



NJ SUBSTITUTE TEACHER CERTIFICATION INSTRUCTIONS

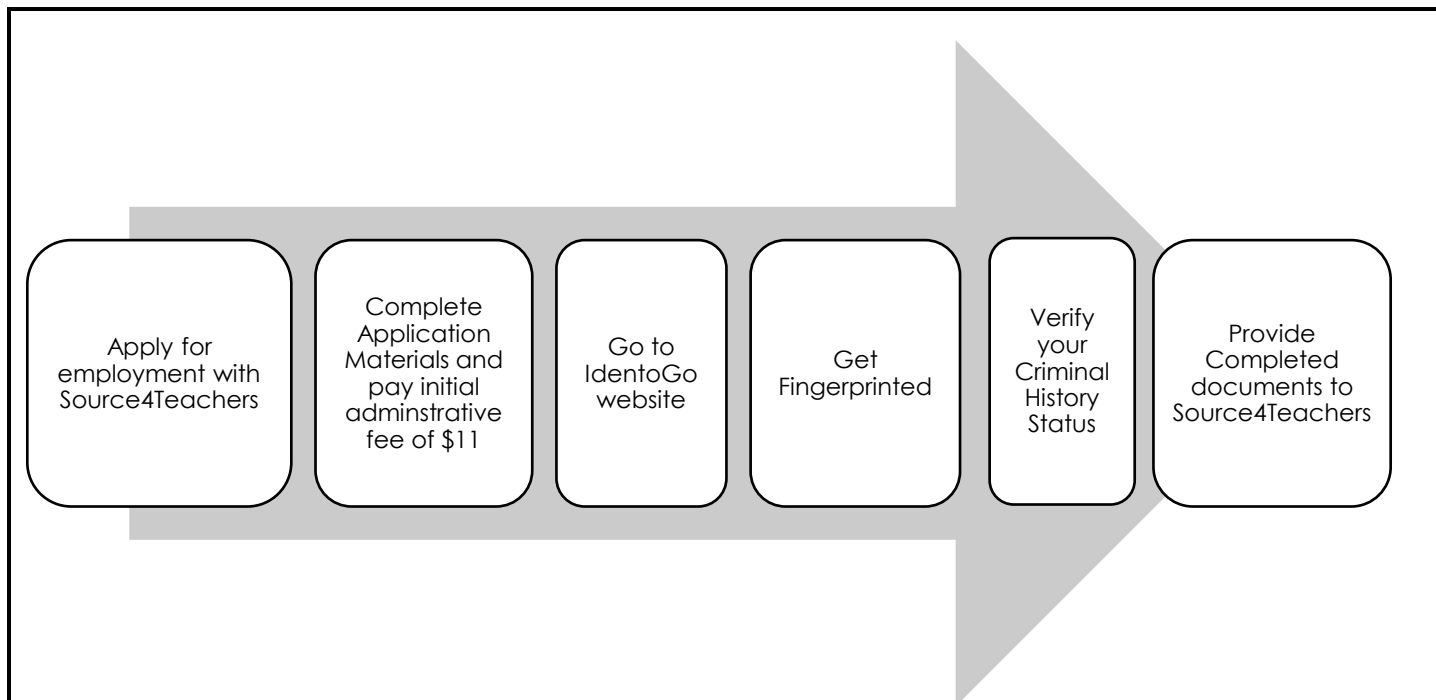


NJ Substitute Teacher Certification Information

- Substitute credentials are valid for 5 years.
- You are able to renew your substitute teacher certification anytime within 6 months prior to the expiration date indicated on your certification. The Department of Education **will not** accept any paperwork before this date.
- Likewise, if your substitute teacher certification has already expired you **may not** qualify for a renewal and you may have to undergo additional steps.
- Fees for the credentials cannot be older than 30 days, regardless of the type of payment. Please do not obtain money order or submit payment until your entire packet is ready to be submitted to ESS. You must print your full name and last 4 digits of SSN on all money orders and/or checks.
- A substitute credential is **NOT** needed for persons who hold a New Jersey standard **Instructional, Educational Service or Administrative** license, Certificate of Eligibility (CE), or Certificate of Eligibility with Advanced Standing (CEAS).
- A substitute certificate is transferable from county to county. If an applicant applies to more than one county for substitute employment, only one certificate will be required.

