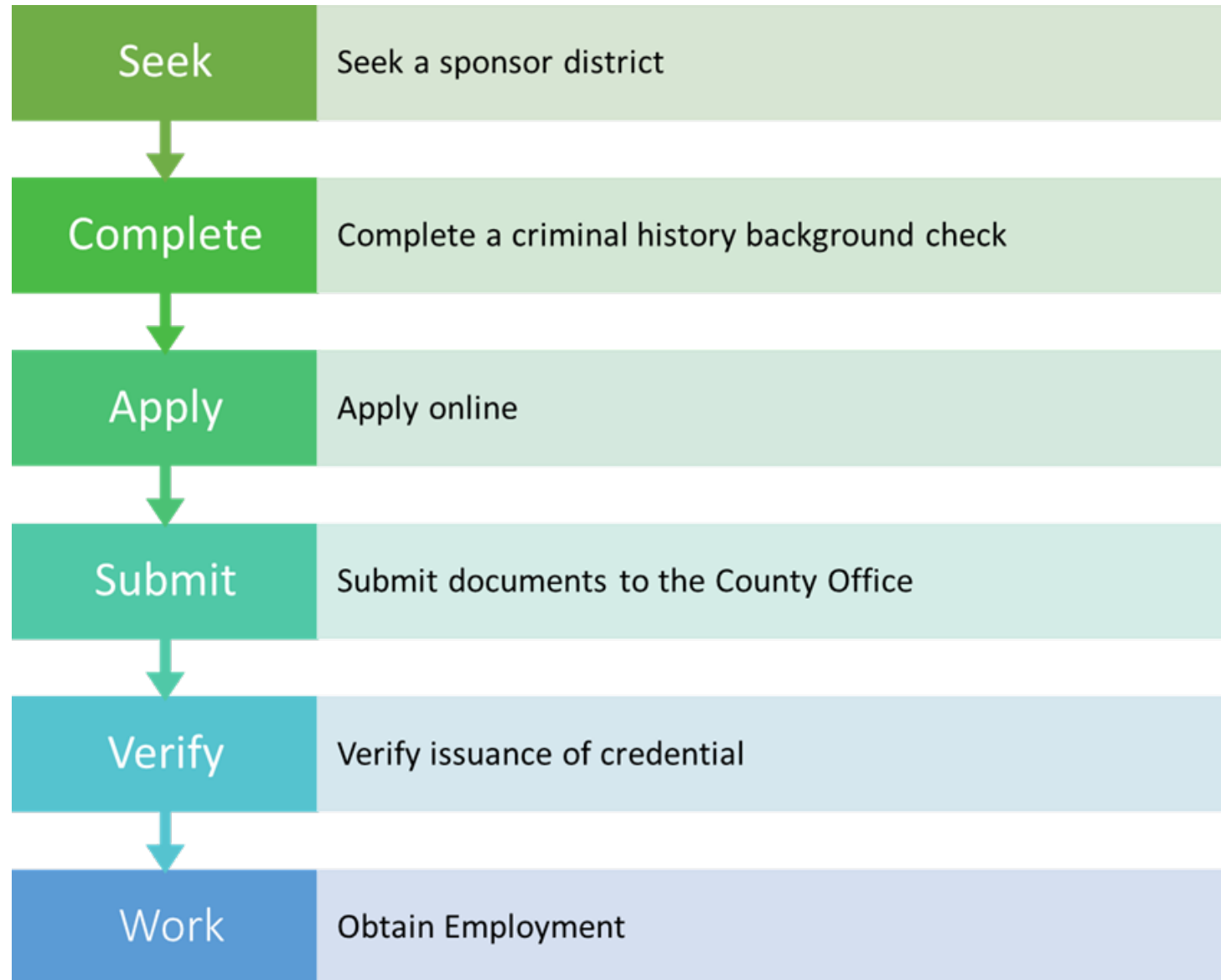


New Jersey Department of Education

How To Get a Substitute Credential

Morris County Office
October 2021



What You Need for an Initial Credential

Renewal Instructions on
Page 10

	Teacher Credential <i>60 Credits</i>	Teacher Credential <i>30 Credits</i>	Nurse Credential
Online Application	✗	✗	✗
Official transcript	✗	✗	
Successful Background Check	✗	✗	✗
Proof of College Enrollment		✗	
Valid NJ RN License			✗
Current BLS Certificate			✗

