

NJ Substitute Certification Application Instructions

Attention Prospective Substitute Teachers, Coaches, and Nurses:

For issuance of a substitute certification, please follow the steps below:

1. Register and file your online application at the New Jersey Educator Certification System (NJEdCert) at <https://njedcert.doe.nj.gov/>.
2. Order an official transcript (hard copy or encrypted online) sent directly from an accredited college or university to our office.
 - a. *Substitute school nurse applicants may submit a copy of a current NJ RN license in lieu of 60 semester credit hours.*
3. If you have not been fingerprinted for the NJ DOE, make your appointment on the Criminal History Review website at www.nj.gov/education/educators/crimhist.
4. Submit a Mantoux (TB) test result.

The substitute teacher's certificate is a NJ State certification that is valid for a five-year period, and does not need to be recorded in the county office when the substitute transfers from county to county.