Applying for a NJ Substitute Certification

The steps for applying for your substitute teaching certification are described below.



1. Apply for employment with ESS by visiting our website.

2. You will need to complete the following application forms:
 - ✓ Substitute Credential Application - Check "Yes" that you have taken the Oath of Allegiance, and sign and date on the applicant line.
 - ✓ [Oath of Allegiance](#) form (we will notarize this for you)
 - ✓ Pay administrative fees for the criminal history background clearance on the New Jersey Department of Education [Criminal History Website](#) (Fingerprint, Archive, or Transfer – see attached forms.)
 - ✓ Request official, sealed college transcripts proving at least 60 college credit hours, or official "course by course" evaluation from a regionally accredited college. Please have transcripts sent directly to you. You will provide them to ESS, along with remaining requirements at a later point.
3. Provide the following packet of information to ESS:
 - a. Completed Substitute Application
 - b. Oath of Allegiance
 - c. Official, sealed college transcripts indicating at least 60 college credit hours
 - d. Approved Criminal History Check (*Date of Approval cannot be more than 5 months ago. If it is, you will need to Archive your fingerprints.*)
 - e. \$125 money order made payable to **The Commissioner of Education.**

There are several key details to remember which pertain to the certification fee:

- * Purchase your money order LAST, as it cannot be over 30 days old when the DOE receives it.
- * If you reside in Passaic County, only money order purchased from the US Post Office will be accepted.
- * Clearly sign the money order and include your last 4-digits of your social security number.
- * Do NOT send a check
- * Do NOT write anything on the back of the money order.

Please send your completed forms in one package to:

ESS - NJ Operations
800 Kings Highway North
Suite 405 & 410
Cherry Hill, NJ 08034

Do Not Mail paperwork directly to New Jersey Department of Education - it MUST be submitted to ESS.

Service Limits and Related District Processes

The following teaching time limits apply to substitute teachers:

Credential/ Certificate	Service Limit (In Same Class Per Year)
Substitute Credential; Educational Services or Administrative Certificates	20 instructional days
CTE Substitute Credential	40 instructional days
CE or CEAS <u>not in</u> subject area of classroom where substitute is placed	40 instructional days
Standard certificate <u>not in</u> subject area of classroom where substitute is placed	40 instructional days
CE or CEAS <u>in</u> subject area of classroom area where substitute is placed	Can be extended from 60 instructional days to up to one academic year; for an extension beyond 60 days, CEAS and CE substitutes must: <ul style="list-style-type: none">• Have a provisional certificate;• Be enrolled in or have completed a mentoring program; and• Be enrolled in or have completed CE or CEAS educator preparation program.
Standard certificate <u>in</u> subject area of classroom area where substitute is placed	Can be extended from 60 instructional days to up to one academic year



New Jersey Criminal History Information

If...

- *You have never been fingerprinted for Public School Employment, **or**
- *You were fingerprinted before February 21, 2003...



You will need to follow the instructions for
New Fingerprinting Procedure

If...

- *You were fingerprinted over a year ago and have not been continuously employed with a school district, **or**
- *You were digitally fingerprinted after February 21, 2003 for Public School Employment, other than a substitute position...



You will need to follow the instructions to
Archive Your Criminal History Letter.

If...

- *You Were fingerprinted after February 21, 2003, and
- * You Were fingerprinted for Public School Employment, and
- *You Were fingerprinted for a substitute position, and
- *You Have been continuously employed by a school district since the year your criminal history letter was issued...And can provide a Verification of Employment letter from the school...



You will need to follow the instructions to
Transfer Your Criminal History Information.



