-4:30pm
Thursday: February 20, 2014 – 4:15pm-8:15pm
Thursday: February 27, 2014 – 4:15pm-8:15pm
Saturday: March 1, 2014 – 8:30am-4:30pm

Phase III (ALT07–212)
Thursday: March 13, 2014 – 4:15pm-8:15pm
Saturday: March 15, 2014 – 8:30am-4:30pm
Thursday: March 20, 2014 – 4:15pm-8:15pm
Thursday: March 27, 2014 – 4:15pm-8:15pm
Saturday: March 29, 2014 – 8:30am-4:30pm
Thursday: April 3, 2014 – 4:15pm-8:15pm
Thursday: April 10, 2014 – 4:15pm-8:15pm
Thursday: May 1, 2014 – 4:15pm-8:15pm
Thursday: May 8, 2014 – 4:15pm-8:15pm
Saturday: May 10, 2014 – 8:30am-4:30pm
Thursday: May 15, 2014 – 4:15pm-8:15pm
Thursday: May 22, 2014 – 4:15pm-8:15pm
Saturday: May 25, 2014 – 8:30am-4:30pm

Accelerated Phase I (ALT11–211)
Saturday: May 24, 2014 – 8:30am-4:30pm
Tuesday: May 27, 2014 – 4:15pm-8:15pm
Thursday: May 29, 2014 – 4:15pm-8:15pm
Tuesday: June 3, 2014 – 4:15pm-8:15pm
Thursday: June 5, 2014 – 4:15pm-8:15pm
Saturday: June 7, 2014 – 8:30am-4:30pm
Tuesday: June 10, 2014 – 4:15pm-8:15pm
Thursday: June 12, 2014 – 4:15pm-8:15pm
Saturday: June 14, 2014 – 8:30am-4:30pm
Tuesday: June 17, 2014 – 4:15pm-8:15pm
Thursday: June 19, 2014 – 4:15pm-8:15pm
Saturday: June 21, 2014 – 8:30am-4:30pm
Tuesday: June 24, 2014 – 4:15pm-8:15pm
Thursday: June 26, 2014 – 4:15pm-8:15pm
Saturday: June 28, 2014 – 8:30am-4:30pm

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<table>
<thead>
<tr>
<th>Phase I (ALT09–211)</th>
<th>Phase II (ALT06–211)</th>
<th>Phase III (ALT07–211)</th>
<th>Accelerated Phase I (ALT11–210)</th>
</tr>
</thead>
<tbody>
<tr>
<td>80-Hour Phase I</td>
<td>200-Hour Offerings</td>
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<tr>
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</tbody>
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**Rutgers Alternate Route Regional Training Center**

**The Center for Effective School Practices**

2013–2014

200-Hour Class Offerings

Bridgewater/Somerset Site

80-Hour Phase I (ALT09–211)

Phase II (ALT06–211)

Phase III (ALT07–211)

Accelerated Phase I (ALT11–210)

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2013–2014
24-HOUR PRE-SERVICE OFFERINGS
ONLINE COURSE

July 2013 Class (ALT03-221)
Monday: July 8, 2013 – 8:30am-3:30pm (Podcast with Asynchronous Independent Work Session)
Wednesday: July 17, 2013 – 5:30pm-8:30pm (Asynchronous Independent Work Session)
Wednesday: July 24, 2013 – 5:30pm-8:30pm (Asynchronous Independent Work Session)
Saturday: August 3, 2013 – 8:30am-3:30pm (Asynchronous Independent Work Session)

*4 HOUR CLASSROOM OBSERVATION REQUIRED TO COMPLETE 24 HOURS (Prior to 08/03/13.) Begin scheduling your observation immediately. Use the letter and observation form on pages 29-31. Please contact us with any questions.

August 2013 Class (ALT03-222)
Saturday: August 10, 2013 – 8:30am-3:30pm (Podcast with Asynchronous Independent Work Session)
Wednesday: August 14, 2013 – 5:30pm-8:30pm (Asynchronous Independent Work Session)
Wednesday: August 21, 2013 – 5:30pm-8:30pm (Asynchronous Independent Work Session)
Saturday: August 31, 2013 – 8:30am-3:30pm (Asynchronous Independent Work Session)

*4 HOUR CLASSROOM OBSERVATION REQUIRED TO COMPLETE 24 HOURS (Prior to 08/31/13.) Begin scheduling your observation immediately. Use the letter and observation form on pages 29-31. Please contact us with any questions.