Step 1: Seek a sponsor

Seek a sponsor for the criminal history background check

The sponsoring organization is the applicant's:

- Teacher preparation program, *or*
- Local board of education where the applicant lives or works, *or*
- Authorized vendor (ESS, Insight Workforce Solutions, Kelly Education)

Step 2: Background Check

Get a criminal history background check

- Instructions for being fingerprinted for the **first time**:
https://www.nj.gov/education/crimhist/check/CRIMINAL_HISTORY_INSTRUCTIONS_FOR_NEW_APPLICANTS.pdf
- Instructions for obtaining a current approval date via the Archive Process (if **previously printed** for the NJDOE):
https://www.nj.gov/education/crimhist/check/ARCHIVE_APPLICATION_REQUEST_INSTRUCTIONS.pdf
- *Note:* select substitute teacher or substitute nurse as the job category

On-Line Applicant Authorization and Certification (AA&C)



- ★ ▶ **New Administration Fee Request (New Applicants Only)**
File Authorization, make electronic payment and print IdentoGO NJ Universal Fingerprint form.
- ★ ▶ **Archive Application Request (Applicants Previously Fingerprinted for the Department of Education and Approved Subsequent to February 2003)**
You must have been previously printed through the Department of Education subsequent to February 21, 2003 and the state print image retained by the State Bureau of Identification to be eligible for the Archive process. If you were fingerprinted as a College Student or as a Volunteer and paid a reduced fingerprinting fee, you are not eligible for the archive process.
- ▶ **Transfer Request (Only Substitutes & Bus Drivers are eligible)**
May only be completed by applicants, Educational Facilities, Contractors or Vendors.
- ▶ **Reprint Your Confirmation or IdentoGO Fingerprinting Form**

[Web Site](#)

Step 3: Verify Criminal History Record Status

Verify criminal history record status

<https://homeroom5.doe.state.nj.us/chrs18/?app-emp-history>

Office of Student Protection Status

New Jersey Department of Education

Applicant Approval Employment History

Applicant Approval Employment History is not available online for a least fourteen (14) days after fingerprinting. The Applicant Approval Employment History is updated every Friday morning with that week's new approvals.

Please call the Office of Student Protection only after waiting fourteen (14) days before checking on your approval.

Please enter your Social Security Number and Date of Birth.

SSN:	###	-	##	-	####
Date of Birth:	MM	/	DD	/	YYYY
				Submit	Clear

Step 4: New User Registration

**Create a user account with
the NJDOE's
Teacher Certification
Information System (TCIS)**

**"New Users Must Register First"
link**

[https://www-
doe.state.nj.us/DOE_TCIS_ONLINEED/newUser](https://www-doe.state.nj.us/DOE_TCIS_ONLINEED/newUser)

Welcome to Teacher Certification Information System - Online. The TCIS-Online is the gateway for teachers to apply for new certificates as well accessing information from the Office of Certification and Induction, such as the status of an application and details on what certificates and endorsements a teacher holds.

User Id:
(Your Reg. Email)

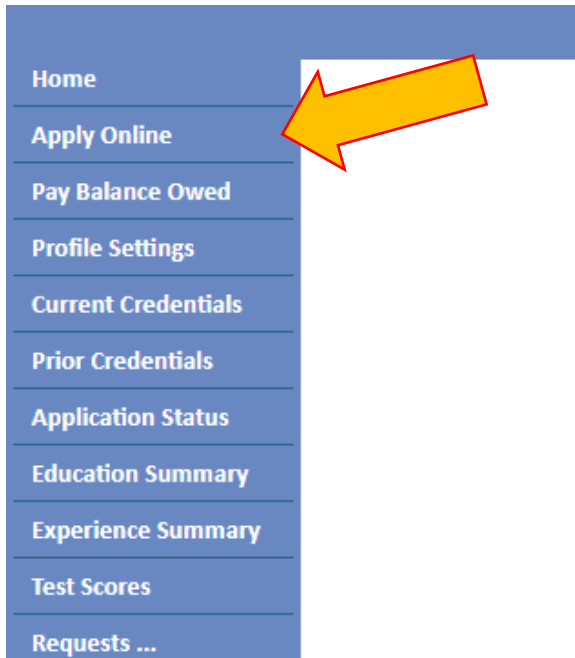
Password:

