

Applying for Sub Credential

Click create an account in the [NJ Educator Certification Portal](#) and you will be presented with the following:

Educators: Create your NJEdCert account by completing the form.

Please do not use this form if you are a school district representative or a representative from an Educator Preparation Program (EPP). Contact the Department of Education at 609-292-2070 if you have questions about your access.

* First Name

* Last Name

* Email Address (use a permanent email address)

* Date of Birth

* Social Security Number ⓘ

Complete this field.

Continue

Once account is created, log into your account. Do not forget to add .njedcert to your email address for the username. Click Apply Now button.

Apply Now

Educator Name: John Doe

Tracking Number: 12345678

TCIS Tracking Number:

My Certifications

My Applications

My Cases

My Certifications

is where you can find a list of certificates issued to you by the Office of Certification.

Licenses

My Certifications

0 items

Sorted by License ID

Filtered by All licenses

Updated a few seconds ago

Search this list...

License ID	Educator ...	Record Type	Category	Endorsement...	Type	Status	Date Issued	Expiration...
No items to display.								

IMPORTANT NOTICE OF FEE HOLIDAY

When prompted to complete payment information for the purposes of utilizing the Fee Holiday, the payment process requires entering a distinct credit card code, security code, and additional information. There is no charge or transaction applied toward any individual for the purposes of obtaining a certification or credential. Please utilize the code below for the purposes of complying with application procedures.

To complete the transaction, enter your personal identification information and enter the following information on the final payment page:
Credit Card Code: 4242424242424242
Security Code: 724
Expiration Month: 07 - July
Expiration Year: 2024

Please be advised there will be no personal charges for any transactions.

You can find more information about educator certification on the New Jersey Department of Education's Certification webpage.

Contact Customer Service:

*How can we help you today?

Update Name

Update Date of Birth

Update Social Security Number

Update Citizenship Status



Request Test Score Records

Application Questions

Customer Service Questions

Continue

Please read each screen carefully.



New Application for a Certificate or Credential

Welcome John Doe

In the following screens, you'll provide information about yourself and Certificate(s) and/or Credential(s) applications.

If you need to step away at any point, please use the **Save & Resume Later** button to save your progress so you can return later and pick up where you left off. If you exit without using this feature you will lose any progress made so far.

IMPORTANT NOTICE OF FEE HOLIDAY

All certification and credentialing fees are waived for the period beginning July 1, 2023, and ending June 30, 2024 thanks to the new state budget and legislation signed by Governor Phil Murphy.

Important Message for Educators applying for their standard certifications after completing the Provisional Teacher Process (PTP):

- Your current employing school district will initiate the conversion of your Provisional certificate to a Standard certificate when you become eligible.
- Do not apply for your standard certificate in the system. Once the conversion to the standard process has been initiated by your school district, you will receive an email from the system to complete the standard application process.
- Contact your school district for any questions you may have.

You can find more information about educator certification on the New Jersey Department of Education's Certification webpage <https://www.nj.gov/education/certification/>.

Thank you for making a difference in the lives of our New Jersey students; we look forward to helping you through this certification process.

Click continue to begin the application process.

Please note the following before proceeding:

- Applications will not be reviewed by the Department until payment has been made and all required documentation has been submitted.
- Applications in pending payment are deleted after 30 days; applications in pending documentation status expire after 6 months.

Thank you,
New Jersey Department of Education

Save & Resume Later

Continue



Undergraduate or Graduate Education

Please provide information about your completed degree(s). You can also provide details about College or University credits you have obtained.

Note: This is *NOT* where you enter Educator Preparation Program details, you will have an opportunity to enter that later in the process.

* Do you have a Degree from an Accredited College or University?

☒ Yes

☐ No

Previous

Continue

Please have information on hand for your college or university. Example below indicates information you will need to complete this section.



College or University Details

* Is it located in the state of New Jersey?

Yes

* College or University Name ⓘ

Seton Hall University

Attendance & Graduation:

* When did you start attending? ⓘ

Sep 1, 1983

* When did you stop attending? ⓘ

Dec 24, 1987

* Did you graduate from this College or University?