September 2013 Class (ALT03-223)
Saturday: September 14, 2013 – 8:30am-3:30pm (Podcast with Asynchronous Independent Work Session)
Wednesday: September 18, 2013 – 5:30pm-8:30pm (Asynchronous Independent Work Session)
Wednesday: September 25, 2013 – 5:30pm-8:30pm (Asynchronous Independent Work Session)
Saturday: October 5, 2013 – 8:30am-3:30pm (Asynchronous Independent Work Session)

*4 HOUR CLASSROOM OBSERVATION REQUIRED TO COMPLETE 24 HOURS (Prior to 10/05/13.) Begin scheduling your observation immediately. Use the letter and observation form on pages 29-31. Please contact us with any questions.

October 2013 Class (ALT03-224)
Saturday: October 12, 2013 – 8:30am-3:30pm (Podcast with Asynchronous Independent Work Session)
Wednesday: October 16, 2013 – 5:30pm-8:30pm (Asynchronous Independent Work Session)
Wednesday: October 23, 2013 – 5:30pm-8:30pm (Asynchronous Independent Work Session)
Saturday: November 2, 2013 – 8:30am-3:30pm (Asynchronous Independent Work Session)

*4 HOUR CLASSROOM OBSERVATION REQUIRED TO COMPLETE 24 HOURS (Prior to 11/02/13.) Begin scheduling your observation immediately. Use the letter and observation form on pages 29-31. Please contact us with any questions.

November 2013 Session (ALT03-225)
Saturday: November 9, 2013 – 8:30am-3:30pm (Podcast with Asynchronous Independent Work Session)
Wednesday: November 13, 2013 – 5:30pm-8:30pm (Asynchronous Independent Work Session)
Wednesday: November 20, 2013 – 5:30pm-8:30pm (Asynchronous Independent Work Session)
Saturday: November 30, 2013 – 8:30am-3:30pm (Asynchronous Independent Work Session)

*4 HOUR CLASSROOM OBSERVATION REQUIRED TO COMPLETE 24 HOURS (Prior to 11/30/13.) Begin scheduling your observation immediately. Use the letter and observation form on pages 29-31. Please contact us with any questions.

December 2013 Session (ALT03-226)
Saturday: December 7, 2013 – 8:30am-3:30pm (Podcast with Asynchronous Independent Work Session)
Wednesday: December 11, 2013 – 5:30pm-8:30pm (Asynchronous Independent Work Session)
Wednesday: December 18, 2013 – 5:30pm-8:30pm (Asynchronous Independent Work Session)
Saturday: January 4, 2014 – 8:30am-3:30pm (Asynchronous Independent Work Session)

*4 HOUR CLASSROOM OBSERVATION REQUIRED TO COMPLETE 24 HOURS (Prior to 01/04/14.) Begin scheduling your observation immediately. Use the letter and observation form on pages 29-31. Please contact us with any questions.
# Alternate Route Regional Training Center

## The Center for Effective School Practices

### 2013–2014

#### 24-HOUR PRE-SERVICE OFFERINGS (CONTINUED)

#### ONLINE COURSE

<table>
<thead>
<tr>
<th>Month</th>
<th>Class Code</th>
<th>Start Date</th>
<th>End Date</th>
<th>Duration</th>
<th>Time</th>
<th>Description</th>
</tr>
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<tbody>
<tr>
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<td>ALT03-227</td>
<td>11/2014</td>
<td>8:30am</td>
<td>4 hours</td>
<td>3:30pm</td>
<td>(Podcast with Asynchronous Independent Work Session)</td>
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<tr>
<td>February 2014</td>
<td>ALT03-228</td>
<td>08/2014</td>
<td>8:30am</td>
<td>4 hours</td>
<td>3:30pm</td>
<td>(Podcast with Asynchronous Independent Work Session)</td>
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<tr>
<td>March 2014</td>
<td>ALT03-229</td>
<td>08/2014</td>
<td>8:30am</td>
<td>4 hours</td>
<td>3:30pm</td>
<td>(Podcast with Asynchronous Independent Work Session)</td>
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<tr>
<td>April 2014</td>
<td>ALT03-230</td>
<td>05/2014</td>
<td>8:30am</td>
<td>4 hours</td>
<td>3:30pm</td>
<td>(Podcast with Asynchronous Independent Work Session)</td>
</tr>
<tr>
<td>May 2014</td>
<td>ALT03-231</td>
<td>03/2014</td>
<td>8:30am</td>
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<td>3:30pm</td>
<td>(Podcast with Asynchronous Independent Work Session)</td>
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<tr>
<td>June 2014</td>
<td>ALT03-232</td>
<td>07/2014</td>
<td>8:30am</td>
<td>4 hours</td>
<td>3:30pm</td>
<td>(Podcast with Asynchronous Independent Work Session)</td>
</tr>
</tbody>
</table>

*4 HOUR CLASSROOM OBSERVATION REQUIRED TO COMPLETE 24 HOURS (Prior to 02/01/14.) Begin scheduling your observation immediately. Use the letter and observation form on pages 29-31. Please contact us with any questions.

