

Substitutes

How to Apply for a Substitute Credential or Career and Technical Education 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 [Kelly Education](#)). 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 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

Important

- The NJDOE transitioned to a new online educator certification system, [NJEdCert](#), on May 31, 2022.
- All documentation for [TCIS](#) applications must be submitted by July 31, 2022. All incomplete applications in TCIS will expire on August 1, 2022.
- [TCIS Application Status Check](#)

For candidates with existing applications in TCIS submitted through May 25, 2022:

Upon completion of the online application, candidates should record their individual Tracking Number generated by TCIS during the application process, and then deliver the following information/documentation with your tracking number to your [County Office of Education](#):

1. Sealed college transcripts proving at least 60 or 30 college credit hours (substitute credential) or signed letter from employer documenting work experience (CTE substitute credential only);
2. Proof of age via license or other government issued identification (minimum age of 20 for the 30-credit substitute credential);
3. If applying for the substitute credential using 30 college credits, an official letter from the Registrar's Office providing proof of current enrollment at an accredited college or university
4. Approved [criminal history status check](#).