



Jefferson Township Public Schools

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Mrs. Jeanne Howe
Superintendent

Mrs. Heather Racansky
Coordinator of Human & Public Relations

Mrs. Jennifer Renninger
Human Resources Secretary

Substitute Requirements for Jefferson Township Board of Education Approval:

- Apply** for a JTPS Substitute position via [AppliTrack](#)
- Criminal History Clearance**
 - [Instructions for being fingerprinted for the first time](#)
 - [Instructions for obtaining a current approval date via the Archive Process](#) (if previously printed for the NJDOE)
Note: select substitute teacher or substitute nurse as the job category
 - Approximately 14 days after initial application or archive, [verify clearance here](#).
- Certification**
 - NJ Teaching Certificate
OR
 - Substitute Certificate (60 college credits required)

To apply for a Substitute Certificate:

- Visit [NJEdCert](#) and create an account. *Save these credentials*, you will need them to check the status of your application.
- Once registered, click “**Apply Now**” and follow the on screen instructions.
- You may answer “**no**” to questions pertaining to Educator Preparation Type, Educator Employment Experience Information, and Emergency Certificates unless relevant.
- Choose **CREDENTIAL** when asked to select a category.
- Choose **INSTRUCTIONAL SUBSTITUTE (60-CREDIT)** when asked for Endorsement Title.
- Choose **MORRIS** County
- Choose **SUBSTITUTE** Endorsement
- Verify the information and continue to confirm until prompted for payment.

After the \$125 fee is submitted, you will be able to upload your fingerprint clearance directly to your account. Your college must submit your official transcript via email to certapplication@doe.nj.gov.

- Human Resources will arrange an interview for you with a building principal. The school will contact you with details.
- A principal recommendation will put your name on a JT Board of Education Meeting Agenda for approval.
- Human Resources will contact you for an appointment to complete new hire paperwork. You will need:
 - Drivers License
 - Social Security Card
 - Completed Physical Form from your physician
 - Mantoux Test Results
 - Voided Check for Direct Deposit

At your New Hire meeting, be prepared to complete:

- [I-9 form](#)
- [Federal W-4 form](#)
- [NJ W-4 form](#)
- PTT Child Safety Disclosure (one for each job you’ve held working with children in the past 20 years)
- Employee ID Badge (we will take your photo!)