Fingerprint Instructions

According to N.J.S.A.18A:6-7.2 i.e. anyone working as a substitute teacher, substitute teacher aide, substitute school nurse, substitute custodian, substitute cafeteria worker, substitute school secretary or substitute clerical worker, or any substitute position, regardless of pupil contact, must submit to the criminal history record check. Please [Click Here](#) or copy and paste the following web address into your browser: <http://www.nj.gov/education/educators/crimhist> to begin the process.

Please follow the below instructions exactly as written. **Any modifications you make may result in additional fees and/or additional time added to the hiring process.**

1. Please click **File Authorization and Make Electronic Payment for Criminal History Record Check.**

- [File Authorization And Make Electronic Payment For Criminal History Record Check](#)

2. Select **New Administration Fee Request (New Applicants Only)**

- ▶ **New Administration Fee Request (New Applicants Only)**
File Authorization, make electronic payment and print IdentGO NJ Universal Fingerprint form.

3. Type in your Social Security Number

4. The next screen displays four (4) options (shown below) pertaining to the job position(s) and employer. Please select **Option 1**, 'All Job Positions, except School Bus Drivers and Bus Aides, for Public Schools, Private Schools for Students with Disabilities and Charter Schools'.

Please select an 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](#)
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 Non Public Schools](#)
4. [All School Bus Drivers and Bus Aides, for Non Public Schools and Other Agencies](#)

4. Next, you will be prompted to enter your personal information. When you reach the **Job Category** box (shown below), select ***Substitute Teacher** or ***Substitute Aide**.

***Selecting a different option will incur additional fees for you.**

5. When you reach the **School Info** box, please leave all selections blank - except under **Contractor/Vendor** section. The first dropdown list is for you to select **County**, and the second dropdown list is for you to select **Source4Teachers (7001)** from the available Contractor/Vendor options.

Please reference the chart on the next page for accurate and acceptable County and Contractor/Vendor information.

The screenshot shows a web form titled "Applicant Information:". The form contains several input fields and dropdown menus. A red box highlights the "Job Category*" dropdown, which is set to "Substitute Teacher". Another red box highlights the "School Info. *" section, which includes two radio buttons: "Public School Selection" and "Contractor/Vendor". The "Contractor/Vendor" radio button is selected. Below it, there are two dropdown menus: "Select County" and "SOURCE4TEACHERS(7001)".

6. Click the box under Legal Certification and then click **Next**.

The screenshot shows the "Legal Certification:" section. It contains a checkbox with a red circle around it, followed by the text: "I do hereby authorize the New Jersey State Department of Education, its agents and representatives, to submit fingerprint data pertaining to me to the Federal Bureau of Investigation and the New Jersey State Police Bureau of Identification for the purpose of obtaining criminal history record information as required by N.J.S.A. 18A:6-7.2 or N.J.S.A. 18A:12-1.2 or N.J.S.A. 18A:39-19.1." Below this, there is a message: "Please carefully review and verify the input information above, then click the 'Next' button to go to the payment section:". At the bottom, there are two buttons: "Cancel" and "Next", with the "Next" button circled in red.

Contractor Codes





County	County Code	Source4Teachers	Contractor Code	Contributor's Case Number
Atlantic	01	Source4Teachers	7005	017005
Bergen	03	Source4Teachers	7002	037002
Burlington	05	Source4Teachers	7006	057006
Camden	07	Source4Teachers	7001	077001
Cape May	09	Source4Teachers	7009	097009
Cumberland	11	Source4Teachers	7010	117010
Essex	13	Source4Teachers	7011	137011
Gloucester	15	Source4Teachers	7012	157012
Hudson	17	Source4Teachers	7008	177008
Hunterdon	19	Source4Teachers	7013	197013
Mercer	21	Source4Teachers	7014	217014
Middlesex	23	Source4Teachers	7007	237007
Monmouth	25	Source4Teachers	7015	257015
Morris	27	Source4Teachers	7016	277016
Ocean	29	Source4Teachers	7003	297003
Passaic	31	Source4Teachers	7017	037002
Salem	33	Source4Teachers	7004	337004
Somerset	35	Source4Teachers	7018	357018
Sussex	37	Source4Teachers	7019	377019
Union	39	Source4Teachers	7020	397020
Warren	41	Source4Teachers	7021	417021

5. Once you submit your information, you will be asked to pay an \$11 fee, (\$10.00 administrative fee for the department to process the request and issue an approval letter, and an additional \$1.00 convenience fee charged by the private vendor, NicUSA for processing the credit card information.) The only accepted methods of payment are Visa, MasterCard, and American Express or Discover credit cards. Click **Next**.