Yes

Save & Resume Later

Previous

Continue



Confirming your information:

Here's what we gathered so far. If you need to make any changes use the *Previous* button:

College or University Details

Name of College or University: Seton Hall University

Attendance & Graduation

When you started attending: September 1, 1983

When you stopped attending: November 23, 1987

Did you Graduate? Yes

Degree Details

Degree Type: Bachelors

Degree Specialization: Business Administration

Cumulative GPA: 3.0

Graduation Date: December 24, 1987

[Save & Resume Later](#)

[Previous](#)

[Continue](#)



* Do you have more to add?



No



Yes

Continue

You can answer no to this question for a substitute credential. You do not need to add any employment experience.



Employment Experience

Important: Please Read Before Continuing

We only need employment information relevant to the Certificate or Credential you are applying for.



Employment Experience

Important: Please Read Before Continuing

We only need employment information relevant to the Certificate or Credential you are applying for.

Example 1: You are applying for a Career & Technical Education Certificate and plan to use your industry experience to qualify. We will need the details of that experience in order to verify with your employer. The experience may be education or non-education related but should align with the area in which you are seeking certification.

Example 2: You are applying for an educator certificate and you have worked in a school system or other educational setting previously. We may need to verify that information depending on which Endorsement Title and Type you are requesting.

* Do you have relevant employment information you want to add?

- ☐ Yes
☒ No

Save & Resume Later

Previous

Continue

Answer no to this question when applying for a substitute credential.



Were you instructed by a New Jersey School District or County Office to apply for an Emergency Certificate?

* Request Emergency Certificate?

☒ Yes

☐ No

N.J.A.C. 6A:9-2.1 "Emergency certificate" means a substandard certificate issued only to educational services certificate candidates who meet the requirements specified for each endorsement pursuant to N.J.A.C. 6A:9B-14.

Save & Resume Later

Previous

Continue

Please choose credential as noted below.



Select a category below and then *Continue* to see a list of certification or credential titles. If you do not see the title you are looking for, select *Previous* to change the Category.

Important Note: If you are applying to become a *Substitute teacher*, you must select *Credential*.

* Select Category ⓘ

- ☐ Administrative
- ☐ Instructional
- ☐ Educational Services
- ☐ Career and Technical Education
- ☒ Credential
- ☐ Military Science

Credential is a small sub-set of specialty certificates that include *All Substitutes*, Mortuary, Chiropractic, and School Safety Specialist.

Holders of an instructional Certificate of Eligibility (CE), Certificate of Eligibility with Advanced Standing (CEAS), a standard instructional certificate, or an administrative or educational services certificate shall not be required to obtain a substitute credential before serving as a substitute teacher. Substitute credentials can be used in multiple counties; applicants do not need to apply for more than one substitute credential.

Save & Resume Later

Previous

Continue



Select Instructional Substitute from the drop down menu.



Please select from the available Endorsement Titles within that Category.

* Select Endorsement Title

Instructional Substitute



Save & Resume Later



Previous

Continue



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Department of Education
PO Box 500
Trenton, NJ 08625-0500
(609) 376-3500





In which county will you be substituting?

* County Name

Morris

Save & Resume Later

Previous Continue

Choose Substitute as the license type from the drop down menu.



The screenshot shows a web form interface. At the top left is a hamburger menu icon. At the top right is a user profile icon. The main content area is a light gray box. Inside, the text "Select the Type of certificate below:" is followed by a red asterisk and the label "Select License Type". Below this is a dropdown menu with "Substitute" selected. Underneath the dropdown is a text input field with the label "Additional Information" and a help icon. At the bottom of the form are three buttons: "Save & Resume Later", "Previous", and "Continue". The footer is a dark blue bar containing the State of New Jersey seal, copyright text, and a small circular icon with a lightbulb.

