

## **SUBSTITUTE APPLICATION PROCESS (December 2023)**

### **How to Apply for a Substitute Credential in New Jersey**

Please see below instructions/steps below (to avoid processing delays & confusion) that can be shared with district educators that are applying for a Substitute certification, same steps apply for Substitute Nurse with the exception of transcripts they will upload their VALID NJ RN License.

When applying for a Substitute Credential for the first time, a copy of your Criminal History Background Check with an approval date that is within 5 months of the application date with “Substitute Teacher” or “Substitute Nurse” listed as the job position has to be submitted.

Before you apply and create an account please see Substitute Credential website : <https://www.nj.gov/education/certification/substitutes/index.shtml> and click on each step to read before applying.

Please see below instructions: This is the link to the NJEDCERT site to create an account and apply - <https://njdoe.my.site.com/manage/s/>

### **Substitute Application process on New NJEDCERT**

1. Applicant's create an account on **NJEDCERT**
2. Click on Apply Now for the credential after creating an account
3. Select the Instructional substitute credential
4. Pay the fee: - [https://www.nj.gov/education/certification/apply/fee\\_holiday.shtml](https://www.nj.gov/education/certification/apply/fee_holiday.shtml)  
**CLICK ON LINK FOR PAYMENT INFORMATION**
5. Request transcript from the University to go to the [certapplication@doe.nj.gov](mailto:certapplication@doe.nj.gov) email address or **NJDOE**
6. **Applicants are going to upload their Applicant Approval Employment History ( fingerprint approval form) A processed copy of your Criminal History can be found at <https://homerom6.doe.state.nj.us/chrs/app-emp-history> (Job description has to state Substitute Teacher) save as PDF attachment to upload. (Verification of Employment letter is also required for renewals with no break in service.) Save both documents together to upload at the same time.**

**PLEASE MAKE SURE TO APPLY FOR THE CORRECT SUBSTITUTE CREDENTIAL AND CERTIFICATION QUALIFIED FOR BECAUSE THE APPLICATION WILL GET DENIED AND \$70.00 WILL BE DEDUCTED (NO REFUND) AND WILL HAVE TO REAPPLY FOR THE CORRECT CERTIFICATION QUALIFIED FOR USING THE CREDIT AND PAY THE BALANCE!!**

**FYI: all documents that candidate has to upload can be found on the home page of their application under Document collections**

### **How to upload background check to account:?**

1. Retrieve/ Verify completed Criminal History Background Check (Applicant Approval Employment History) please click or copy and paste this link into your web browser: <https://homerom6.doe.state.nj.us/chrs/app-emp-history>
2. Save background check as a PDF
3. Log into your NJEDCERT account
4. Click on My **Case Tab** then click on the blue case number
5. Click document collection tab
6. HIGHLIGHT THE CIRCLE ON THE BACKGROUND CHECK THEN CLICK CONTINUE AND UPLOAD YOUR APPLICANT APPROVAL EMPLOYMENT HISTORY FORM AND CONFIRM IT.

***ONCE ALL DOCUMENTS ARE RECIEVED THE COUNTY OFFICE WILL REVIEW YOUR APPLICATION IF EVERYTHING IS OKAY YOUR CREDENTIAL WILL BE ISSUED/APPROVED.***

***FYI, WE WILL NOT MAIL A PAPER CERTIFICATION. LOG INTO YOUR NJEDCERT ACCOUNT CLICK ON THE TAB THAT SAYS MY CERTFICATIONS AND BLUE APPLICATION # WILL APPEAR CLICK ON THE NUMBERS THEN WILL TAKE YOU TO YOUR CERTIFICATION PAGE CLICK ON PRINTABLE VIEW TO PRINT OUT YOUR CREDENTIAL.***

**If you have any questions, please contact Becky McFerren at [rmcferren@gibbsboroschool.org](mailto:rmcferren@gibbsboroschool.org)**