



## State of New Jersey

**PHILIP D. MURPHY**  
*Governor*

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

MIDDLESEX COUNTY OFFICE OF EDUCATION  
13-15 KENNEDY BOULEVARD  
EAST BRUNSWICK, NEW JERSEY 08816  
(732) 249-2900  
FAX (732) 296-6567

**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 CTE Substitute or Substitute Nurse Credential**

Updated October 2021

#### **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 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. Questions concerning technical use of TCIS may be resolved by emailing [TCISchassist@doe.nj.gov](mailto:TCISchassist@doe.nj.gov).

Upon completion of the online application, Applicants 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: [County Office of Education](#).

### 1. For a Substitute Credential:

- Sealed College transcripts proving at least 60 or 30 college credit hours or the college or clearinghouse may electronically submit the official transcript to [Raksha.parikh@doe.nj.gov](mailto:Raksha.parikh@doe.nj.gov)
- 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.
  - Proof of age via license or other government issued identification.
- **For a Substitute School Nurse Credential:**
  - A copy of valid RN License
- **For a Vocational Substitute Credential:**
  - Sealed College transcript showing 60 college credits or the college or clearinghouse may electronically submit the official transcript to [Raksha.parikh@doe.nj.gov](mailto:Raksha.parikh@doe.nj.gov) or two years work experience in the appropriate vocational field (full time work experience must be within the past five years) and a signed letter from employer documenting the work experience.

### 2. Approved [criminal history status check](#).

*The substitute credential is valid for a five-year period from the date of issuance and may be renewed within six months prior to its expiration date. Substitute Credentials with the 30 credits are not renewable after five years.*

### **County Contact:**

Raksha Parikh  
Middlesex County Office  
Dept. of Education  
13-15 Kennedy Blvd.  
East Brunswick, NJ 08816  
Phone: (732) 745-3564  
Fax: (732) 296-6567  
Email: [raksha.parikh@doe.nj.gov](mailto:raksha.parikh@doe.nj.gov)