≡

⤵

Select the Type of certificate below:

* Select License Type

Substitute

Additional Information ⓘ

Save & Resume Later

Previous Continue

STATE OF NEW JERSEY

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Department of Education

💡



Review your selections:

Category: Credential

Type: Substitute

Title: Instructional Substitute

Code: 9041

Description:

A substitute credential applies to a person who temporarily replaces a certified and regularly employed classroom teacher who is absent, or to a person who temporarily fills a vacancy. Holders of instructional CE, CEAS, a standard instructional certificate, or an administrative or educational services certificate shall not be required to obtain a substitute credential before serving as a substitute teacher. Substitute credentials can be used in multiple counties; applicants do not need to apply for more than one substitute credential.

The fee for your selected Endorsement Title is **\$125**.

IMPORTANT NOTICE OF FEE HOLIDAY

All certification and credentialing fees are waived for the period beginning July 1, 2023, and ending June 30, 2024 thanks to the new state budget and legislation signed by Governor Phil Murphy.

Select **Yes** below; there will be no charge for this application.

*Select Yes if everything is correct. 

☒ Yes

☐ No

Save & Resume Later

Continue



IMPORTANT: Please read before continuing.

Regulations do not allow the Office of Recruitment, Preparation and Certification to offer refunds. All applications require the thorough attention of an examiner reviewing each case whether the application is issued or denied.

Per regulations, all certificates are non-refundable.

6A:9B-5.6 Fees

<https://nj.gov/education/code/current/title6a/chap9b.pdf>

Additionally, the Office cannot modify the endorsement type. If you apply for the incorrect endorsement, the Office may issue a denial, which will generate a credit but will not result in a full refund. Educators applying for the wrong certificate will be charged a \$70 fee, and the remaining balance of the payment will be applied to their account as a credit.

* Do you confirm and accept the above conditions? ⓘ

- ☐ Yes
☐ No

Save & Resume Later

Continue

Requirements should already be selected. Click continue.

Below and on the following screens, you will be presented with the qualifications needed to receive the Endorsement Title you selected.

Note: Qualifications that are pre-selected indicate a fixed requirement.

Instructional Substitute

*You must meet all of the requirement(s) below:

- ☒ Subject Matter Preparation
- ☒ Criminal History Background Check

Cancel

Previous

Continue

If you need to start over, select "Cancel."

Selected: 0 Qualifications

Label	Description



Below and on the following screens, you will be presented with the qualifications needed to receive the Endorsement Title you selected.

Note: Qualifications that are pre-selected indicate a fixed requirement.



Endorsement: Instructional Substitute

Topic: Education - Subject Matter Prep

* You must meet all of the requirement(s) below:

☒ Subject Matter Preparation - General Studies (30 Credit)

Cancel

Previous

Continue

If you need to start over, select "Cancel."

Selected: 0 Qualifications

Label

Description



Below and on the following screens, you will be presented with the qualifications needed to receive the Endorsement Title you selected.

Note: Qualifications that are pre-selected indicate a fixed requirement.



Endorsement: Instructional Substitute

Topic: Education - Subject Matter Prep

* You must meet all of the requirement(s) below:

☒ Subject Matter Preparation - General Studies (30 Credit)

Cancel

Previous

Continue

If you need to start over, select "Cancel."

Selected: 0 Qualifications

Label

Description



Below and on the following screens, you will be presented with the qualifications needed to receive the Endorsement Title you selected.

Note: Qualifications that are pre-selected indicate a fixed requirement.



Endorsement: Instructional Substitute

Topic: Other - Background Check

* You must meet all of the requirement(s) below:

☒ Criminal History Background Check

Cancel

Previous

Continue

If you need to start over, select "Cancel!"

Selected: 1 Qualification

Label	Description
Subject Matter Preparation - General Studies (30 Credit)	Complete 30 semester-hour credits from a two or four year nationally accredited college/university.



Below and on the following screens, you will be presented with the qualifications needed to receive the Endorsement Title you selected.

Note: Qualifications that are pre-selected indicate a fixed requirement.



Endorsement: Instructional Substitute

You have finished selecting all the necessary requirements you must meet in order to receive this license!