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2013–2014
45-HOUR LITERACY OFFERINGS
ONLINE COURSE

July 2013 Class (ALT02–210)
Monday: July 8, 2013 – 8:30am-4:30pm (Podcast with Asynchronous Independent Work Session)
Tuesday: July 9, 2013 – 8:30am-4:30pm (Asynchronous Independent Work Session)
Wednesday: July 10, 2013 – 8:30am-4:30pm (Asynchronous Independent Work Session)
Thursday: July 11, 2013 – 8:30am-4:30pm (Asynchronous Independent Work Session)
Friday: July 12, 2013 – 8:30am-4:30pm (Asynchronous Independent Work Session)
Saturday: July 13, 2013 – 8:30am-1:30pm (Asynchronous Independent Work Session)

August 2013 Class (ALT02–211)
Monday: August 12, 2013 – 8:30am-4:30pm (Podcast with Asynchronous Independent Work Session)
Tuesday: August 13, 2013 – 8:30am-4:30pm (Asynchronous Independent Work Session)
Wednesday: August 14, 2013 – 8:30am-4:30pm (Asynchronous Independent Work Session)
Thursday: August 15, 2013 – 8:30am-4:30pm (Asynchronous Independent Work Session)
Friday: August 16, 2013 – 8:30am-4:30pm (Asynchronous Independent Work Session)
Saturday: August 17, 2013 – 8:30am-1:30pm (Asynchronous Independent Work Session)

November 2013 Class (ALT02–212)
Monday: November 04, 2013 – 6:30pm-8:30pm (Podcast with Asynchronous Independent Work Session)
Tuesday: November 05, 2013 – 4:00pm-8:30pm (Asynchronous Independent Work Session)
Saturday: November 09, 2013 – 8:30am-4:30pm (Asynchronous Independent Work Session)
Monday: November 11, 2013 – 4:00pm-8:30pm (Asynchronous Independent Work Session)
Tuesday: November 12, 2013 – 4:00pm-8:30pm (Asynchronous Independent Work Session)
Monday: November 18, 2013 – 4:00pm-8:30pm (Asynchronous Independent Work Session)
Tuesday: November 19, 2013 – 4:00pm-8:30pm (Asynchronous Independent Work Session)
Saturday: November 23, 2013 – 8:30am-4:30pm (Asynchronous Independent Work Session)
Monday: November 25, 2013 – 4:00pm-8:30pm (Asynchronous Independent Work Session)

February 2014 Class (ALT02–213)
Monday: February 03, 2014 – 6:30pm-8:30pm (Podcast with Asynchronous Independent Work Session)
Tuesday: February 04, 2014 – 4:00pm-8:30pm (Asynchronous Independent Work Session)
Saturday: February 08, 2014 – 8:30am-4:30pm (Asynchronous Independent Work Session)
Monday: February 10, 2014 – 4:00pm-8:30pm (Asynchronous Independent Work Session)
Tuesday: February 11, 2014 – 4:00pm-8:30pm (Asynchronous Independent Work Session)
Monday: February 17, 2014 – 4:00pm-8:30pm (Asynchronous Independent Work Session)
Tuesday: February 18, 2014 – 4:00pm-8:30pm (Asynchronous Independent Work Session)
Saturday: February 22, 2014 – 8:30am-4:30pm (Asynchronous Independent Work Session)
Monday: February 24, 2014 – 4:00pm-8:30pm (Asynchronous Independent Work Session)
April 2014 Class (ALT02–214)
Saturday: April 05, 2014 – 6:30pm-8:30pm-2.00 (Podcast with Asynchronous Independent Work Session)
Monday: April 07, 2014 – 4:00pm-8:30pm (Asynchronous Independent Work Session)
Tuesday: April 08, 2014 – 4:00pm-8:30pm (Asynchronous Independent Work Session)
Saturday: April 12, 2014 – 8:30am-4:30pm (Asynchronous Independent Work Session)
Monday: April 14, 2014 – 4:00pm-8:30pm (Asynchronous Independent Work Session)
Tuesday: April 15, 2014 – 4:00pm-8:30pm (Asynchronous Independent Work Session)
Monday: April 21, 2014 – 4:00pm-8:30pm (Asynchronous Independent Work Session)
Tuesday: April 22, 2014 – 4:00pm-8:30pm (Asynchronous Independent Work Session)
Saturday: April 26, 2014 – 8:30am-4:30pm (Asynchronous Independent Work Session)

