

**NEW JERSEY HIGHER EDUCATION STUDENT ASSISTANCE AUTHORITY (HESAA)**  
**New Jersey Teacher Loan Redemption (TLRP) Employer Certification**

**Instructions:**

1. **Complete Section 1:** Fill out all fields in *Section 1*. Then download, print, and sign the form.
2. **Submit Form to Human Resources (HR):** Provide the signed form to your HR Representative to complete *Section 2*.
3. **School and Field Information:**
  - If you are currently teaching in the district, provide the school and high-need field information for the **2024-2025** school year.
  - If you are a new teacher, provide information for the **2025-2026** academic year.
4. **Review and Confirm Signatures:** Ensure all fields are complete and accurate. Both you and your HR Representative **must** provide hand-written signatures. Incomplete or unsigned Employer Certification forms will not be accepted.
5. **Upload with Online Application:** Submit the fully completed and signed form with your online application **no later than June 15, 2025**.

To be considered for acceptance into the TLRP, you **must** submit this certification form as part of your application by the submission deadline. All required documents **must** be included at the time of submission. Incomplete applications will not be reviewed and will be deemed ineligible.

For answers to common questions, please refer to the [TLRP Frequently Asked Questions \(FAQ\)](#).

For additional assistance, please contact HESAA's Customer Care Center at 800-792-8670.

**SECTION 1: TO BE COMPLETED BY APPLICANT**

**Applicant Information**

First and Last Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Employment Information**

Current Place of Employment (School Name): \_\_\_\_\_

School District: \_\_\_\_\_

**Initial School Assignment**

Did the district initially hire you to teach at the school listed above? ☐ Yes ☐ No

If no, provide the name of the school within the current school district where you were initially hired to teach: \_\_\_\_\_

**High-Need Field**

Check all subjects you currently teach. If you are a newly hired teacher who has not yet started teaching, check the subjects you are contracted or assigned to teach for the 2025-2026 academic year: (Check all that apply.)

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> English as a Second Language   | <input type="checkbox"/> Bilingual Education    | <input type="checkbox"/> World Languages   |
| <input type="checkbox"/> Mathematics                    | <input type="checkbox"/> Science                | <input type="checkbox"/> Special Education |
| <input type="checkbox"/> Career and Technical Education | <input type="checkbox"/> None of these subjects |  |

Did the district initially hire you to teach any of the subjects selected above? ☐ Yes ☐ No

If no, indicate the subject(s) you were initially hired to teach within the current district: \_\_\_\_\_

Hire Date by Current School District (MM/DD/YYYY): \_\_\_\_\_

I certify that I am eligible to receive an annual redemption payment on my qualifying student loans under the New Jersey Teacher Loan Redemption Program. I understand that this eligibility is contingent upon meeting all program requirements and remaining in full compliance with the New Jersey Teacher Loan Redemption Program regulations. I further understand that if I knowingly or willfully provide false or misleading information to obtain benefits under this program, I may be guilty of a crime of the fourth degree.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

## SECTION 2: TO BE COMPLETED BY EMPLOYER'S HUMAN RESOURCES REPRESENTATIVE

The applicant is applying to participate in the **New Jersey Teacher Loan Redemption Program (TLRP)**, which offers student loan redemption for teachers who are certified by the New Jersey Department of Education and who teach in a **high-need field** at an **eligible New Jersey school**.

- The list of eligible high-need fields is available at: <https://www.hesaa.org/Pages/NJTLRPHigh-NeedFields.aspx>
- The list of eligible schools is available at: <https://www.hesaa.org/Pages/NJTLRP-EligibleSchools.aspx>.

Administered by the New Jersey Higher Education Student Assistance Authority (HESAA), the program provides up to \$20,000 in student loan redemption, with participants eligible to receive up to \$5,000 per year for four consecutive years of qualifying service.

**Please ensure all required fields in this section are accurately completed.** The applicant's eligibility to participate in this program is contingent upon timely submission of this completed form and fulfillment of all eligibility criteria.

- For applicants **currently teaching in the district**, provide school and high-need field information for the **2024-2025** academic year.
- For **newly hired teachers**, provide school and high-need field information for the **2025-2026** academic year.

Applicant First and Last Name: \_\_\_\_\_ School District: \_\_\_\_\_

Applicant's Current Place of Employment (School Name): \_\_\_\_\_

Applicant Hire Date in Current School District (MM/DD/YYYY): \_\_\_\_\_

### Initial School Assignment

Was the applicant initially hired to teach at the school listed above? ☐ Yes ☐ No

If no, provide the name of the school within the current district where the applicant was initially hired to teach: \_\_\_\_\_

### Employment Status

Is the applicant currently employed full-time in your district or in the case of a newly hired teacher, is the applicant contracted or assigned to teach full-time in the 2025-2026 academic year? ☐ Yes ☐ No (MM/DD/YYYY): \_\_\_\_\_

### High-Need Field

Does the applicant currently teach any of the following subjects, or in the case of a new teacher is the applicant contracted or assigned to teach any of the following subjects in the 2025-2026 school year? (Check all that apply.)

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> English as a Second Language   | <input type="checkbox"/> Bilingual Education    | <input type="checkbox"/> World Languages   |
| <input type="checkbox"/> Mathematics                    | <input type="checkbox"/> Science                | <input type="checkbox"/> Special Education |
| <input type="checkbox"/> Career and Technical Education | <input type="checkbox"/> None of these subjects |  |

Was the applicant initially hired in your school district to teach any of the selected subjects above?

☐ Yes ☐ No If no, indicate the subject(s) the applicant was initially hired to teach in your district: \_\_\_\_\_

### District Vacancy Rate

As of May 1, 2025, what was the percentage of vacancies among all full-time teaching positions in the district? (Calculated as: number of full-time teaching vacancies ÷ total number of full-time teaching positions in the district) \_\_\_\_\_%

### HR Representative Information

First and Last Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Job Title: \_\_\_\_\_ Phone Number: \_\_\_\_\_

### Certification Statement

I certify to the best of my knowledge and belief that all of the information provided on this employment certification form is accurate.

\_\_\_\_\_  
HR Representative Signature

\_\_\_\_\_  
Date

**Any individual who knowingly or willfully provides false or misleading information to receive student loan redemption benefits under this program is guilty of a crime of the fourth degree.**