**Substitute Certificate Application Process**

Complete Criminal History Record Check Process:

1. Pay administrative fee(s) for the [criminal history background clearance](https://www.nj.gov/education/crimhist/check/) and print out the IdentoGO New Jersey Universal Fingerprint Form from the New Jersey Department of Education (NJDOE) [Office of Student Protection webpage](https://homeroom4.doe.state.nj.us/chr/) ($11)

 County Code: 37 (Sussex County)

 District Code: 1800 (Green Hills School District)

 School: 060 (Green Hills School)

 Job Description: Substitute Teacher or Substitute School Nurse

 Service Code (if requested): 2F1FB1

1. Go to the [Identogo Website](https://uenroll.identogo.com/%22%20%5Ct%20%22_blank) 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).
2. 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](https://www.nj.gov/education/crimhist/)

Complete Substitute Application on NJEdCert:

Be sure you are using **Chrome, Firefox or Safari as** your browser and follow the link below:

[https://www.nj.gov/education/certification](https://www.nj.gov/education/certification/)

Set up your portal. You will be directed back to your email to verify your account. Then proceed to applying for your Sub Cert. **Read all the steps carefully** and answer all questions. When asked for a Praxis number or credential number, just leave it blank if you don’t have one. You are applying for “Credential.”

All fees are paid online and **official transcripts are to be sent electronically from your college**. The email for transcripts to be sent to is - certapplication@doe.nj.gov.

After applicants make their payment and you are in your “case”, there is a document collection tab that you will have to click on and it will instruct you further.

Monitor your Office of Student Protection account (just put in your social security# and date of birth - “Applicant Approval Employment History” link, right side) and within approximately 10 – 14 business days you should be able to retrieve your “Applicant Approval Employment History” (fingerprint clearance). **Save that document as a PDF, upload it to your portal through NJEdCert, and provide a copy to the school.** Once this is all completed, the County Office will be notified and your application will be approved or denied. You will need to print out your substitute certificate and provide a copy to the school.

**Everything is done on NJEdCert. The County cannot process approvals until all documents are uploaded.**

**Please make sure to upload everything!**

**New Substitute Certificates:**

1. Get fingerprinted and print approval sheet off the NJ Office of Student Protections website
2. Create an account and follow directions on NJEdCert for application and uploading of criminal history sheet
3. Official transcripts emailed from college to certapplication@doe.nj.gov.
4. Once all documents have been received on NJEdCert the County Office will be notified and they will approve/deny
5. If application is still showing pending documents and the applicant has already had their college submit their transcripts they must reach out to certapplication@doe.nj.gov

**New Nurse Substitute Certificates:**

1. Get fingerprinted and print approval sheet off the NJ Office of Student Protections website
2. Create an account and follow directions on NJEdCert for application and uploading of criminal history sheet and nursing license
3. Once all documents have been received on NJEdCert the County Office will be notified and they will approve/deny

**Renewal of Substitute Certificates:**

 1.    Create an account and follow directions on NJEdCert for application and uploading of criminal history sheet

 2.    Official transcripts emailed from college to certapplication@doe.nj.gov.

 3.    A letter of continued employment if needed from the district that the applicant must upload if there has been no break in service.  If there is a break in service they must archive their prints.

 4.    Once all documents have been received on NJEdCert the County Office will be notified and they will approve/deny

 5.    If application is still showing pending documents and the applicant has already had their college submit their transcripts they must reach out to certapplication@doe.nj.gov

**New Substitute Certificate with 30 credit option:**

1. Create an account and follow directions on NJEdCert for application and uploading of criminal history sheet
2. Official transcripts emailed from college to certapplication@doe.nj.gov.
3. A letter of enrollment must be submitted by the applicant from the college showing current enrollment.  Unofficial copies of transcripts are not accepted.
4. Age verification must also be uploaded for this option
5. Once all documents have been received on NJEdCert the County Office will be notified and they will approve/deny
6. If application is still showing pending documents and the applicant has already had their college submit their transcripts they must reach out to certapplication@doe.nj.gov