

SUBSTITUTE APPLICATION PROCESS(September 2022)

How to Apply for a Substitute Credential in New Jersey

FIRST: GO TO <https://www.nj.gov/education/certification/substitutes/>

The sponsoring organization should be the candidate's teacher preparation program, school district, or vendor organization that the candidate will serve. If the candidate plans to substitute in multiple school districts, he or she must select at least one for application purposes.

NEXT:

1. Pay administrative fee(s) for the [criminal history background clearance](#) and print out the IdentoGO New Jersey Universal Fingerprint Form from the New Jersey Department of Education (NJDOE) [Office of Student Protection webpage](#) (\$11);

2. Go to the [Identogo Website](#) to schedule an appointment and pay fingerprinting fees (\$66.05 for those who have never been fingerprinted in New Jersey, or \$29.75 if previously printed through the NJDOE subsequent to March 2003).

3. Attend the scheduled appointment time and get fingerprinted. Make sure to bring the following to your scheduled appointment:

- Picture Identification (ID) Note: Foreign passports will no longer be accepted as proof of identification;
- IdentoGO New Jersey Universal Fingerprint Form; and
- [Verify criminal history status form](#)

FINALLY:

Apply for your substitute credential on the NJDOE online educator certification system, [NJEdCert](#).

60-Credit Instructional Substitute Credential:

- Completion of 60 semester-hour credits at a nationally accredited college or university.
- Criminal History Record Check: approval date must be within 5 months of the application date with "Substitute Teacher" as the job position.

30-Credit Instructional Substitute Credential:

- Completion of 30 semester-hour credits at a nationally accredited college or university.
- Educator must be enrolled in a nationally accredited college or university at the time of application. Verification of enrollment is required.
- Educator must be at least 20 years of age.
- Criminal History Record Check: approval date must be within 5 months of the application date with “Substitute Teacher” as the job position.

Career and Technical Education Substitute Credential:

- Evidence of two years of full-time work experience within the past five years in the appropriate career cluster.
- Work experience shall be documented by verification of employment by employer or presentation of a valid occupational license.
- Criminal History Record Check: approval date must be within 5 months of the application date with “Substitute Teacher” as the job position.

Substitute School Nurse Non-Instructional Credential:

- Valid New Jersey Registered Professional Nurse license.
- Criminal History Record Check: approval date must be within 5 months of the application date with “Substitute Nurse” as the job position.

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT REBECCA MCFERREN AT rmcferren@gibbsboroschool.org or call 856-783-1140 ext. 301