☐ I'm not a robot 
reCAPTCHA
Privacy • Terms

[New Users Must Register First](#)
[Forgot your password ?](#)

Step 5: Start Application

Select "Apply Online", then, "Credential Application"



Certification / Credential Selection

⇒ Please choose from the following options:

Applicant Name :

Certification Application
Note: Use this Option to apply for CE, CEAS, Standard, Emergency, Charter School Certificate(s) or to request a transcript evaluation.

Credential Application
Note: Use this Option to apply for Substitute(New!), Mortuary, Chiropractic or School Safety Specialist Credentials.

October 2021

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Step 6: Choose your Credential Type

Select “Substitute Credentials”, then, Substitute Teacher or Substitute School Nurse

⇒ Please choose from the following options:

Applicant Name :

- [Substitute Credentials](#)
- [Mortuary Credentials](#)
- [Chiropractic Credentials](#)
- [School Safety Specialist Credentials](#)



Apply Online for Substitute Credentials

In order to apply for the Substitute credential, please complete this online application and contact your [County Office of Education](#) to complete the application process.

Your Substitute credential will be available [online](#) after it has been issued.

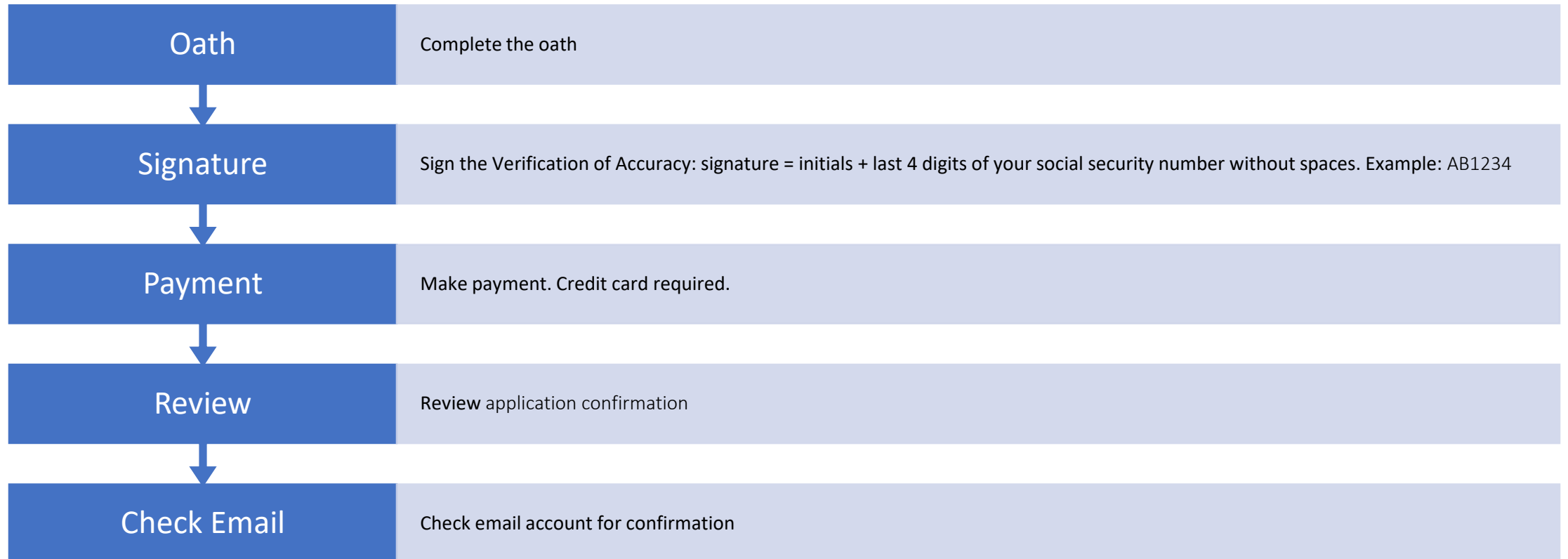
Thank you for your patience.