Cancel

Previous

Continue

If you need to start over, select "Cancel."

Selected: 2 Qualifications

Label	Description
Subject Matter Preparation - General Studies (30 Credit)	Complete 30 semester-hour credits from a two or four year nationally accredited college/university.
Criminal History Background Check	<p>Provide a copy of your Criminal History Background Check with an approval date that is within 5 months of the application date with "Substitute Teacher" or "Substitute School Nurse" listed as the job position.</p> <p>In order to initiate the Criminal History Background Check, please click or copy and paste this link into your web browser: https://www.nj.gov/education/certification/substitutes/Index.shtml</p> <p>Verify completed Criminal History Background Check (Applicant Approval Employment History) please click or copy and paste this link into your web browser: https://homerom6.doe.state.nj.us/chrs/app-emp-history</p> <p>Additionally, if you have been continuously employed in the same district/school/vendor since your last background check, with no break-in service, please obtain a letter of continuous employment from your current employer. Use the Document Collection tab to upload the letter and the Applicant Approval Employment History (see above) to complete the Background Check requirement.</p>



Below is a summary of your selection(s):

Details of your selections:

Type	Category	Endorsement Title	Fee	Description
Substitute	Credential	Instructional Substitute	\$125.00	A substitute credential applies to a person who temporarily replaces a certified and regularly employed classroom teacher who is absent, or to a person who temporarily fills a vacancy. Holders of instructional CE, CEAS, a standard instructional certificate, or an administrative or educational services certificate shall not be required to obtain a substitute credential before serving as a substitute teacher. Substitute credentials can be used in multiple counties; applicants do not need to apply for more than one substitute credential.

Save & Resume Later

Previous

Continue

Please answer each question as it pertains to you.



Background Questions

Note: If you answer Yes to one of more Questions you will be required to provide additional details. Failure to answer truthfully could result in denial of your application(s).

* Q1: Have you ever been convicted of, pled guilty, no contest or nolo contendere to, or had adjudication withheld to a crime or offense, including DUI, in New Jersey or any other state or jurisdiction?

No



* Q2: Have you ever had an education or other professional certificate, license or credential revoked, suspended, invalidated or denied for cause in New Jersey or any other state or jurisdiction?

No



* Q3: Have you ever surrendered or relinquished an education or other professional certificate, license or credential in New Jersey or any other state or jurisdiction?

No



* Q4: Are you the subject of any pending action or proceedings against your education or other professional certificate(s), license(s) or credential(s) in New Jersey or any other state or jurisdiction?

No



* Q5: Has there ever been an allegation of misconduct which resulted in your resignation, retirement, dismissal, or suspension from an education-related position in New Jersey or any other state or jurisdiction?

No



* Q6: Are you the subject of any civil, criminal or administrative investigation in New Jersey or any other state or jurisdiction?

No



Save & Resume Later

Continue



Here is a summary of your responses. If you need to make any changes use the *Previous* button:

Q1. Have you ever been convicted of, pled guilty, no contest or nolo contendere to, or had adjudication withheld to a crime or offense, including DUI, in New Jersey or any other state or jurisdiction?

No

Q2. Have you ever had an education or other professional certificate, license or credential revoked, suspended, invalidated or denied for cause in New Jersey or any other state or jurisdiction?

No

Q3. Have you ever surrendered or relinquished an education or other professional certificate, license or credential in New Jersey or any other state or jurisdiction?

No

Q4. Are you the subject of any pending action or proceedings against your education or other professional certificate(s), license(s) or credential(s) in New Jersey or any other state or jurisdiction?

No

Q5. Has there ever been an allegation of misconduct which resulted in your resignation, retirement, dismissal, or suspension from an education-related position in New Jersey or any other state or jurisdiction?

No

Q6. Are you the subject of any civil, criminal or administrative investigation in New Jersey or any other state or jurisdiction?

No

[Save & Resume Later](#)

[Previous](#)

[Continue](#)

Answer as it pertains to you and complete digital signature.



