

Southern Regional Training Center for Alternate Route Teacher Candidates

• Questions and Answers • 2016-2017

This information provides answers to some of the most commonly asked questions by teachers who are enrolled in the New Jersey Alternate Route Program and have been assigned to a site managed by Rowan University. It is intended for the exclusive use of teachers (1) enrolled in the New Jersey program and (2) officially assigned to a Rowan University managed site. The information contained herein does not apply to any other Alternate Route programs or sites in New Jersey.

- Dr. Lynne Levy, Director

1. Rowan University Program Structure

1.1 Q: Who sets the structure for the Rowan University Alternate Route Program requirements?

A: The New Jersey Department of Education defines the overall program structure. The Project Directors for the Rowan University Program identify the implementation elements.

1.2 Q: What is the basic structure for the Rowan University Program?

A: The program consists of three Phases. The following are approximate time frames:
Phase I - September through December
Phase II - January through March
Phase III - April through mid-June

1.3 Q: How are the Phases structured?

A: Phase I consists of (a) thirteen weekday classes at your assigned site, (b) three Saturday classes held at EIRC* [Educational Information and Resource Center], (c) one online Module, and (d) two booklet modules [1.1 & 1.2].

Phase II consists of (a) eleven weekday classes at your assigned site, (b) two Saturday classes held at EIRC*, (c) one online Module.

Phase III consists of (a) eleven weekday classes at your assigned site, (b) two Saturday classes held at EIRC*, (c) one online Module.

1.4 Q: When I complete this program will I receive a transcript or documentation from Rowan University?

A: No. Although this program is hosted by Rowan University, you are not a Rowan University student. Your certification will come from the NJ Department of Education.

1.5 Q: Can I take classes even though I am not teaching?

A: Once you are teaching, and enrolled in a phase, you can take the other phases even though you are not teaching. You will continue with mentoring and school evaluations once you are rehired.

1.6 Q: How long do I have to complete the program?

A: The State is changing the program effective September 2017. Classes will be different than they now are. The structure will be different, and the hours longer. It is recommended that you try to complete all phases prior to Sept. 2017. At that point, you will have to be part of the new program and might lose hours.

1.7 Q: When will the program, as it now exists, end?

A: The school year 2016-2017 will be the last year for the 200 hour program. It is possible we will offer Phases II and III during the summer of 2017. This information will be available at a later date.

2. Weekday Classes

2.1 Q: Where and when are the weekday classes held?

A: They will meet at the site you choose. Classes start at 4:00.

2.2 Q: Will the class meet on the designated weekday during all three phases?

A: Yes. However, classes will not be held to conflict with national holidays, the NJEA convention, etc. A class schedule is available on our web site:
users.rowan.edu/~levy

2.3 Q: Will we have the same instructor for all three phases?

A: Yes.

2.4 Q: What do I do if I am unable to attend a weekday class?

A: Weekday attendance is under the supervision of the site instructor. If you are absent, discuss the situation with your instructor. You may be allowed to do a makeup assignment. If this cannot be done you will be marked absent for the class.

2.5 Q: What if there is bad weather, or other conditions that might cancel a class?

A: Dr. Levy will e-mail you at the address you provided on your information sheet.

3. Saturday Classes

3.1 Q: Where and when are Saturday classes held?

A: They will be held EIRC* [Educational Information and Resource Center]. The schedule and directions are posted on our web site: users.rowan.edu/~levy

3.2 Q: How are Saturday classes structured?

A: Classes meet from 8:30 am to 1:30 pm (please be on time). There will be two written assignments each day; this is your attendance and credit for the day. Each must be completed to the satisfaction of the instructor for you to get full credit for attending the class.

3.3 Q: Are Saturday classes ever canceled? How do I know this?

A: If there is bad weather, etc., you will receive an e-mail. If Camden County College is closed on the scheduled Saturday date, the class is cancelled.

3.4 Q: Who teaches the Saturday classes?

A: Each Saturday class during a Phase is taught by a content specialist. You must attend one class with each instructor.

3.5 Q: What do I do if I am unable to attend a Saturday class?

A: Saturday class dates are posted on our web site. If you cannot attend your scheduled class, you may attend the other class taught by the same instructor during that phase.

3.6 Q: What happens if I miss a Saturday class or do not do an online assignment?

A: By missing one of these classes or not completing one of the online modules, you cannot receive the grade "Outstanding." By missing three of these classes/assignments in a phase you will receive an "Unsatisfactory," meaning you must repeat the entire phase (and pay again).

4. Attendance

4.1 Q: What is the attendance policy?

A: Attendance is required for all classes. (See Sections 2 and 3.)

5. Assessment

5.1 Q: How am I assessed in the Alternate Route Program?

A: A Regional Training Center Report is completed at the end of each of the three phases.

5.2 Q: What is assessment based upon?

A: Assessment is based on weekday class attendance and participation, Saturday class attendance and assignments, module completion, and the completion of all assignments, projects, and other requirements as specified by each instructor.

6. Regional Training Center Reports

6.1 Q: What is a Regional Training Center Report (RTCR)?

A: This is an assessment form that is completed by the site instructor at the end of each of the three program phases. This identifies, along with other information, the total number of hours you were absent for the various sessions during the phase (including Saturday sessions) and an Assessment of Academic Achievement. The three assessment options are Unsatisfactory, Satisfactory, and Outstanding.

6.2 Q: Who gets the Regional Training Center Report?

A: This is a multi-copy form consisting of an original and three copies. The original is mailed to the NJ Department of Education. Copies are sent to your school principal (or other state designated school administrator), Rowan University Alternate Route, and you, the teacher.

6.3 Q: When can I expect to receive my copy of the Regional Training Center Report?

A: Approximately two weeks after the end of the phase.

6.4 Q: Do I need to save my copy of the Regional Training Center Report?

A: Yes.

6.5 Q: Does my school receive a final document stating I have completed the program?

A: No, you and your school only receive the three grade reports. The State has the information they need when you apply for your certificate.

7. Payment

7.1 Q: What is the cost for each phase?

A: Phase I - \$580
Phase II - \$435
Phase III - \$435

7.2 Q: When is payment due?

A: Payment is due at your first class. Your check or money order must be made out to "EIRC/Alternate Route." Anyone not paying by the second class will automatically be terminated from the program. Your school and the New Jersey Department of Education will be notified accordingly. You will not be allowed to continue attending class.

7.3 Q: What happens if my personal check is dishonored by my bank?

A: If your personal check is dishonored by your bank, we will charge you a penalty/processing fee of \$50. Repayment of the enrollment fee and the penalty fee must be paid within one week of our notification to you, or you will be dismissed from the program. (Payment must be by money order or certified check. Personal checks will be accepted.)

*** EIRC**

**Educational Information and Resource Center is located at (note – new location)
200 College Drive
Camden County College – Wolverton Library
Blackwood, NJ 08012**

Directions and a map can be found at the EIRC site:

Directions: <http://www.eirc.org/newlocation/directions/>

Map: <http://www.eirc.org/newlocation/campus-map/>

The building has a round blue structure on the top with Camden County College on it; it is in the center of the campus, with no parking lots leading to it. Be sure to take the map with you.