NJEdCert Substitute Certificate Application Process

Complete Substitute Application on NJEdCert:

Be sure you are using **Chrome, Firefox or Safari** as your browser and follow the link below:

https://www.nj.gov/education/certification

Set up your portal. You will be directed back to your email to verify your account. Then proceed to applying for your Sub Cert. Read all the steps carefully and answer all questions. When asked for a Praxis number or credential number, just leave it blank if you don't have one. You are applying for "Credential."

Video NJ DOE Instructions: https://www.youtube.com/watch?v=UhWtPMBIonA

All fees are paid online and official transcripts are to be sent electronically from your college. If your college does not release official transcripts electronically, have them sent to the County Office –

Warren County Superintendent's Office
New Jersey Department of Education
1501 Route 57
Washington, New Jersey 07882

Complete Criminal History Record Check Process:

https://www.nj.gov/education/crimhist/

On the Office of Student Protection webpage follow the directions for NEW APPLICANT. Pay the fees (administration and fingerprinting) and schedule your fingerprinting appointment.

County Code: 41 (Warren County)

District Code: (provided by school district)

School Code: (provided by school district)

Job Description: Substitute Teacher or Substitute School Nurse

Service Code (if requested): **2F1FB1** (Public School Employment)

Monitor your Office of Student Protection account (just put in your social security# and date of birth - "Applicant Approval Employment History" link, right side) and within approximately 10 – 14 business days you should be able to retrieve your "Applicant Approval Employment History" (fingerprint clearance). Save that document as a PDF and upload it to your portal through NJEdCert. Once this is all completed, the County Office will be notified and your application will be approved.