



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/
- 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

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 dscala@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

Dina Scala, HR Manager, 609-971-2000 ext. 1013
dscala@laceyschools.org

Kelly Spitzer, HR Secretary, 609-971-2000 ext. 1012
kspitzer@laceyschools.org

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