June 2014 Class (ALT02–215)
Sunday: June 01, 2014 – 6:30pm-8:30pm (Podcast with Asynchronous Independent Work Session)
Monday: June 02, 2014 – 4:00pm-8:30pm (Asynchronous Independent Work Session)
Wednesday: June 04, 2014 – 4:00pm-8:30pm (Asynchronous Independent Work Session)
Thursday: June 05, 2014 – 4:00pm-8:30pm (Asynchronous Independent Work Session)
Saturday: June 07, 2014 – 8:30am-4:30pm (Asynchronous Independent Work Session)
Monday: June 09, 2014 – 4:00pm-8:30pm (Asynchronous Independent Work Session)
Wednesday: June 11, 2014 – 4:00pm-8:30pm (Asynchronous Independent Work Session)
Thursday: June 12, 2014 – 4:00pm-8:30pm (Asynchronous Independent Work Session)
Saturday: June 14, 2014 – 8:30am-4:30pm (Asynchronous Independent Work Session)
July 2013 Class (ALT10–210)
Monday: July 15, 2013 – 8:30am-4:30pm (Podcast with Asynchronous Independent Work Session)
Tuesday: July 16, 2013 – 8:30am-4:30pm (Asynchronous Independent Work Session)
Wednesday July 17, 2013 – 8:30am-4:30pm (Asynchronous Independent Work Session)
Thursday: July 18, 2013 – 8:30am-4:30pm (Asynchronous Independent Work Session)
Friday: July 19, 2013 – 8:30am-4:30pm (Asynchronous Independent Work Session)
Saturday: July 20, 2013 – 8:30am-1:30pm (Asynchronous Independent Work Session)

August 2013 Class (ALT10–211)
Monday: August 5, 2013 – 8:30am-4:30pm (Podcast with Asynchronous Independent Work Session)
Tuesday: August 6, 2013 – 8:30am-4:30pm (Asynchronous Independent Work Session)
Wednesday: August 7, 2013 – 8:30am-4:30pm (Asynchronous Independent Work Session)
Thursday: August 8, 2013 – 8:30am-4:30pm (Asynchronous Independent Work Session)
Friday: August 9, 2013 – 8:30am-4:30pm (Asynchronous Independent Work Session)
Saturday: August 10, 2013 – 8:30am-1:30pm (Asynchronous Independent Work Session)

December 2013 Class (ALT10–212)
Monday: December 02, 2013 – 6:30pm-8:30pm (Podcast with Asynchronous Independent Work Session)
Tuesday: December 03, 2013 – 4:00pm-8:30pm (Asynchronous Independent Work Session)
Monday: December 09, 2013 – 4:00pm-8:30pm (Asynchronous Independent Work Session)
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Saturday: January 04, 2014 – 8:30am-4:30pm (Asynchronous Independent Work Session)

March 2014 Class (ALT10–213)
Monday: March 03, 2014 – 6:30pm-8:30pm (Podcast with Asynchronous Independent Work Session)
Tuesday: March 04, 2014 – 4:00pm-8:30pm (Asynchronous Independent Work Session)
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Monday: March 24, 2014 – 4:00pm-8:30pm (Asynchronous Independent Work Session)
Tuesday: March 25, 2014 – 4:00pm-8:00pm (Asynchronous Independent Work Session)
Monday: March 31, 2014 – 4:00pm-8:00pm (Asynchronous Independent Work Session)
2013–2014
45-HOUR MATH OFFERINGS (CONTINUED)
ONLINE COURSE

May 2014 Class (ALT10–214)

- Friday: May 02, 2014 – 6:30pm-8:30pm (Podcast with Asynchronous Independent Work Session)
- Saturday: May 03, 2014 – 8:30am-4:30pm (Asynchronous Independent Work Session)
- Monday: May 05, 2014 – 4:00pm-8:30pm (Asynchronous Independent Work Session)
- Tuesday: May 06, 2014 – 4:00pm-8:30pm (Asynchronous Independent Work Session)
- Monday: May 12, 2014 – 4:00pm-8:30pm (Asynchronous Independent Work Session)
- Tuesday: May 13, 2014 – 4:00pm-8:30pm (Asynchronous Independent Work Session)
- Saturday: May 17, 2014 – 8:30am-4:30pm (Asynchronous Independent Work Session)
- Monday: May 19, 2014 – 4:00pm-8:30pm (Asynchronous Independent Work Session)
- Tuesday: May 20, 2014 – 4:00pm-8:30pm (Asynchronous Independent Work Session)
FREQUENTLY ASKED QUESTIONS

Q. What is the process to receive a Certificate of Eligibility?
   A. Please see “Certification 101” on page 5.

Q. What classes can I take without a job?
   A. You can take the 24-Hour Pre-Service class, the 45-Hour Math class, and the 45-Hour Literacy class, all of which are offered completely online, without having a teaching job. All other classes require a Certificate of Eligibility AND a contractual teaching position.

