


Substitute Teacher Credential Directions

Please complete your criminal history (fingerprints) prior to filling out the application. This is required in order for your certification to be issued.

For New Credential:

- Go to <https://njdoe.my.site.com/manage/s/> to create an account.
- Click  to begin the application process. You will answer a series of questions. For **Endorsement Title**, choose Instructional Substitute.
- Submit \$125.00 payment online. Please make sure you are submitting for the correct credential as there are **no refunds**.
- Request your college/university to send electronic transcripts directly to certapplication@doe.nj.gov. There is a 5-10 day processing period for your transcripts to be approved and uploaded.
- Upload the document titled **Applicant Approval Employment History** from the criminal history website. <https://homeroom6.doe.state.nj.us/chrs/app-emp-history>. Save the document as a pdf and upload it to your application under the “**Document Collection**” tab.
- Once processed, you will receive an email informing you that your certification has been issued. Log on to <https://njdoe.my.site.com/manage/s/> and click the license number, click printable view in the upright corner and email it to mpigott@mtschoools.org. Please make sure that it includes the issue date as well as the expiration date.

For Renewal:

You are able to renew your substitute teacher certification anytime within 6 months prior to the date of expiration. If your substitute teacher certification has already expired you may not qualify for a renewal and may have to undergo additional steps.

- Follow the above directions. Please note, even if you are previously certified prior to June 1, 2022, you must create an NJ Ed Cert account in order to complete the renewal.
- Email mpigott@mtschoools.org to receive a letter of Continuous Employment that will need to be uploaded to your application.