**District name**

School Personnel contact name/number

**COUNTY SUBSTITUTE PROCESS**

***As of February 2021, the process to obtain a county substitute certificate is now done online – see instructions below.***

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| **Step 1:   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. If the candidate plans to substitute in multiple school districts, he or she must select at least one for application purposes. | If you are here, then (District/Charter name) is your sponsor school. |
| **Step Two: Complete Criminal History Record Check Process** | [Instructions for the Fingerprinting Process](https://urldefense.com/v3/__https:/www.cwcboe.org/cms/lib/NJ01001185/Centricity/Domain/40/Criminal*20History*20Background*20Check*20Instructions.pdf__;JSUlJQ!!J30X0ZrnC1oQtbA!dpDvD-biYrv8K7ajyprN5KWP_0qxlMoTYQNVqdLNPoBhCnSQ9SqI_LvboSj3pdEDDnqqEUM$)    Approximately 2 Fridays after you are fingerprinted, the approval letter can be found online at <http://www.nj.gov/education/crimhist/>.   Select ‘Applicant Approval Employment History’, enter your SSN and birth date and print the approval document |
| **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 [TCIStechassist@doe.nj.gov](mailto:TCIStechassist@doe.nj.gov).  Upon completion of the online application, Applicants should record their individual Tracking Number generated by TCIS during the application process. |
| **Step Four: Send official (sealed) transcripts and your criminal history approval to the county office.** | If your college/university provides (sealed) paper copies of your transcripts (proving at least 60 credits), please have them sent to yourself and then mail them, along with the criminal history approval to:    Essex County Office of Education Leroy Smith Public Safety Building 60 Nelson Place, 1st floor South Newark, NJ 07102-1501  **Attn:  Eunice Moore**    If your college/university is not providing paper copies of your transcripts, have them emailed to:  [**eunice.moore@doe.nj.gov**](mailto:eunice.moore@doe.nj.gov)    If you are emailing your transcripts, you may also email your criminal history approval to Eunice Moore as well. |
| **Step Five: Find your Substitute Certificate** | The sub certificates are posted on your TCIS Lookup page on Fridays at 12 noon.   Once it is issued, please print the certificate and provide a copy to (name) Personnel. |