Substitute Qualifying Credentials

- | | |
|-----------------------|---|
| ☐ | Substitute Teacher Credential (9041) |
| ☐ | Substitute School Nurse Credential (9042) |



Step 7: Complete the Application



What You Need to **Renew** a Credential

	Renew Teacher Credential	Renew Nurse Credential
Online Application	✗	✗
Official transcript	✗	✗
Successful Background Check	✗	✗
Valid NJ RN License		✗
Current BLS Certificate		✗
Letter of Continuous Employment	✗	✗

Step 8: Document Submission

Document Submission to the County Office

Official Transcript

- **60** Credit Option

- **College/university/clearinghouse** submits an official transcript to:
 - Recipient: NJDOE
 - Email address: SubstituteCredential@co.morris.nj.us

- **30** Credit Option

- Must be 20 years of age
- **College/university/clearinghouse** submits an official transcript to:
 - Recipient: NJDOE
 - Email address: SubstituteCredential@co.morris.nj.us
- Applicant emails proof of enrollment in an accredited institution (examples: letter of enrollment certifying registration; bursar's receipt for current coursework; official transcript with in-progress work)

Step 8: Document Submission, cont.

Document Submission to the County Office, cont.

Application & Background Check

- **Applicant sends one email** to SubstituteCredential@co.morris.nj.us with
 - Application confirmation (email received of confirmation of certification request)
 - [Applicant Approval Employment History](#)
 - *Initial* application - approval date must be within five months of application date
 - *Renewal* application – copy of Applicant Approval Employment History and a letter of continuous employment from a current employer
 - Proof of enrollment (30 credit option only)
 - Valid NJ RN license and current BLS certificate (nurse only)

Step 9: Check Application Status

Check Application Status

https://www-doe.state.nj.us/DOE_TCIS_ASC/

Application Status Check

LastName:

SSN: - -

Note: Enter SSN to search for status of applications

Please allow 2 weeks for the application to be reviewed and the credential issued.

Step 10: Application Status

View Status

Application Status Check - Results

Note: Your unique Tracking number on the system is

In all correspondence with NJDOE, please indicate your unique tracking number

* PLEASE CLICK ON THE APPLICATION NUMBER TO SEE WHICH DOCUMENTS WE HAVE RECEIVED.

* APPLICATION #1 MAY INDICATE YOUR ON-LINE REGISTRATION, NOT AN APPLICATION FOR A SPECIFIC CERTIFICATE.

* PLEASE NOTE THAT, CURRENTLY, APPLICATIONS FOR STANDARD INSTRUCTIONAL CERTIFICATES RESULTING FROM COMPLETION OF THE PROVISIONAL TEACHER PROGRAM WILL **NOT** SHOW ANY DOCUMENTS PRIOR TO OR AFTER ISSUANCE.

* THE BELOW TABLE SHOWS APPLICATIONS MADE AFTER **2004**, FOR ALL CERTIFICATES THAT WERE ISSUED TO YOU, CLICK ON "View All Certificates" LINK.

Number of Applications found : 1

Application Number	Date Received	Endorsement	Certificate Type	Request Type	Status
1	01/29/2021	9041 - Substitute Teacher Credential	Credentials	Substitute Credentials	Issued

[View All Certificates](#) 

★ Select
“View All Certificates”
to
upload your record.

Verification of issuance is online only -
a physical credential is not issued.



Congratulations!



Credential is valid for five (5) years



You must provide evidence of a valid credential to an employer



To *add* an employer to your Applicant Approval Employment History, use the transfer request process. Instructions at https://www.nj.gov/education/crimhist/check/TRANSFER_REQUEST_INSTRUCTIONS.pdf



To *renew* an **unexpired** credential, obtain a letter of continuous employment from a current employer. See Step 8 for submission instructions



Questions: SubstituteCredential@co.morris.nj.us