

SUBSTITUTE TEACHER/NURSE CERTIFICATION

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.

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.

You will need to have your official transcripts sent to the NJDOE as well. It takes a few weeks for NJDOE to post them to the application so you may want to do this as soon as you apply.

SUBSTITUTE TEACHER/NURSE CERTIFICATION CHECKLIST

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 [New Jersey Educator Certification \(NJEdCert\) System \(https://njedcert.force.com/manage/s/ge/s/\)](https://njedcert.force.com/manage/s/ge/s/)
 - 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)
 - Submit \$125.00 application fee (*Please note that the application fee is waived from July 1, 2023 through June 30, 2024*)
 - Upon completion of your application, you will receive an individual tracking number

Criminal History/Fingerprinting Information

There are three different types of applications to select from to complete the Criminal History record check. Please read the descriptions below to determine which of the applications is correct for you. See “Criminal History/Fingerprinting Checklist” for further instructions.”

If:

You have never worked for a school, a bus contractor, or a vendor, or

You were fingerprinted by Office of Student Protection before March 2003, and are changing school districts, bus contractors or vendors, or

You were originally fingerprinted as a College Student or as a Volunteer and paid a reduced fingerprinting fee, or

You were previously disqualified by Office of Student Protection and have had your criminal record expunged...

Then, you are a [new applicant](#).

If:

You were fingerprinted and approved by Office of Student Protection after February 2003, and are changing school districts or vendors or

You are a school bus driver renewing your "S" endorsement and were fingerprinted and approved after February 2003 ...

Then, you are an [archive applicant](#).

If:

You were fingerprinted and approved by Office of Student Protection after March 2003, and

You were fingerprinted for a substitute or bus driver position, and

You have been employed in a substitute position continuously by a school or vendor since the first year your criminal history approval was issued, and you can provide a Verification of Employment memo.

Then, you are a [transfer applicant](#).

Criminal History/Fingerprinting Checklist

New Applicant Request

1. Access the Office of Student Protection Review's [New Applicant process](#).
2. Select the first option: "New Administration Fee Request (New Applicants Only)".
3. Enter your Social Security number to ascertain whether you are eligible for the process. Click "Continue."
4. If you are eligible for the process, the screen will display four (4) options as to the job position(s) and employer. Please select the appropriate option and proceed to the next screen.
 1. All job positions, except school bus drivers and bus aides, for public schools, private schools for students with disabilities and charter schools;
 2. All school bus drivers and bus aides for public schools, private schools for students with disabilities, charter schools and authorized school bus contractors;
 3. All job positions, except school bus drivers and bus aides, for nonpublic schools; or
 4. All school bus drivers and bus aides for nonpublic schools and other agencies.
5. Complete the requested applicant information to include the county/district/school/contractor codes furnished to you by your employer and proceed to the Legal Certification. In order to continue with the ePayment process, read and accept the terms of the Applicant Authorization and Certification form (AA&C) by checking the box.
6. Complete the required payment information. There is a \$10.00 administrative fee for the Department to process the request and issue an approval letter. There will also be an additional \$1.00 convenience fee charged by the private vendor, NicUSA for processing the credit card information. Accepted methods of payment are Visa, MasterCard, American Express or Discover credit cards.
7. You must click the "Make Payment" button only *one time* to complete the transaction. After completing the transaction, you will be presented with three required steps:
 - View and/or print your New Administration Fee Payment Request confirmation page;
 - Complete and/or print your IdentoGO NJ Universal Fingerprint Form;
 - [Click here to schedule your fingerprinting appointment with MorphoTrust](#)
8. Select the first option -- "View and/or print your New Administration Fee Payment Request confirmation page" and print a copy of the receipt by clicking the print button in the upper right corner of the page and presenting a copy to the employing entity.

9. Next select the second option – "View and/or print your IdentoGO NJ Universal Fingerprint Form." You must print the IdentoGO NJ Fingerprint Form and fill in the boxes for height, weight, maiden name (if applicable), place of birth, country of citizenship, hair color, and eye color and present it to IdentoGO NJ at the time of LiveScan fingerprinting.
10. Access the IdentoGO NJ web page by selecting the third option "Click here to schedule your fingerprinting appointment with IdentoGO NJ" or call 1-877-503-5981 to schedule a fingerprinting appointment.
11. In about two weeks, you will be able to view and print your "Applicant Approval Employment History" by accessing the [Office of Student Protection website](#). Provide a copy to your employer.

Archive Applicant Request

1. Access the [Archive process](#).
2. Select the second option: "Archive Application Request (Applicants Previously Fingerprinted for the Department of Education and Approved Subsequent to February 2003)."
3. Enter your Social Security number to ascertain if you are eligible for the process. Click "Continue."
4. Select the appropriate Applicant Authorization and Certification form (AA&C) that is suitable to your job position and employer.
5. Complete the requested applicant information to include the county/district/school/contractor codes furnished to you by your employer and proceed to the Legal Certification. In order to continue with the ePayment process, read and accept the terms of the AA&C by checking the box. Click "Next"
6. Submit your credit card payment. Total payment is \$29.75 (\$28.75 plus a \$1.00 convenience fee charged by the private vendor). Click "Continue" and then click "Make Payment" at the bottom of the next page.
7. The Payment Confirmation page will state "Your ePayment transaction has been processed successfully." You should print a copy of this receipt.
8. In about two weeks, you will be able to view and print your "Applicant Approval Employment History" by accessing it on the [Office of Student Protection website](#). Provide a copy to your employer.

Transfer Applicant Request (only substitutes and bus driver may transfer)

1. Access the [Transfer process](#).
2. Select the third option: "Transfer Request (Only Substitutes and Bus Drivers are eligible)."
3. Enter your Social Security number to ascertain whether you are eligible for the process. Click "Continue."
4. The screen will display two options:
For all bus drivers only
For all other job categories
5. Select the option applicable to the position for which you are requesting the transfer. Complete the requested applicant information, including the county/district/school/contractor-vendor codes furnished to you by your employer and click on the "Next" button.
6. Review your information and submit your credit card payment. Total payment is \$6.00 (\$5.00 plus a \$1.00 convenience fee charged by the private vendor). Click "Continue" and then click "Make Payment" at the bottom of the next page.
7. The Payment Confirmation page will state "Your ePayment transaction has been processed successfully." Print a copy of this receipt.