Ready to Payment Process: _____

This fee includes a \$10.00 Criminal History Review Processing fee plus a service provider fee. Please press "Next" to continue.

Please have your Credit Card ready. We accept these major credit cards:

Please click the "Next" button to redirect to New Jersey Online Payment Service:

Back
Cancel
Next

6. Complete payment information on the next screen.

7. 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**”, which will state “**Your ePayment transaction has been processed successfully.**” Print a copy of the receipt by clicking the print button in the upper right corner of the page and retaining this copy for your records.

9. Next select the second option “**Complete and/or print your IdentoGO NJ Universal Fingerprint Form**” to complete the IdentoGO NJ Universal Fingerprint Form. Type the missing information into the seven highlighted boxes (*height, weight, maiden name if applicable, and place of birth, country of citizenship, hair color, and eye color*). After the form is complete, you must click the “**Submit**” button at the bottom of the page. When the form has been submitted, you must view and print the **IdentoGO NJ Fingerprint Form** and present it to MorphoTrust at the time of LiveScan fingerprinting.

You will not be fingerprinted without this form

10. Access the MorphoTrust web page by selecting the third option “**Click here to schedule your fingerprinting appointment with MorphoTrust**” or call 1-877-503-5981 to schedule a fingerprinting appointment. Once you are on the correct page, click the button that says **Start Here** under the New Appointment section and follow the prompts.

11. Under **Occupation (Box 25)** you must type in **Substitute Teacher or Substitute Aide**

12. For your **Employer's Information (Box 26)** you will enter the information below:

**Source4Teachers
800 North Kings Highway
Cherry Hill NJ 08034**

13. *Use the following information to complete the remainder of the fields.

SOURCE4TEACHERS - IDENT-GO FINGERPRINTING INFORMATION

1. Originating Agency Number (ORI#) - **NJ930100Z**
2. Category - **EDK**
3. Statute Number - **18A:6-7.2**
4. Reason for Fingerprinting - **Public School Employment**
5. Document Type - **RB1**
6. Payment Information - **\$62.70**
7. Contributors Case Number - [Refer To Chart Above](#)

14. You will need to pay a fee of \$62.70 by credit card upon scheduling

15. In about two weeks, you will be able to [Click Here](#) or copy and paste the following into your browser: <https://homeroom5.doe.state.nj.us/chrs16/?app-emp-history> to check the status of your criminal history letter and view/print your “**Applicant Approval Employment History**”.



Archive Instructions

Applicants who were digitally fingerprinted subsequent to February 21, 2003 and have had the state fingerprint image retained by the NJSP and category Education Keep (EDK) are eligible for the Archive Submission Process. This form must include the most recent **Process Control Number (PCN)** obtained from your previous MorphoTrust receipt or your Applicant Approval Employment History from the Criminal History Review Unit website. You will not be required to go to a site to be digitally fingerprinted.

Please [click here](#) to begin the archival process. Follow the below instructions exactly as written. **Any modifications you make may result in additional fees and/or additional time added to the hiring process.**

1. Click on **File Authorization and Make Electronic Payment for Criminal History Record Check.**

- [File Authorization And Make Electronic Payment For Criminal History Record Check](#)

2. Select the second option: **Archive Application Request (Applicants Previously Fingerprinted for the Department of Education and Approved Subsequent to February 2003).**

- ▶ [Archive Application Request \(Applicants Previously Fingerprinted for the Department of Education and Approved Subsequent to February 2003\)](#)

You must have been previously printed through the Dept. of Education to access the Archive process.

