

Substitutes



A substitute credential applies to a person who temporarily replaces a certified and regularly employed classroom teacher who is absent, or to a person who temporarily fills a vacancy.

Holders of an instructional Certificate of Eligibility (CE), Certificate of Eligibility with Advanced Standing (CEAS), a standard instructional certificate, or an administrative or educational services certificate shall not be required to obtain a substitute credential before serving as a substitute teacher. Substitute credentials can be used in multiple counties; applicants do not need to apply for more than one substitute credential. <<

How to Apply for a Substitute Credential

Contact a [County Office of Education](#) for all Substitute Credential questions.

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. 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 for your substitute credential on the NJDOE online educator certification system, [NJEdCert](#).

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.

Career and Technical Education Substitute Credential:

- Evidence of two years of full-time work experience in the appropriate career cluster.
- Work experience shall be documented by verification of employment by employer or presentation of a valid occupational license.
- Criminal History Record Check: approval date must be within five months of the application date with "Substitute Teacher" as the job position.

Substitute School Nurse Non-Instructional Credential:

- Valid New Jersey Registered Professional Nurse license.
- Criminal History Record Check: approval date must be within five months of the application date with "Substitute Nurse" as the job position.

Substitute Educator Service Limits and Related District Processes

[Substitute Teacher Service Limit Extension Form](#) for districts seeking to extend service of substitutes holding Substitute Credential, Educational Services or Administrative Certificates or Certificates of Eligibility (CE), Certificate of Eligibility with Advanced Standing (CEAS) and Standard certificates teaching in the certificated content area.

Credential/Certificate	Service Limit (In Same Class Per School Year)	Related Process
- Substitute Credential; - Educational Services; or - Administrative Certificates	20 instructional days	Upon extenuating circumstances, a substitute may serve up to 40 total instructional days in same classroom. School district must notify the Executive County Superintendent if teacher substitutes in same classroom beyond 20 days.
Career and Technical Education (CTE) Substitute Credential	40 instructional days	n/a
- Certificate of Eligibility (CE) not in subject area of classroom where substitute is placed; or - Certificate of Eligibility with Advanced Standing (CEAS) not in subject area of classroom where substitute is placed	40 instructional days	School district must notify the Executive County Superintendent if teacher substitutes in same classroom for more than 20 days.
Standard certification not in subject area of classroom where substitute is placed	40 instructional days	School district must notify the Executive County Superintendent if teacher substitutes in same classroom for more than 20 days.
CE or CEAS in subject area of classroom where substitute is placed	Can be extended from 60 instructional days to up to one academic year in the same classroom; for an extension beyond 60 days, CEAS and CE substitutes must: - Have a provisional certificate; - Be enrolled in or have completed a mentoring program; and - Be enrolled in or have completed CE or CEAS educator preparation program.	School district must notify the Executive County Superintendent if teacher substitutes in the same classroom for more than 60 days.
Standard certificate in subject area of classroom where substitute is placed	Can be extended from 60 instructional days to up to one academic year.	School district must notify the Executive County Superintendent if teacher substitutes in the same classroom for more than 60 days.