Q. Which classes are offered online?
   A. At present, the 24-Hour Pre-Service class, the 45-Hour Math class, and the 45-Hour Literacy class are all offered exclusively online.

Q. Which classes require in-person attendance?
   A. The classes in our 200-Hour Series (Phase I, Phase II, Phase III, and Accelerated Phase I) all require attendance at the scheduled locations and times.

Q. Do I need to purchase any books or materials?
   A. No, all the resources you will need will be provided to you at the start of the class.

Q. What is the format for the 24-Hour Pre-Service class?
   A. It is offered completely online. At no time are you required to attend a class in-person. You will also be required to complete a 4-hour classroom observation. (See next question.)

Q. What does the 4-Hour classroom observation entail? Do I need to observe an actual classroom setting?
   A. It is preferred that you complete an onsite observation in a classroom in the subject matter you intend to teach; however the instructor will provide an online video for those who do not have access to a classroom, especially during the Summer sessions.
Q. Do I need to be technologically savvy to take an online class?

A. No, all you need is a computer, basic internet service, and a Web browser, plus the ability to upload documents. We assure you, it's really that simple.

Q. What is Sakai?

A. It is the Web-based course management system we use to run our online classes. This is how instructors will provide the syllabus, course materials, and assignments to students. It provides students with a way to interact with their instructor and each other, ask questions, and submit completed assignments.

Q. Do I need to be online during the hours posted in order to get credit for an online class?

A. No, the class is operated asynchronously. You can log on at any time once the class begins. However, there are set deadlines for completing class assignments.

Q. I am a Sabbath observer, therefore I cannot attend Saturday classes, is there another time I can make this up?

A. The instructors for both our online and in-person classes will make flexible accommodations for people with religious obligations. In addition, our center coordinates Sunday make-up sessions for equitable course delivery.

Q. Will there be a grade given for the class?

A. There are no “traditional” grades. For the 24-Hour Pre-Service class, you will receive a certificate of completion for satisfactory work. For all other classes, you will receive a Regional Training Center Report with a rating of either “unsatisfactory”, “satisfactory”, or “outstanding.”
Directions to Hackensack High School  
(Hackensack Site)
Hackensack High School  
First and Beech Streets  
Hackensack, NJ 07601  
(201) 646-7900

Simplest Approach

Route 80 westbound local lanes. Skip the first two Hackensack exits, and finally use exit 64B. (This exit says to Route 17 South.) At the light (Polifly Road) turn right; the name of the street changes to First Street, when you cross Essex Street (at the Arena Diner) but keep going.... Hackensack High School is built across First Street just past the intersection of First & Beech Streets -- it is very hard to miss! It is best to turn left on Beech Street, go two blocks and turn right onto COMET WAY (the street sign is sometimes missing!), then turn right into the first parking lot, which is the staff parking lot.

Alternate Approach

Route 80 eastbound local lanes. Take the Rochelle Park exit and turn right onto Essex Street. Go to the top of the hill and turn left on Summit Avenue. Then turn right onto Beech Street and finally left onto Comet Way.

*Enter the school by the Business Wing (with blue awning). Room 263 is the first classroom as you enter the doorway on the right.
Directions to Rutgers Cooperative Extension, Mercer County
(Lawrenceville Site)

Rutgers NJAES Cooperative Extension
930 Spruce Street
Lawrenceville, NJ 08648
(609) 989-6830

From New Brunswick and Northern New Jersey

Take Route 1 South (past Princeton) to Business Route 1 (N. Trenton). Follow to traffic circle, take second right exit (Route 206/Business 1 South—Princeton Avenue) to second traffic light. Make right turn at traffic light onto Spruce Street. The Extension office is the first building located on the right before the Trenton Farmers' Market.

From Northwestern New Jersey

Take Route 31 South (from Flemington area) toward Pennington. Follow 31 South at Pennington traffic circle, and continue south on Rt. 31 crossing over Route 295/95. Follow 31 S to second traffic light and turn left onto Ewingville Road. Follow to the fourth traffic light and make a left hand turn onto Spruce Street. Follow through first traffic light. The Extension office is located on the left just past the Trenton Farmers' Market and before the next traffic light.