United States Citizen Oath of Allegiance (Option 1)

By checking: I, do solemnly swear or affirm that I will support the Constitution of the State of New Jersey, and that I will bear true faith and allegiance to the same and the governments established in the United States and this State, under the authority of the people.

☒ Check this box to affirm and verify accuracy of the information provided

United States Non-Citizen Oath of Allegiance (Option 2)

By checking: I do solemnly swear or affirm that, during the period of my employment, I will support the Constitution of the United States and the Constitution of the State of New Jersey.

☐ Check this box to affirm and verify accuracy of the information provided

* Applicant Signature ⓘ

|

Complete this field.

Today's Date: October 25, 2023

The expiration date for this application will be 6 months after you sign the Oath. Applications will not be reviewed by the Department until payment has been made and all required documentation has been submitted. Applications in pending payment are deleted after 30 days; applications in pending documentation status expire after 6 months.

Save & Resume Later

Previous

Continue



This portion of the application process is now complete.

Select [Continue](#) to review the details of your application and click [Payment](#) at the top of the screen to submit your payment. You must complete the payment process even if there is no charge for the application.

Important Notes:

- *Your Certificate or Credential will not be issued until the New Jersey Department of Education (NJDOE) receives your payment.*
- *After your payment has been received, if you answered "Yes" to any of the background questions your Case will be routed to the NJDOE State Board of Examiners for review. If additional information is required, you will be contacted by a representative of the Board. Additionally, if the matter does not warrant further action by the Board, your application will be put into process, which will be reflected in the status on your application.*
- *You can check the status of your case by logging into your NJEdCert account.*
- *Applications will not be reviewed by the Department until payment has been made and all required documentation has been submitted.*
- *Applications in pending payment are deleted after one month; applications in pending documentation status expire after six months.*
- *If you have questions regarding an application that is pending documentation and you believe you have submitted all required documentation, call customer service at 609-292-2070.*



If clicking continue does not bring you into your case, log into your NJ EdCert portal. Be sure to add .njedcert after your email address as your username (ex: jdoe@email.com.njedcert) Click on my cases header and then click the case number.

If you are not applying for a new Certificate or Credential but submitted a service case, select the **Service Case Instructions** tab to determine the next steps in this process.

 Case
00194424

+ Follow

Edit

Case Record Type
Application Review

Educator Name
John Doe

Priority
Low

Type
New Certificate or Credential

Status
Pending Payment

Case Outcome



Pending Payment

Pending Applicant Response

Pending Conduct Review

Pending Review

On Hold - Deficient

Closed

Case Information

Case Number
00123456

Status
Pending Payment

Priority
Low

Total Fees
\$125.00

Type
New Certificate or Credential

Case Origin
Community

Parent Case

Applicant Information

Educator Name
John Doe

Educator Phone

Educator Email
jdoe@email.com

Educator Mobile
(201) 555-1212

Case Comments

Additional Information

Case Conclusion



Case Outcome

Case Outcome Details

Applications (1)



Application ID	Record Type	Applicant Name	Endorsement TI...
App-2023-	Regular Applicat...	John Doe	Instructional Su... 
View All			

Addendums (2)

Addendum: Ad...	Addendum: Rec...	Status	Addendum: Cre...
A-00111111	Oath	Not Applicable	10/25/2023, 3:4... 
A-00222222	Background Qu...	Not Applicable	10/25/2023, 3:4... 
View All			

Payments (0)

In the payment header you will see the following.



New Certificate or Credential Instructions **Payment** Document Collection Service Case Instructions

IMPORTANT NOTICE OF FEE HOLIDAY

When prompted to complete payment information for the purposes of utilizing the Fee Holiday, the payment process requires entering a distinct credit card code, security code, and additional information. There is no charge or transaction applied toward any individual for the purposes of obtaining a certification or credential. Please utilize the code below for the purposes of complying with application procedures.

To complete the transaction, enter your personal identification information and enter the following information on the final payment page:
Credit Card Code: 4242424242424242
Security Code: 724
Expiration Month: 07 - July
Expiration Year: 2024

Please be advised there will be no personal charges for any transactions.

