



STATE OF NEW JERSEY DEPARTMENT OF EDUCATION

Guide for Applicants: How to Apply for a Substitute Credential

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 [Source4Teachers](#) or [Insight Educational Workforce Solutions](#)). If the candidate plans to substitute in multiple school districts, he or she must select at least one for application purposes. **You must contact your sponsor first, prior to moving to Step 2.** The sponsor must provide information for you to complete the next step.

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). **Use district code obtained in Step 1. Job position should be either "Substitute Teacher" for K-12 substitutes or "Substitute Nurse" for School Nurse substitutes.**
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](#).

Step Three: Apply for the Substitute Credential Online

Apply online in the [Teacher Certification Information System \(TCIS\)](#) for the substitute credential and pay the \$125.00 application fee. Renewals will follow the same process.

Upon completion of the online application, Applicants should record their individual Tracking Number generated by TCIS during the application process, and then email the following information/documentation with your Tracking Number and name in the subject line (ex. #123456 – Joe Smith) to your County Office of Education at GloucesterCountyCert@doe.nj.gov:

1. Official college transcripts proving at least 60 college credit hours emailed either directly from your college/university or the [National Student Clearinghouse](#) (substitute credential) **or** [signed letter](#) from employer documenting work experience (CTE substitute credential only) **or** RN License (substitute nurse only).
2. Approved [criminal history status check](#).
3. You may check your status, view certificates and expiration dates at any time by logging in to [TCIS](#).

****Incorrect procedure may hinder issuance****

Questions concerning technical use of TCIS may be resolved by emailing TCIS techassist@doe.nj.gov.

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