



## Lacey Township School District

### **APPLICANT CHECKLIST FOR SUBSTITUTE TEACHER CERTIFICATION**

Thank you for your interest in Lacey Township School District!  
After completing your online employment application, please review the steps below to ensure a smooth process in obtaining your substitute certification.

**Applicant Name:** \_\_\_\_\_

**Phone Number & Email:** \_\_\_\_\_

**Social Security Number:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

1. Substitute applicant must first complete the criminal history review/fingerprinting process (initial application or archive application; refer to separate “fingerprinting instructions”)

2. Apply online for your Substitute certification:

- Go to the NJ Teachers Certification Information System (TCIS) website at [https://www-doe.state.nj.us/DOE\\_TCIS\\_ONLINEED/](https://www-doe.state.nj.us/DOE_TCIS_ONLINEED/)
- Register as a new user and login
- Select “Apply Online” on the left menu
- Select “Credential Application”, then select “Substitute Credentials”
- Select Substitute Teacher Credential (or Substitute Nurse, if applicable)
- Complete all sections (B. Oath, C. Certification, D. Verification of Accuracy)
- Submit \$125.00 application fee
- Upon completion of your application, you will receive an individual tracking number

**Write your tracking number here:** \_\_\_\_\_

*Questions regarding technical use of TCIS or your online sub application may be resolved by emailing [TCIS techassist@doe.nj.gov](mailto:TCIS techassist@doe.nj.gov)*

3. Submit the following to the Human Resources Department:

- Your Substitute Certification Application tracking number (from #2 above)

- Undergraduate transcripts showing 60 credits (must be sealed original with school stamp or official online transcripts sent directly from your school or transcript provider to mpeart@laceyschools.org)
- Your social security number and date of birth (HR will need this to access your criminal history/fingerprinting results on the NJDOE Office of Student Protection database)

4. Upon receipt of above, HR will send the final substitute certification request to OceanSC@doe.nj.gov

Lacey Township School District HR Dept. Contact Info  
Mandie Peart, HR Manager, 609-971-2000 ext. 1013  
mpeart@laceyschools.org

Brianna Bachur, HR Secretary, 609-971-2000 ext. 1012  
bbachur@laceyschools.org

Address: LTSD Board Office, 200 Western Blvd., Lanoka Harbor, NJ 08734