



## State of New Jersey

**PHILIP D. MURPHY**  
*Governor*

**SHEILA Y. OLIVER**  
*Lt. Governor*

**Middlesex County Office of Education**  
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**ANGELICA ALLEN-MCMILLAN, Ed.D.**  
*Acting Commissioner*

**KYLE M. ANDERSON**  
*Interim Executive County Superintendent*

Holders of New Jersey CE, CEAS, Standard Instructional Certificate(s) or an administrative or an educational services certificate shall not be required to obtain a substitute credential before as a Substitute Teacher.

### **A Guide for Applicants: How to Apply for a Substitute Credential or Career and Technical Education Substitute Credential and Substitute Nurse Credential:**

Contact the [County Office of Education](#) for all Substitute Credential questions.

#### **Step One: Seek and Obtain a Sponsor School District or Organization for Criminal History Record Clearance.**

The sponsoring organization should be the candidate's teacher preparation program, school district, or vendor organization that the candidate will serve (such as ESS or Kelly Educational Staffing or Delta-T Group). If the candidate plans to substitute in multiple school districts, he or she must select at least one for application purposes.

#### **Step Two: Complete Criminal History Record Check Process.**

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 for pay fingerprinting fees the is \$67.50 for those who have never been fingerprinted in New Jersey, or pay \$29.75 (Archive Process) 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](#)

### **Step Three: Apply for the Substitute Credential Online:**

1. To start the application for a substitute credential, please go to the NJ Department of Education ([NJEdCert](#)) website.
2. Click on New Jersey Educator certification ([NJEdCert](#)) which is on the right side-under **Quick Links**.
3. Click on [NJEdCert](#).
4. You will be taken to another site where you will need to register. To register, please click on **Create Account**.
5. You will be required to pay \$125 fee online with Debit or Credit card and is not-refundable.

### **Apply for your substitute credential on the NJDOE online educator certification system:**

#### **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 five months of the application date with “Substitute Nurse” as the job position.

### **The Items below must be completed to get your substitute credential approved.**

1. Official Electronic Transcripts – Electronic transcript can send from your college/university/clearinghouse to [MiddlesexCountyNJCertinquiry@doe.nj.gov](mailto:MiddlesexCountyNJCertinquiry@doe.nj.gov) or Mail sealed transcript to county office at below address.
2. Fingerprint Approval

### **County Contact:**

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