SUBSTITUTE CREDENTIALS’ PROCEDURES

Substitute credentials are valid for 5 years anywhere in the State of New Jersey. You may register with as many districts as you choose once you are issued a credential and each district school board will need to approve you.

Note: A substitute credential is not needed for persons who hold a New Jersey Standard Instructional Education Service or Administrative license, Certificate of Eligibility (CE) or Certificate of Eligibility with Advances Standing (CEAS)

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 TCIStechassist@doe.nj.gov.

Upon completion of the online application, Applicants should record their Individual Tracking Number generated by TCIS during the application process; I will need to know this number.

Please let me know that you have completed the online application.

I will need the following paperwork to send to the County Office:

1. Sealed college transcripts proving at least 60 college credit hours (I will bring them to the County Office); or have your Electronic Transcripts sent to camdencountycertification@doe.nj.gov

2. Criminal history clearance letter from the Department of Education. The local school district will provide information for completing the criminal history review process; criminal history status check. (I can print the clearance letter as long as I have your Social Security # and Birthdate).

For Issuance of a Substitute School Nurse/Non-Instructional Credential the following items should be submitted to the local school district where applicants seek employment:

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 TCIStechassist@doe.nj.gov.

Upon completion of the online application, Applicants should record their Individual Tracking Number generated by TCIS during the application process; I will need to know this number.

Please let me know that you have completed the online application.

I will need the following paperwork to send to the County Office:

1. Copy of R.N. License for the State of New Jersey, notarized

2. Criminal history clearance letter from the Department of Education. The local school district will provide information for completing the criminal history review process; criminal history status check. (I can print the clearance letter as long as I have your Social Security # and Birthdate).