Payment Summary:

Case Number: 00123456

Case Type: New Certificate or Credential

Credits: \$0

Case Fees: \$125
(for all applications listed below)

Summary of Applications associated with this case:

Application ID	Type	Endorsement Title	Category	Fee
App-2023-	Substitute	Instructional Substitute	Credential	\$125.00

[Save & Resume Later](#)[Continue](#)



New Certificate or Credential Instructions **Payment** Document Collection Service Case Instructions

When you select **Continue** you will be redirected to the New Jersey Department of Education payment website. You will return to the NJEdCert portal upon submissions of your payment.

Note: There is a small service fee from the payment processor that will be added to your total cost.

Continue



Case
00194424

+ Follow

Edit

Case Record Type
Application Review

Educator Name
John Doe

Priority
Low

Type
New Certificate or Credential

Status
Pending Payment

Case Outcome



Pending Payment

Pending Applicant Response

Pending Conduct Review

Pending Review

On Hold - Deficient

Closed

Case Information

Case Number

00123456

Status

Pending Payment

Priority

Low

Total Fees

\$125.00

Type

New Certificate or Credential

Case Origin

Community

Parent Case



Applications (1)

Application ID	Record Type	Applicant Name	Endorsement Tl...
App-2023-	Regular Applicat...	John Doe	Instructional Su...

View All



Addendums (2)

Addendum: Ad...	Addendum: Rec...	Status	Addendum: Cre...
-----------------	------------------	--------	------------------

Applicant Information

Payment Information

Cancel

Next

Payment

Payment Type



Credit/Debit Card

Customer Information

Complete all required fields [*]

Country *

United States ▼

First Name *

Last Name *

Company Name

Address *

Address 2

City *

State *

Select ▼

ZIP/Postal Code *

Phone Number

Email * 

Transaction Summary

Application Review -

\$125.00

Pay now with New Jersey Government Services

\$128.38

Need Help?

Please complete the Customer Information Section.

Credit/Debit Card

Customer Information

[Edit](#)

Address

John Doe
123 Main St
Any Town USA

Phone Number

908-555-1212

Country

United States

Email Address

jdoe@email.com

Payment Information

Credit Card Number *

4242424242424242

Credit Card Type



Expiration Month *

07 - July

Expiration Year *

2024

Security Code *

724

Name on Credit Card *

First Last

Complete all required fields [*]

[Next >](#)[Cancel](#)

Pay now with New Jersey Government Services \$128.38

Need Help?

You have selected to pay by credit card. Complete Customer Billing Information and enter Credit Card Information.

Credit/Debit Card

Customer Information

[Edit](#)

Address

John Doe
123 Main St
Any Town USA

Phone Number

908-555-1212

Country

United States

Email Address

jdoe@email.com

Payment Information

Credit Card Number *



4242424242424242



Credit Card Type



Expiration Month *

07 - July



Expiration Year *

2024



Security Code *



724

Name on Credit Card *

First Last



Complete all required fields [*]

[Next >](#)[Cancel](#)

Pay now with New Jersey Government Services \$128.38

Need Help?

You have selected to pay by credit card. Complete Customer Billing Information and enter Credit Card Information.

Payment

Payment Type



Credit/Debit Card

Customer Information



Address

John Doe
123 Main St.
Any Town USA

Phone Number

908-555-1212

[Edit](#)

Country

United States

Email Address

jdoe@email.com

Payment Information



Credit Card

Visa ****4242
Exp. 07/2024

Name on Credit Card

First Last

[Edit](#)[Cancel](#)[Submit Payment](#)

Transaction Summary

Application Review - 00194424 \$125.00

Pay now with New Jersey Government Services \$128.38

Need Help?

Review your payment information below.

When your criminal history is complete, save a pdf version of your approval. You will need to upload this document into your case under the document collection tab. You will also need to have your college or university send transcripts electronically to certapplication@doe.nj.gov

If you currently hold a substitute credential that is expiring, you will need to upload a copy of your most recent criminal history and a letter of continuous employment from your district.