

SUBSTITUTE TEACHING CERTIFICATION
GUIDELINES FOR COUNTY AND STATE APPROVAL

Certificates are valid for five years

To apply for a *substitute or CTE substitute credential*, there is a three step process which must be completed. Please see the steps and link below for more detailed information:

The three step process will include:

Step 1: Seek and Obtain a Sponsor School District or Organization for Criminal History Record Clearance

Step 2: Complete Criminal History Record Check Process (be sure to apply or transfer fingerprints to the Springfield Township School District #05-5010)

Step 3: Apply for the Substitute Credential Online

NJEdCert: All Substitute Teaching Credential Applications

<https://njedcert.force.com/manage/s/>

In addition, the Springfield Township School District requires proof of a negative TB test from a physician's office.

Please contact Brielle Neroda at (609) 723-2479 Ext. 101 to schedule an interview with the Superintendent.

After receipt of your NJ State Substitute Certification, Board approval, and the submission of all necessary paperwork, you may then take substitute positions in the district.

**SUBSTITUTE TEACHERS, NURSES, INSTRUCTIONAL AIDES, SECRETARIES,
CUSTODIANS, AND CAFETERIA AIDES**

For Substitute Instructional Aide/Cafeteria Aide/Custodian/Clerical, please contact Brielle Neroda for more information.