From Southern New Jersey

Take Route 295 North to Routes 29 to 129, keeping right to Trenton, following signs for Route 1. (Do not take Lamberton Road/Route 29 exit!) Continue on Route 129 through a series of traffic lights to Route 1 (northbound is the only exit) to Olden Avenue exit. Take this exit from the left lane to the first traffic light. Make a left at the traffic light onto Olden Avenue. At the second traffic light, turn right onto Princeton Avenue, and then at first traffic light make a left onto Spruce Street. The Extension office is the first building on the right, before the Trenton Farmers' Market.

From East-Central New Jersey

Take Route 195 West to Routes 29 to 129, keeping right to Trenton, then follow directions listed for "From Southern New Jersey".

OR

Take Route 33 West from the Freehold area toward Hightstown. Take Route 133 West toward Princeton and continue to the end of Rt. 133 onto Route 571 West toward Princeton. At the first light, make a left onto Old Trenton Road/Route 535. Follow for 6.5 miles (on this road you will pass through the village of Edinburg, past Mercer County Park and Mercer County Community College) to the fifth traffic light and make a right hand turn onto Flock Road. Follow on Flock Road/Sloan Avenue/Sweet Briar Road to the fifth traffic light, where the road ends. Make a right turn on Whitehead Road (no sign) and follow to the first traffic light which is Business Route 1. Make the left turn onto Business Route 1 and then follow to the traffic circle. Take the second right exit (Route 206 South/Business Route 1 South/Princeton Avenue) to the second traffic light. Make a right turn at this light onto Spruce Street. The Extension office is the first building on the right before the Trenton Farmers Market.
Directions to Visions Academy Charter High School  
(Notrak Site)  
Visions Academy Charter High School  
88-108 Shipman Street  
Newark, NJ 07102  
(973) 230-0605

From Garden State Parkway

- Take the Garden State Parkway to Exit 142A (Route 78 East/Newark International Airport)  
- Follow Route 78 east for about 3.3 miles to Exit 57 (Route 21 North/Newark)  
- Follow Route 21 north for about .4 miles to the Broad Street exit  
- Follow Broad Street for about 1 mile to Court Street  
- Turn left onto Court Street.  
- Follow Court Street for about .3 miles to Arlington Street  
- Turn right onto Arlington Street  
- Turn left onto William Street  
- Turn left onto Shipman Street  
- Visions Academy is on the left, across the street from St. James AME Church.

From the New Jersey Turnpike

- Take the New Jersey Turnpike to the exit for Route 78 West/Newark Airport  
- Follow Route 78 west for about .5 miles to the exit for Routes 1 & 9 South/Route 21/Route 22  
- Follow signs for Routes 1 & 9 South/Route 21 North/Route 22 West  
- Take exit for Route 21 North/Newark  
- Follow Route 21 north for about .4 miles to the Broad Street exit  
- Follow Broad Street for about 1 mile to Court Street  
- Turn left onto Court Street.  
- Follow Court Street for about .3 miles to Arlington Street  
- Turn right onto Arlington Street  
- Turn left onto William Street  
- Turn left onto Shipman Street  
- Visions Academy is on the left, across the street from St. James AME Church.

From Newark Penn Station

- Follow Market Street west for about .6 miles to University Avenue  
- Turn left onto University Avenue  
- Follow University Avenue south for about .2 miles to William Street  
- Turn right onto William Street  
- Follow William Street west for about .1 mile to Shipman Street  
- Turn left onto Shipman Street  
- Visions Academy is on the left, across the street from St. James AME Church.
Directions to John F. Kennedy High School  
(Paterson Site)

John F. Kennedy High School  
61-127 Preakness Avenue  
Paterson, NJ 07522  
(973) 321-0500

From Garden State Parkway North

Exit 153B - Left from Parkway to S-3 West which eventually becomes route #46 West. Turn off Route #46 at Exit Marked Totowa-Paterson. Turn right at top of ramp (Union Boulevard) and continue to 8th traffic light. Turn right (Preakness Avenue) and John F. Kennedy High School is on the Second Block (Front Entrance on Preakness Avenue).

From Route 80 West

Exit Squirrelwood Road (#56), Paterson (right) to first cross street Marked Glover Avenue - Turn left on Glover Avenue - Over Bridge to Traffic Light - Turn right (Totowa Road) to next traffic light (Preakness Avenue) - Turn right to Front Entrance of John F. Kennedy High School.

From New Jersey Turnpike

Take Exit 16 - Follow signs to Route 3 West. Route 3 West eventually becomes route 46 West. Turn off Route 46 at Exit marked (Totowa--Paterson--Union Blvd.) Turn right at top of ramp and continue to 8th traffic light. Turn right (Preakness Avenue) and John F. Kennedy High School is on the second Block.
The Somerset County Vocational and Technical High School is located in Bridgewater, NJ, just north of Somerville, accessible from Route 22 East or West. Alternate Route Courses will be held in room 220.

