Educational Services Commission of New Jersey

www.ESCNJ.us

MEMORANDUM

TO: Applicants for Substitute Certification Renewal

FROM: Khyati Shah x 3135

RE: **Substitute Certification**

According to our records, your substitute certificate is expired.

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.**
  If your current Applicant Approval Employment History for **ESCNJ** is less than five (5) months old, you may use it to apply for the substitute certificate; 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 your current Applicant Approval Employment History for ESCNJ** is more than five (5) months old, you are required to archive your fingerprinting (see next page).

- **APPLY FOR SUBSTITUTE CREDENTIAL ONLINE**

  - Apply online on NJEdCert System (Link: https://njdoe.my.site.com/manage/s/) for the **substitute credential**. You will need to register by clicking on **Create Account** and pay the non-refundable $125.00 application fee online. For login issues or changes, please email GeneralCertQuestionsNJEdCert@doe.nj.gov . For more information, please go to https://www.nj.gov/education/certification/
  - Upon completion of the online application, NJEdCert will generate the individual Tracking number. **Please record this number.**
  - Upload information/documentation with your **above tracking number** (Your application)

    1. Sealed College transcripts proving at least **30 semester-hour credits** at an accredited college or university. (Or the college, University or clearinghouse may electronically submit the official transcript to ***Mary.Badolato@doe.nj.gov***)

2. Approved criminal history status check

- **MIDDLESEX COUNTY OFFICE ADDRESS**

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

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

Instructions to Archive

If you are current, Applicant Approval Employment History for ESCNJ is more than five (5) months old, please follow the directions below and complete the archive process for the Substitute Certification Application.

- You must have your PCN #, which you may find on your initial criminal history approval letter, your original fingerprinting form or your original fingerprinting receipt.
- Go to **https://www.state.nj.us/education/crimhist/** (Dept. of Education – Criminal History Review) and choose 'File Authorization and Make Electronic Payment', which will bring you to the On-Line Applicant Authorization and Certification (AA&C) screen.
- Now choose 'Archive Application Request (Applicants Previously Fingerprinted for the Department of Education and Approved Subsequent to February 2003)'.
- Please complete the archive process by using the codes listed below. The fee is $29.75.
- **FINAL STEP:**
  Your archived Applicant Approval Employment History will be available on the state site within two weeks, go to **https://www.state.nj.us/education/crimhist/.** Choose Applicant Approval Employment History. Enter your ss# and DOB and you will see your history, print a copy and attach it to the substitute certification application.

County:	Middlesex
Code:	23
District:	ESCNJ (Educational Services Commission of NJ)
District Code:	3145
Archive App. Req.:	$29.75
Job Position:	Substitute Teacher