

# How to Word Certification on your Resume

When you complete the Teacher Education Program, you receive a Certificate of Eligibility with Advanced Standing (CEAS) from the State. May graduates can expect to receive their CEAS in late June. January graduates can expect to receive their certification in late February.

Below are some wording options depending on your certification status.

## **Prior to graduation:**

Will qualify for NJ Certificate of Eligibility with Advanced Standing in English, January 2018

## **After graduation but prior to receiving certification in the mail (this is just a few weeks):**

Qualified for NJ Certificate of Eligibility with Advanced Standing, Elementary Education, January 2018

## **After receiving your certification:**

NJ Certificate of Eligibility with Advanced Standing, Social Studies, Issued February 2020

Here is an example of how to put it all together (this candidate is adding cert in K-6 on their own):

## **EDUCATION AND CERTIFICATION**

Montclair State University, Montclair, NJ  
Master of Arts in Teaching, January 2023  
GPA: 3.88

University of Scranton, Scranton, PA  
Bachelor of Arts in History, May 2019  
Major GPA: 3.5

NJ Certificate of Eligibility with Advanced Standing, Social Studies, Issued February 2023  
NJ Certificate of Eligibility with Advanced Standing, Teacher of Students with Disabilities, Issued February 2023  
NJ Certificate of Eligibility with Advanced Standing, Elementary K-6, Expected March 2023

MAT students, note that your MAT is not "in" a subject area - the subject is teaching.  
The certification section names the certification area that you focused on in the MAT.

If you plan to apply for positions in NJ only, you can say CEAS:

## **EDUCATION AND CERTIFICATION**

Montclair State University, Montclair, NJ  
Master of Arts in Teaching, January 2023  
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Bachelor of Arts in History, May 2019  
Major GPA: 3.5

NJ CEAS, Social Studies, Issued February 2023  
NJ CEAS, Teacher of Students with Disabilities, Issued February 2023  
NJ CEAS, Elementary K-6, Expected March 2023

**Questions: Dr. Caroline Murray, Director of University Certification at [murrayc@montclair.edu](mailto:murrayc@montclair.edu)**

# WORDING YOUR CERTIFICATION

Choose one of the following to describe your certification area:

<ul style="list-style-type: none"><li>• Elementary K-6</li><li>• Elementary School Teacher in Grades K-6</li></ul>	<ul style="list-style-type: none"><li>• Teacher of English as a Second Language P-12</li><li>• English as a Second Language</li></ul>	<ul style="list-style-type: none"><li>• Middle School with Mathematics in Grades 5-8 [or Social Studies, etc]</li></ul>
<ul style="list-style-type: none"><li>• Teacher of Art P-12</li><li>• Art</li></ul> <ul style="list-style-type: none"><li>• Teacher of Italian P-12</li><li>• Italian</li></ul> <ul style="list-style-type: none"><li>• Teacher of Chemistry P-12</li><li>• Chemistry</li></ul>	<ul style="list-style-type: none"><li>• Teacher of Social Studies P-12</li><li>• Social Studies</li></ul> <ul style="list-style-type: none"><li>• Teacher of French P-12</li><li>• French</li></ul> <ul style="list-style-type: none"><li>• Teacher of Theater P-12</li><li>• Theater</li></ul>	<ul style="list-style-type: none"><li>• Teacher of English P-12</li><li>• English</li></ul> <ul style="list-style-type: none"><li>• Teacher of Spanish P-12</li><li>• Spanish</li></ul> <ul style="list-style-type: none"><li>• Teacher of Students with Disabilities</li></ul>
<ul style="list-style-type: none"><li>• Teacher of Mathematics P-12</li><li>• Mathematics</li></ul>	<ul style="list-style-type: none"><li>• Teacher of Latin P-12</li><li>• Latin</li></ul>	<ul style="list-style-type: none"><li>• Teacher of Dance P-12</li><li>• Dance</li></ul>
<ul style="list-style-type: none"><li>• Early Childhood P-3</li><li>• Preschool through Grade 3</li></ul>	<ul style="list-style-type: none"><li>• Teacher of Biological Science P-12</li><li>• Biological Science</li></ul>	<ul style="list-style-type: none"><li>• Teacher of Music P-12</li><li>• Music</li></ul>
<ul style="list-style-type: none"><li>• Teacher of Earth Science P-12</li><li>• Earth Science</li></ul>	<ul style="list-style-type: none"><li>• Teacher of Physical Science P-12</li><li>• Physical Science</li></ul>	<ul style="list-style-type: none"><li>• Teacher of Physics P-12</li><li>• Physics</li></ul>
<ul style="list-style-type: none"><li>• Teacher of Health or Physical Education P-12</li><li>• Health and Physical Education</li></ul> <p><b>*THIS IS ONE CERTIFICATION NOT TWO, IT IS NOT DUAL CERT, AND HEALTH IS LISTED FIRST*</b></p>	<ul style="list-style-type: none"><li>• Teacher of Bilingual and Bicultural Education P-12</li><li>• Bilingual and Bicultural Education</li></ul>	

## SPECIFIC CERTIFICATION-RELATED QUESTIONS?

Reach out to Director of University Certification, Dr. Caroline Murray at [murrayc@montclair.edu](mailto:murrayc@montclair.edu)

## SPECIFIC RESUME-RELATED QUESTIONS?

Reach out to CEEL Career Services team at [ceelcareers@montclair.edu](mailto:ceelcareers@montclair.edu)