

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

Updated January 2021

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 Teacher Certification Information System (TCIS) for the substitute credential and pay the \$125.00 application fee. Questions concerning technical use of TCIS may be resolved by emailing TCIS techassist@doe.nj.gov.

Upon completion of the online application, Applicants should record their individual Tracking Number generated by TCIS during the application process, and then deliver the following information/documentation with your tracking number to your hiring district.

1. Sealed college transcripts proving at least 60 college credit hours (substitute credential) **or** signed letter from employer documenting work experience (CTE substitute credential only); and
2. Approved criminal history status check.

CRIMINAL HISTORY FINGERPRINTING BACKGROUND CHECK PROCEDURE

NEW APPLICANTS: (those not previously fingerprinted for education)

As of June 1, 2019, the Criminal History Review Unit has integrated the new Idemia (formally known as Morpho Trust) Fingerprinting form to be completed **only online**.

- All applicants must submit their Applicant Authorization and Certification by going to the Office of Student Protection website at <http://www.nj.gov/education/crimhist/> and clicking on the "File Authorization and Make Electronic Payment .
- Select the first option "New Administration Fee Request" (New Application Only) and enter your Social Security number to ascertain if you are eligible for the process. The screen displays four (4) options as to the job position(s) and employer. Please select the appropriate option and proceed to next screen.
- Complete the requested applicant information to include the county, district, school or contractor code names (County Code: 19 (Hunterdon County) and District Code: 4350 (Readington Township)) and proceed to the Legal Certification.
- Please complete the required payment information. There is a \$10.00 administrative fee for the department to process the request and issue an approval letter. There will also be an additional \$1.00 convenience fee charged by the private vendor NicUSA for processing the credit card information. Methods of payment are Visa, Mastercard, American Express or Discover credit cards.

You must click the **make a payment** button only one time to complete the transaction.

- After completing the transaction, you will be presented with three required steps:
 1. Select the first option "**View and/or print your New Administration Fee Payment Request confirmation page**" and print a copy of the receipt by clicking the print button in the upper right corner of the page and presenting a copy to the employing entity.
 2. Next select the second option "**View and/or print your IdentoGo NJ Universal Fingerprint Form.**" You must print the identoGO NJ Fingerprint Form to use when making your fingerprint appointment and to present it to Idemia at the time of LiveScan fingerprinting.
 3. Access the Idemia web page by selectin the third option "**Click here to schedule your fingerprinting appointment with Idemia**" or calling 1-877-503-5981 to schedule a fingerprinting appointment. Effective February 17, 2020, you must use the cart below to choose your Service Code to schedule the appointment

Reason for Fingerprinting (Box 4 on the NJ universal Fingerprint Form)	Service Code
Public School Employment	2F1FB1
School Bus Driver Employment	2F1GSH
School Board Member/Trustee	2FIGN4

Payment of \$66.05 is required to make an appointment.

TAKE ALL FORMS AND PHOTO ID TO YOUR FINGERPRINT APPOINTMENT. BRING ALL FORMS BACK TO THE BOARD OF EDUCATION OFFICE. COPIES WILL BE MADE. When you have your fingerprints done the technician will scan your prints and return a receipt attached to your universal form. This form must be returned to the hiring district.

- In about two weeks after you get fingerprinted, you will be able to view and print your “Applicant Approval Employment History” by accessing the Office of Student Protection website. Give a copy to your employer.

ARCHIVE PROCESS:

If you have previously been fingerprinted for education (after 2/21/2003), by Sagem-Morpho (now Idemia), you should follow instructions for this online process. This will require you to have the PCN# (12 digits) from your previous Sagem-Morpho Universal form, or contact your previous employer for this number and then go to website above. Follow the link for “Archive Application Request”. The cost for this process is \$29.75, (which includes the \$10.00 administrative fee) and there is a \$1.00 fee charged by NICUSA.

TRANSFER PROCEDURE FOR SUBSTITUTE POSITION AND SCHOOL BUS DRIVERS:

Effective August 16, 2016, If you have previously been fingerprinted, you must file a transfer request to the CHRU. There will be a \$5.00 fee and an additional \$1.00 convenience fee. (For additional information, please contact the CHRU at (609)-292-0507).

If you have any questions please call the BOE office at 908-534-2896.

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