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February 5, 2021

Subject: New Substitute & Renewal Application Process

Good morning,

This is to inform you that there is a new procedure for Substitute & Renewal Applications. There will be a Broadcast coming from Trenton shortly.

Starting immediately all Substitute Teachers must apply for their Substitute Certificate Online. Each Substitute must log into the Teacher Certification Information System (TCIS) at www.tcis.nj.gov New users should select "New Users Must Register First."

The \$125 fees can be paid using credit cards via online payment interface (NIC USA) linked within the Teacher Certification Information System (TCIS) application.

Credentials will be issued electronically and are valid for 5 years from the date of issuance.

This new process will allow new substitute credential applicants and those seeking a renewal to apply online for substitute credentials.

The Warren County office will continue to accept any paper applications until March 1st, 2021, after that date all paper applications will be returned to the applicant.

Please have any applicant send Official Electronic Transcripts and Criminal History Background with their tracking number, Social Security Number and Birthdate to the Warren County office.

If you have any questions, please feel free to call or email me.

Sincerely,

Kathlyn M. Dove
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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:
 - o Picture Identification (ID) Note: Foreign passports will no longer be accepted as proof of identification;
 - o Identogo New Jersey Universal Fingerprint Form; and
 - o [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 [County Office of Education](#).

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](#).