

Application Process for Substitute Credential

Step 1: Determine the district or organization for which you will be applying to be a substitute and obtain the districts code (If you plan to substitute for multiple districts, you must select at least one for the process)

New Jersey School Directory: <https://homeroom5.doe.state.nj.us/directory/district.php?alldistricts=1>

Determining District Code: <https://www.nj.gov/education/finance/fp/psd/audit/1718/AppendixV.pdf>

Step 2: Criminal History Record Check
Access Office of Student protection AA&C
<https://homeroom4.doe.state.nj.us/chr/>

Never been fingerprinted

1. Click 'New Administration Fee Request (New Applicants Only)' and enter your Social Security Number
2. Select AA&C Form #1: *All Job Positions, except School Bus Drivers and Bus Aides, for Public Schools, Private Schools for Students with Disabilities, and Charter Schools*
3. Fill out the form making sure to choose 'Substitute Teacher' for the Job Category and fill out the information for the school at which you are applying to
4. Proceed to the legal certification to accept the terms and conditions
5. Complete the payment information- click 'Make Payment' (**\$11.00**)
6. You will be presented with three required steps
 - a. Click 'View and/or print your New Administration Fee Payment Request confirmation page' and print/save a copy of the receipt
 - b. Click 'View and/or print your Identogo NJ Universal Fingerprint'
 - i. Complete the form, click 'Submit', and print the form to bring with you to your appointment
 - c. Click 'Click here to schedule your fingerprinting appointment'
 - i. Select the date, time, and location of your appointment
 - ii. Attend the appointment. Bring the printed form and photo identification

Fingerprinted for something other than a bus driver/substitute

1. Click 'Archive Application Request'
2. Enter your Social Security Number
3. Select AA&C Form #1: *All Job Positions, except School Bus Drivers and Bus Aides, for Public Schools, Private Schools for Students with Disabilities, and Charter Schools*
4. Complete the form, including the codes for the school at which you are applying to be a substitute
5. Submit Payment (**\$29.75**)
6. Print/save a copy of your payment receipt

Fingerprinted as a bus driver/substitute

1. Click 'Transfer Request'
2. Enter your Social Security Number
3. Select 'For all other job categories'
4. Complete the form, including the codes for the school at which you are applying to be a substitute
5. Submit your credit card payment (**\$6.00**)
6. Print/save a copy of your payment receipt

Step 3: After about 2 weeks, check the status of your application:

- ❖ Go to <https://www.nj.gov/education/crimhist/> to view the status
- ❖ Click 'Applicant Approval Employment History' on the right
- ❖ Enter your social security number and date of birth
- ❖ Save this document to your computer as a PDF

Step 4: Obtain official transcripts from the institution at which you have obtained credits

1. Log into WPCconnect
2. Select 'Request Official Transcripts'
3. Fill out personal information
4. In delivery details select:
 - a. 'Education Organization, Application Service, Scholarship and Professional...'
 - b. Then select 'New Jersey Department of Education'
 - c. Then select 'Certification Office'
5. The transcript will be sent electronically (**\$10**). You no longer need to deliver materials to the county education office.

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Step 5: Apply for your substitute credential on NJEdCert <https://njedcert.force.com/manage/s>

Note*-It is recommended that this process is started AFTER fingerprinting and AFTER your "Criminal History Background Check" results are in the possession of the "sponsor district".

*Please use your full legal name and an email address that you will use for years to come

1. Click 'create account' on home page
 - a. If you have a tracking number from your TCIS application, enter in the given tab. If you do not have a previous TCIS tracking number, you may skip this field.
 - b. After creating your account, access the link emailed to you to finish registering.
 - c. Enter in your ETS Praxis candidate ID. If you have not taken any Praxis assessments, you may skip this for now.
2. Applying for a certificate or a credential
 - a. Click 'apply now' on the home page and answer the required questions
 - i. 'Do you have a degree from an Accredited College or University'- select 'No'
 - ii. 'Do you plan on applying for a credential or Career and Technical Education (CTE) Certification that does not require a degree'-select 'Yes'
 - iii. 'Have you completed an Educator Preparation Program'-select 'No'
 - iv. 'Do you have relevant employment information you want to add'-select 'No'
 - v. If you were not asked or have not heard of an 'emergency certificate', click 'No'
 - b. Select 'credential' as the type of title that you need
 - c. Select the type of 'endorsement title' you are going to do based on your placement.
 - i. Either Instructional Substitute (60 credit) or Instructional Substitute (30 credit)
 - d. Select the county in which you are applying to be a substitute
 - e. Select substitute as the type of credential
 - f. Select 'Yes' if everything is correct
 - g. Accept the conditions by selecting 'Yes'
 - h. Click through 'qualifications'
 - i. Complete 'background check questions'
 - j. Agree to 'oath of allegiances' and sign
3. You will be redirected to the 'case home page'
 - a. Click 'payment' which is one of the tabs at the top of the page
 - b. Click 'continue' at the bottom right corner of the screen
4. You will be redirected to the 'NJ payment site'. Enter in payment details here (**\$125**)
5. Access your 'checklist items' to complete
 - a. Click 'document collection' which is one of the tabs at the top of the page
 - b. Upload required files (ex: AAEH form), verify upload, then hit continue
 - c. Click 'finish' after checking files
- 6. You are done with your application!**
7. Wait for your application to be approved by the NJDOE
 - a. You will receive an email confirming your substitute credential being approved and issued
 - b. To view your application status on NJEdCert's home page, click 'my application' at the top of the page
 - c. Under 'application status', it will say 'approved'

Questions? Email OFE@wpunj.edu