From the North using Routes 202, 206, or 287
- From Route 287 South, take the US-202 South/US-206 South exit
- Take the Commons Way ramp towards Garretson Road
- Turn left onto Commons Way
- Turn left onto Prince Rodgers Way
- Go straight through light, crossing North Bridge Street and onto Vogt Avenue
- Go past Somerset County Library; The SCVTHS is the second building on the right after the Library Parking lot

From the West using Route 78 East
- Take Route 78 East to Route 287 South
- Follow “From the North using Routes 202, 206, or 287” directions above

From Southeast using Routes 18 and 287
- Take Route 18 North to Route 287 North to Route 22 West
- Follow “From Route 22 West” directions below

From Southeast using Garden State Parkway
- Take Garden State Parkway North to Route 287 North to Route 22 West
- Follow “From Route 22 West” directions below

From the South using 206 North
- Take Route 206 North to Somerville Circle
- Bear right to get onto Route 22 East
- Follow “From Route 22 East” directions below

From Route 22 East
- Take Route 22 East just beyond La Catena and Wendy's (on right)
- Go under the overpass and make quick right onto Grove Street
- Turn right, through yield sign, and continue over Route 22
- Bear left, then turn right at yield sign onto North Bridge Street; pass Post Office on the left
- Go to first traffic light; turn right on Vogt Drive
- Go past Somerset County Library; The SCVTHS is the second building on the right after the Library Parking lot

From Route 22 West
- Go past the Courier News building on the right
- Turn right onto North Gaston Avenue; go over Route 287
- Go to the end; turn left onto Somerville Road; keep going; (This becomes Vogt Drive)
- The SCVTHS is the second last building on your left before the Somerset County Library
TO: Principal/Director
FROM: Heather R. Ngoma, Director
Alternate Route Training Program
Rutgers University—Center for Effective School Practices
RE: Pre-service Candidate Observation

Rutgers University—Center for Effective School Practices is an approved provider for The Introduction to Teaching 24 Hour Pre-service Program for Alternate Route Teaching Candidates now required by the New Jersey Department of Education.

In addition to 20 hours of coursework, candidates are required to observe for 4 hours in a classroom that matches their intended Certificate of Eligibility. Elementary candidates must observe literacy and content areas in an elementary school. Middle and secondary candidates must observe several classes in the four-hour time period in their intended content area.

Pre-service candidates are asked to apply knowledge acquired through the course while observing the student-teacher relationship in the classroom. Candidates must document the experience using a classroom observation protocol provided by the Center.

Candidates must also have their observation forms signed by designated school personnel to verify the completion of the observation.

It is our hope that you will work with us to help our alternate route pre-service candidates complete this important part of the program by permitting the observation opportunity.

Thank you for your anticipated support. If you have questions, please feel free to contact me at 732.564.9100.
To help you learn more about the teaching profession, you are required to conduct a 4 hour classroom observation as part of your pre-service teaching program. This is a self-coordinated experience which must take place prior to the final meeting day of your course. For your convenience, we have provided you a guide for your observation and will facilitate group classroom observation experiences for you during our class meetings.

When you schedule your observation, please consider the following:
- Notify the teacher you are visiting at least 72 hours prior to your visit.
- Your visit should last a minimum of 4 hours.
- Obtain the signature of the teacher visited on the form.
- On the form, obtain the signature of the teacher visited.
- Thank the teacher after the visit through personal contact or memo.
- Through personal contact or memo, thank the teacher after the visit.
- Return signed form to your Regional Training Center instructor.

Date of Visit: __________________ Type of Class Visited: __________________________

Time Arrived: __________________ Time Departed: __________________

1. What are students DOING? (Receiving information, applying skills, practicing newly acquired skills, time on task.???)

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

2. What are students PRODUCING?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

3. What interactions are going on between teacher/student and/or student/student?

________________________________________________________________________
________________________________________________________________________
4. How are students REWARDED OR RECOGNIZED by the teacher and/or other students?
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

5. What provisions are being made for STUDENTS WITH SPECIAL NEEDS?
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

6. How, if at all, does the teacher demonstrate attainment of the New Jersey Professional Teaching Standards?
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

7. What did you learn from this experience?
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Cooperating Teacher’s Name: __________________________________________________

School: ____________________________________________________________________

Signature /Date: ____________________________________________________________________
Payment Policy:

- Payments are due on or before your first day of class. If payment is not received by the 3rd class meeting, a late fee of $25.00 will be assessed. Additionally, your course registration may be canceled.
- All returned checks will be assessed a $25.00 fee and the subsequent payment must be received in the form of a money order.
- If a check or money order payment is made by someone other than the Alternate Route candidate, be sure to include the candidate’s name on the check.
- Please make all checks and money orders payable to Rutgers University.
- All enrolled candidates must pay course fees, regardless of licensing negotiations or appeals status with the state licensing entities. CESP is not responsible for refunding fees to candidates who experience misguidance related to licensing from other sources.

