

# A Guide for Applicants: How to Apply for a Substitute Credential or CTE Substitute Credential

Updated August 1, 2022

## Step One: Seek and Obtain a Sponsor School District or Organization for Criminal History Record Clearance.

The sponsoring organization should be the candidate's teacher preparation program, school district, or vendor organization that the candidate will serve (such as Source4Teachers or Insight Educational Workforce Solutions). If the candidate plans to substitute in multiple school districts, he or she must select at least one for application purposes.

## Step Two: Complete Criminal History Record Check Process

1. Pay administrative fee(s) for the criminal history background clearance and print out the Identogo New Jersey Universal Fingerprint Form from the New Jersey Department of Education (NJDOE) Office of Student Protection webpage (\$11);
2. Go to the Identogo Website to schedule an appointment and pay fingerprinting fees (\$66.05 for those who have never been fingerprinted in New Jersey, or \$29.75 if previously printed through the NJDOE subsequent to March 2003).
3. Attend the scheduled appointment time and get fingerprinted. Make sure to bring the following to your scheduled appointment:
  - Picture Identification (ID) Note: Foreign passports will no longer be accepted as proof of identification;
  - Identogo New Jersey Universal Fingerprint Form; and
  - Verify criminal history status form.

## Step Three: Apply for the Substitute Credential Online

Apply online in the New Jersey EdCert ([www.nj.gov/education/certification](http://www.nj.gov/education/certification)) click on "New Jersey Educator Certification (NJEdCert) The application process is a little lengthy. You want to click on Apply for "Credential" If there are questions that do not pertain to you (Praxis test, Did you take an English equivalency test) click "Continue". If you are doing the application on an iPad or on your phone, make sure to scroll down to the bottom of the page to see the "Continue" button. You want to pay \$125.00 + fee for the substitute credential. If it asks for a different amount, do not process – it will indicate that you applied for the NJ DOE teacher certificate and your money will not be refunded if your application is not for the correct credential.

Upon completion of the online application, Applicants should record their individual Tracking Number generated by NJEdCert. during the application process and notify the Hunterdon County Office of Education Certification Clerk and have your transcripts sent to the Hunterdon County Certification Clerk or your sponsor district HR Department.

The Hunterdon County Office of Education Certification Clerk's e-mail address is: [Brenda.apgar@doe.nj.gov](mailto:Brenda.apgar@doe.nj.gov) . The telephone number for the certification clerk is (908) 788-1462.

Once you get your criminal history clearance, please send a scanned copy to the county office clerk at the above e-mail.