3. Please enter your Social Security number to ascertain if you are eligible for the archival process. Click **Continue**.

4. Select **All Job Positions, except School Bus Drivers and Bus Aides, for Public Schools, Private Schools for Children with Disabilities and Charter Schools.**

Please select an 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](#)
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 Non Public Schools](#)
4. [All School Bus Drivers and Bus Aides, for Non Public Schools and Other Agencies](#)

5. You will be required to enter the following information:

- PCN (located on your previous MorphoTrust Receipt or Criminal History Letter)
- Last Name
- First Name
- Middle Initial
- Social Security Number
- Date of Birth
- Sex
- Race
- Street Address
- City
- State
- Job Category - **Substitute Teacher / Substitute Aide**
- [Contractor Selection](#) (Use Chart Below)
- Email Address
- Telephone Number

Contractor Codes

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Gloucester	15	Source4Teachers	7012	157012
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Hunterdon	19	Source4Teachers	7013	197013
Mercer	21	Source4Teachers	7014	217014
Middlesex	23	Source4Teachers	7007	237007
Monmouth	25	Source4Teachers	7015	257015
Morris	27	Source4Teachers	7016	277016
Ocean	29	Source4Teachers	7003	297003
Passaic	31	Source4Teachers	7017	037002
Salem	33	Source4Teachers	7004	337004
Somerset	35	Source4Teachers	7018	357018
Sussex	37	Source4Teachers	7019	377019
Union	39	Source4Teachers	7020	397020
Warren	41	Source4Teachers	7021	417021

6. 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**.

7. Submit your credit card payment. Total payment is \$27.50. Click **Continue** and then click **Make Payment** at the bottom of the next page.

8. The Payment Confirmation page will state **Your ePayment transaction has been processed successfully**. You should print a copy of this receipt.

9. In about two weeks, you will be able to [Click Here](https://homeroom5.doe.state.nj.us/chrs16/?app-emp-history) or copy and paste the following into your browser: <https://homeroom5.doe.state.nj.us/chrs16/?app-emp-history> to check the status of your criminal history letter and view/print your **Applicant Approval Employment History**.



Transfer Instructions

Effective January 18, 2011, individuals serving in substitute positions who transfer from one employer to another, must submit a Transfer Request online at the department website, to the Criminal History Review Unit.

Please [click here](#) to begin the transfer process.

*There is a \$6.00 fee per Transfer Request.

1. Select **"File Authorization and Make Electronic Payment for Criminal History Record Check"**

[File Authorization And Make Electronic Payment For Criminal History Record Check](#)
(To perform this process you **MUST** be using a Windows based computer that is running Microsoft Internet Explorer.)

2. Select the fourth option: **Transfer Request (Only Substitutes & Bus Drivers are eligible).**

Transfer Request (Only Substitutes & Bus Drivers are eligible)
May only be completed by applicants, Educational Facilities, Contractors or Vendors.

3. Enter your Social Security number to ascertain if you are eligible for the transfer process. Click **Continue.**

4. The screen will display two options:

1. For All Bus Drivers Only
2. For All Other Job Categories

5. Select the option for the position for which you are requesting the transfer - in this case select **For All Other Job Categories.**

6. Complete the requested applicant information. Use the [Contractor Code chart](#) to input the correct information and click on the **Next** button.

7. Review the information and click on the **Submit** button. You can print a copy of the Confirmation page for your records.

8. Notify ESS that you have completed this step and provide a copy of your Confirmation Page.

Contractor Codes

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Sussex	37	Source4Teachers	7019	377019
Union	39	Source4Teachers	7020	397020
Warren	41	Source4Teachers	7021	417021

9. In about 48 hours, you will be able to [Click Here](#) or copy and paste the following link into your browser: <https://homeroom5.doe.state.nj.us/chrs16/?app-emp-history> to check the status of your criminal history letter and view/print your **"Applicant Approval Employment History"**.