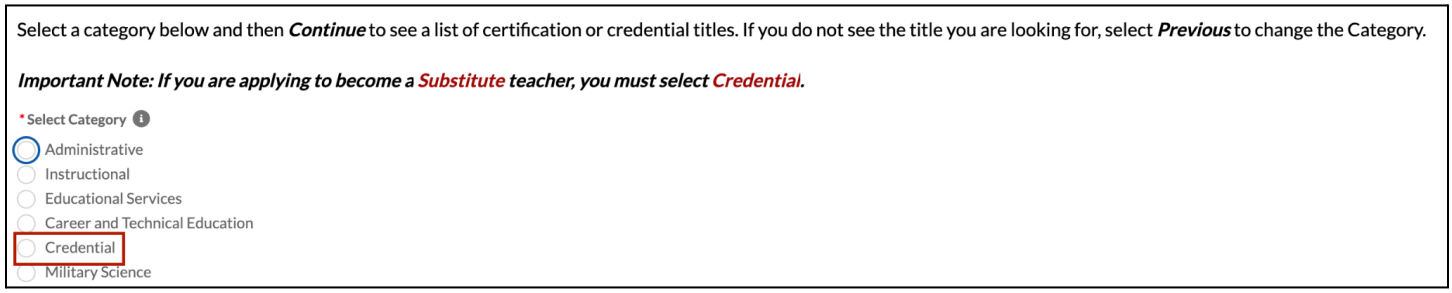
Jefferson Township Public Schools
Substitute Teacher Credential FAQs

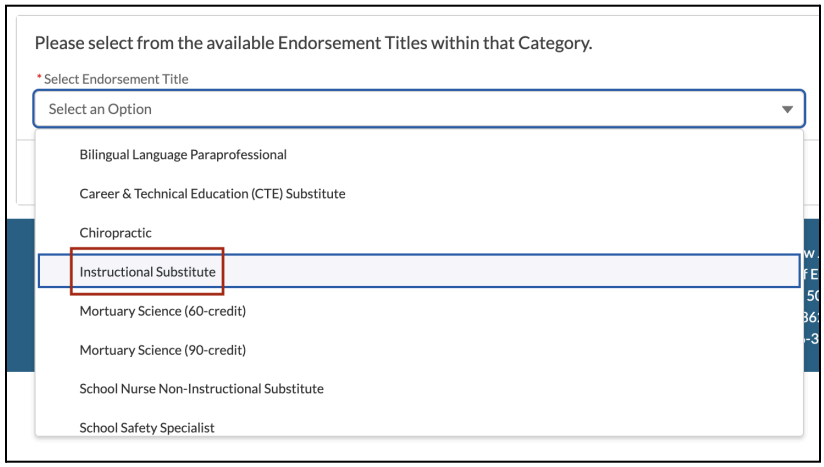
1. **What qualifications are required to apply for an Instructional Substitute Credential?**

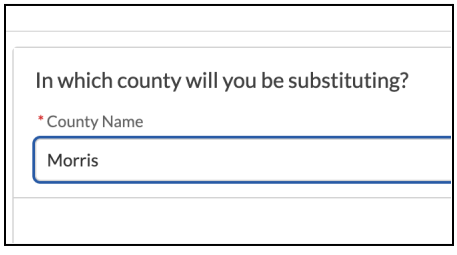
   - Completion of 30 semester-hour credits at an accredited college or university.
   - Criminal History Record Check: approval date must be within five months of the application date with "Substitute Teacher" as the job position.

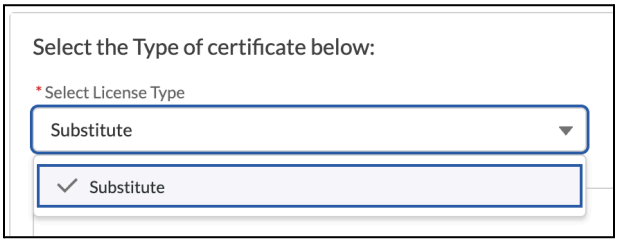
2. **How do I apply for a NJ Substitute Teaching certificate?**

   Visit the NJEdCert and create an account. Follow the application instructions and reference the application checklists to provide necessary documentation. Continue through the application, making the following selections:



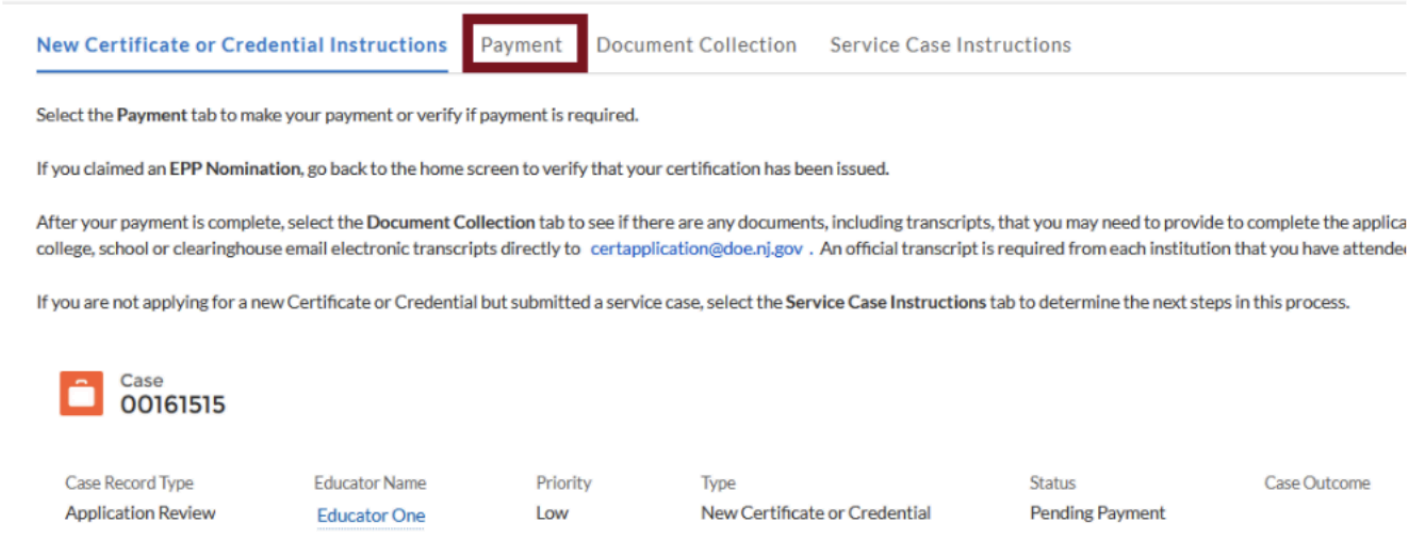






3. **What are the fees?**
   A Substitute Teacher certificate is $125. Regulations do not allow NJDOE to offer refunds. You will make the payment through your NJEdCert account:

   1. Login to your NJEdCert account
   2. Open the left side menu and select **My Cases**
   3. Select your application
   4. Navigate to the **Payment** tab at the top of the screen



4. **How long does it take for my application to be processed?**

   If you need to provide transcripts or undergo a background check, it can take several weeks for documents to be received and processed. *After all necessary documents have been received and processed*, and your application status has reached **Pending Review**, you can expect a review within 10 business days. Your application will not be reviewed until it reaches Pending Review status.

5. **How do I upload documents to my NJEdCert Application?**

   - Login to your NJEdCert account
   - Open the left side menu and select *My Cases* (or *My Applications* if resolving a deficiency)
   - Select the Case Number for your application (or the *Application ID* if resolving a deficiency)
   - Navigate to the **Document Collection** tab at the top of the screen
   - Upload your documents into the proper checklists. If you are uploading more than one file into a single checklist, be sure to upload them all in a single batch.



DO NOT UPLOAD YOUR TRANSCRIPT YOURSELF.
Request your college or clearinghouse send an official electronic transcript directly to certapplication@doe.nj.gov.

6. **Where do I find my fingerprints/criminal history report?**
   If you have already been fingerprinted for the Department of Education, visit the Office of Student Protection webpage to download your Applicant Approval Employment History. Save this document as a .pdf to upload into your application.

   If your approval date is at 5 months or more out of date *and you have been continuously employed in the same school district since your previous approval*, you can upload a letter of continuous employment from your employer. Upload the letter in the same checklist along with your Approval History Report. The letter is only required if your approval is at 5 months or more out of date.

