



Roger León
Superintendent

Newark Board of Education

Where Passion Meets Progress

Substitute Teacher Certification Process

Below is the procedure to follow in order to obtain an Essex County Substitute Teacher's Certificate.

1. Complete the application for County Substitute Teacher's Certification on the NJ Department of Education Teacher Certification Information System (TCIS) website at https://www-doe.state.nj.us/DOE_TCIS_ONLINEED/loginProcess.
 - a. If you do not have an account, click *New Users Must Register First* on the bottom right.
 - b. Once registered, click on the link for **Substitute Credentials** application (*not* Certification application).
 - c. Complete the online application and Oath forms.
 - d. When complete, submit application and make \$125.00 online payment.

PLEASE NOTE: Take a screenshot of your payment confirmation page and email it to Perdiemstaffing@nps.k12.nj.us.

2. Provide a copy of your Fingerprint Approval Letter (Title must indicate "Substitute Teacher" or "Classroom Teacher") to Ms. Eunice Moore at Eunice.Moore@doe.nj.gov. If you are currently an employee (non-teacher) you must archive your fingerprints to indicate "Substitute Teacher". Please visit <https://nj.gov/education/crimhist/> for instructions. When submitting your Criminal History Review to Ms. Moore, you **MUST** include your tracking number!
3. Provide two (2) official transcripts from the college(s) or university(s) attended, showing that 60 college credits or more was accomplished at a regionally accredited institution. One set should be sent electronically to Eunice Moore at Eunice.Moore@doe.nj.gov. One set should be sent electronically to Perdiemstaffing@nps.k12.nj.us. Transcripts must be sent directly from the college or university to be considered official. Scanned or forwarded copies will not be accepted.
4. Renewal of expired certificates:
 - a. Complete step 1
 - b. If the substitute certification expired more than (6) months, a copy of the Fingerprint Approval letter and an official transcript is required to be sent to Eunice.Moore@doe.nj.gov.

A substitute certificate is transferable from county to county; therefore, an applicant applying for substitute employment in more than one county should receive only one certificate. This certificate may then be validated (recorded) by any county, providing a local school district advises the respective county superintendent of the need for services of the applicant due to an inadequate supply of regularly certified teachers. However, the fingerprint approval must be transferred/ archived to the district that you are working.

A person who holds a CE, CEAS or Standard Teacher's certificate issued by the New Jersey Department of Education does not have to apply for a substitute certificate. The Standard certificate must, however, be recorded with the Newark Board of Education – Human Resource Service Department.