MEMORANDUM

TO: Applicants for Substitute Certification Renewal

FROM: Khyati Shah x 3135

RE: **Substitute Certification**

According to our records, your substitute certificate will expire on _____.

To apply for your substitute certificate, please follow the below steps:

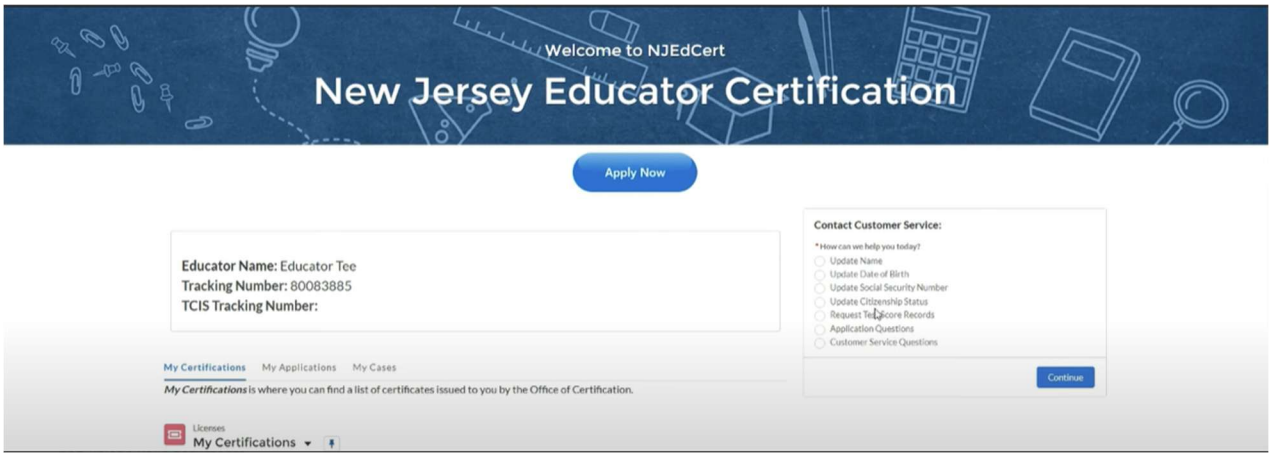
(NOTE: Holders of New Jersey CE, CEAS, Standard Instructional Certificate(s) or an administrative or an educational services certificate shall not be required to obtain a substitute credential before as a Substitute Teacher.)

- **OBTAIN A COPY OF YOUR APPLICANT APPROVAL EMPLOYMENT HISTORY.**
  A copy of your Criminal History Approval Letter (from previous years); OR a copy of your Applicant Approval Employment History, which you may download and print from http://www.nj.gov/education/educators/crimhist/ (Direct link: https://homeroom6.doe.state.nj.us/chrs/app-emp-history).

If you have renewed your sub cert through ESCNJ previously, and have had no break-in-service, you do not need to archive your fingerprints.

Instruction to Apply Online:

All renewal substitute teacher certificate applications submitted online. Please click on this link https://njdoe.my.site.com/manage/s/ to apply. You will need to register by clicking on **Create Account** (or login to your existing account). Once you logged into your account you will see the page below. Click on the big blue apply now button and start your application. The renewal fee is $125.00 and it is non-refundable.



You will require 3 documents:

1. Employment verification letter
2. Current substitute certificate
3. Official transcript

Once you complete the application and pay the fees the case will create. Click on the My Cases tab and upload your documents.

Video link for instruction How to upload documents to your application.
https://www.nj.gov/education/certification/apply/

- **MIDDLESEX COUNTY OFFICE ADDRESS**

New Jersey Department of Education
Middlesex County Office
13-15 Kennedy Boulevard
East Brunswick, NJ 08816
Phone: (732) 745-3564
Email: ***Mary.Badolato@doe.nj.gov***
Attn: Mary Badolato (Substitute Coordinator)