   If your approval date is more than 5 months old, and you *cannot* provide a letter of continuous employment, you will visit the Office of Student Protection webpage for further instructions

   If you have not been fingerprinted for the Department of Education, visit the Office of Student Protection for more information.

   If:

   - You have never worked for a school, a bus contractor, or a vendor; or,
   - You were fingerprinted by Office of Student Protection before March 2003, and are changing school districts, bus contractors or vendors; or,
   - You were originally fingerprinted as a College Student or as a Volunteer and paid a reduced fingerprinting fee; or,
   - You were previously disqualified by Office of Student Protection and have had your criminal record expunged

   Then you are a **new applicant.**

   If:

   - You were fingerprinted and approved by Office of Student Protection after February 2003, and are changing school districts or vendors; or,
   - You are a school bus driver renewing your "S" endorsement and were fingerprinted and approved after February 2003:

   Then you are an **archive applicant**.

   If:

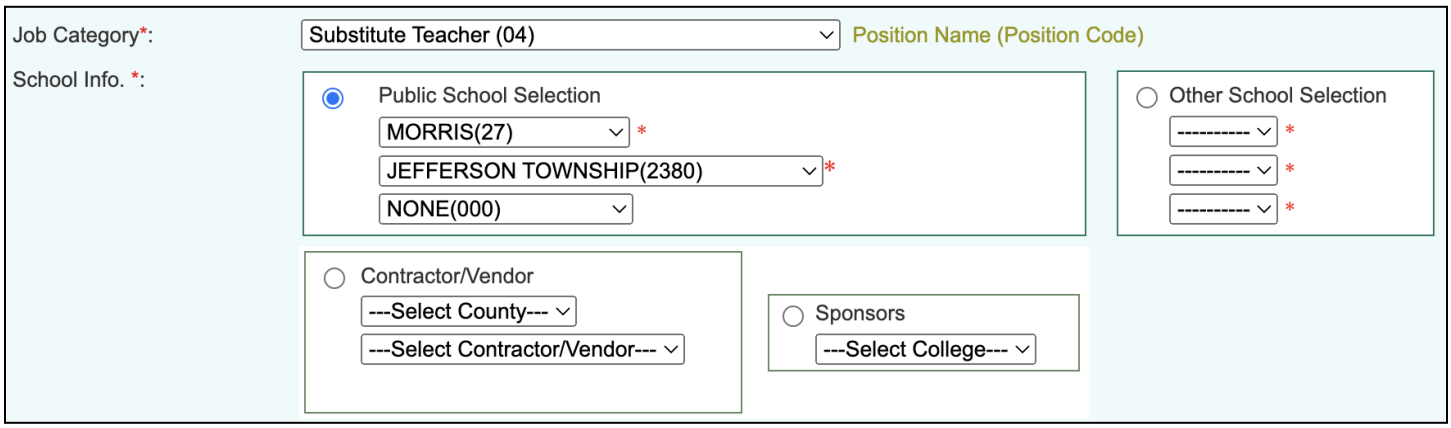
   - You were fingerprinted and approved by Office of Student Protection after March 2003; and,
   - You were fingerprinted for a substitute or bus driver position; and,
   - You have been employed in a substitute position continuously by a school or vendor since the first year your criminal history approval was issued, and you can provide a Verification of Employment memo:

   Then you are a **transfer applicant**.

   Codes required for your application can be found on the next page:

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Fingerprinting Application Codes:



New Applicant Costs: $66.05 *plus a separate* $11 fee to the State of NJ
Archive Costs: $28.75
Unpaid Volunteer Costs: $24.05 *plus separate* $11 fee to the State of NJ

This guide is provided for your convenience – Jefferson Township Public Schools is not responsible for reviewing or approving any certifications for the Dept of Education. If you have further questions, you may contact the Human Resources department; we will help you to the best of our ability. If you are having difficulty with your application or have questions we are unable to answer, please contact:

For general certification information, please visit NJDOE Certification.

For all questions related to fingerprinting and background checks, please visit the Office of Student Protection.

For NJEdCert customer service and technical support, call (609)-292-2070 or use the “Contact Customer Service” box on your NJEdCert homepage after you login to your account.