Method of Payment:

There are three methods of payment for our Regional Training Center:

- You may register online with credit or debit card at http://ce-catalog.rutgers.edu/search.cfm. Enter “Alternate Route” in the keyword box to search for your desired course.
- You may mail a Registration Form, along with a check or money order to the CESP office at the address below. Please indicate which site you are attending on your check or money order, but do not include your social security number.
- You may bring a completed Registration Form and payment (cash, check, or money order) in person to the CESP office during regular business hours.
- We cannot accept credit card payments in-person.

Registration Deadline:

- The deadline for online registration for the Pre-service, 45-hour Math, and 45-hour Literacy courses is two business days prior to the start of the course. After that, you must register in person at the CESP office during regular business hours.
- The deadline for online registration for the Phase I, Phase II, Phase III, and Accelerated Phase I courses is the first day of the course. After that, you must register in person at the CESP office during regular business hours.

Cancellation Policy:

- We will issue a full refund if we need to cancel a course.

Refund Policy:

- A full refund will be issued for written cancellations received at least 10 business days prior to the course start date.
- A partial refund, less $25.00, will be issued for written cancellations received less than 10 business days prior to the course start date.
- Refunds or credits will not be offered once the course has begun.

Contact Information:

Mail: Alternate Route
Rutgers University—CESP
80 Cottontail Lane; Suite 410
Somerset, NJ 08873

Phone: 732-564-9100
Fax: 732-564-9099
Email: altroute@rci.rutgers.edu

cesp.rutgers.edu  32  732-564-9100
REGISTRATION AND PAYMENT FORM
(Rev 10-28-13)

First Name: ___________________________  Last Name: ___________________________

Position: ___________________  Subject Area: ___________________  Grade Level: __________

School: ___________________  District: ___________________

Cell Phone: ___________________  Home Phone: ___________________

Home Address: _________________________________________________________________________________________________________

City: __________________________________________________________________________  State: _________  Zip: ____________________

Work Address: __________________________________________________________________________  Work Phone: ___________________

City: __________________________________________________________________________  State: _________  Zip: ____________________

Email: ___________________  School Fax: ___________________

Payment Policy:
- Payments are due on or before your first day of class. If payment is not received by the 3rd class meeting, a late fee of $25.00 will be assessed. Additionally, your course registration may be canceled.
- All returned checks will be assessed a $25.00 fee and the subsequent payment must be received in the form of a money order.
- If a check or money order payment is made by someone other than the Alternate Route candidate, be sure to include the candidate’s name on the check.
- Please make all checks and money orders payable to Rutgers University.
- All enrolled candidates must pay course fees, regardless of licensing negotiations or appeals status with the state licensing entities. CESP is not responsible for refunding fees to candidates who experience misguidance related to licensing from other sources.

Method of Payment: There are three methods of payment for our Regional Training Center.
1. You may register online with credit or debit card at http://ce-catalog.rutgers.edu/search.cfm
2. You may send a check or money order to the CESP office via mail. Indicate which site you are attending on your check or money order, but do not include your social security number.
3. You may pay in person at the CESP office during regular business hours using cash, check, or money order.

Payment Type: [ ] Check  [ ] Money Order  [ ] Credit Card (online only)

Site: [ ] Bridgewater  [ ] Hackensack  [ ] Newark  [ ] Paterson  [ ] Mercer  [ ] Camden  [ ] Online

Payment for (check all that apply): [ ] 80-hour Phase I ($580)  [ ] Phase II ($435)  [ ] Phase III ($435)
[ ] 24-hour Pre-Service ($200)  [ ] 45-hour Math ($325)  [ ] 45-hour Literacy ($325)

Please identify the course start date(s): ________________________________________________________________________________

____________________________________________________________________________________________________________________

Please return this completed form along with your payment to:
Alternate Route • Rutgers University—CESP • 80 Cottontail Lane, Suite 410 • Somerset, NJ 08873
Phone: (732) 564-9100 • FAX: (732) 564-9099 • Email: altroute@rci.rutgers.edu
Web: cesp.rutgers.edu

Office Use Only
Entered By: ___________________________  Invoice Number: ___________________________  Date Received: ___________________________