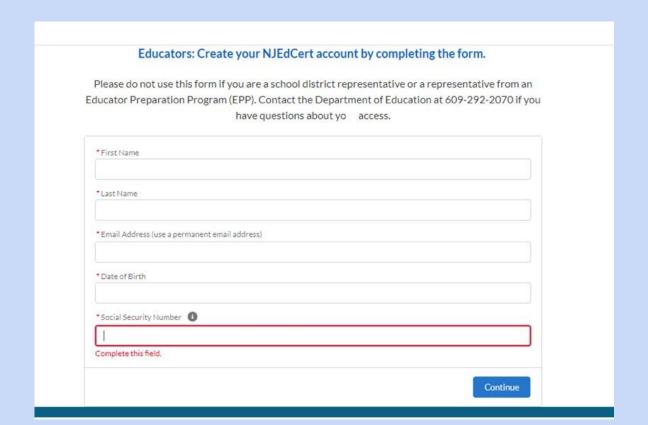
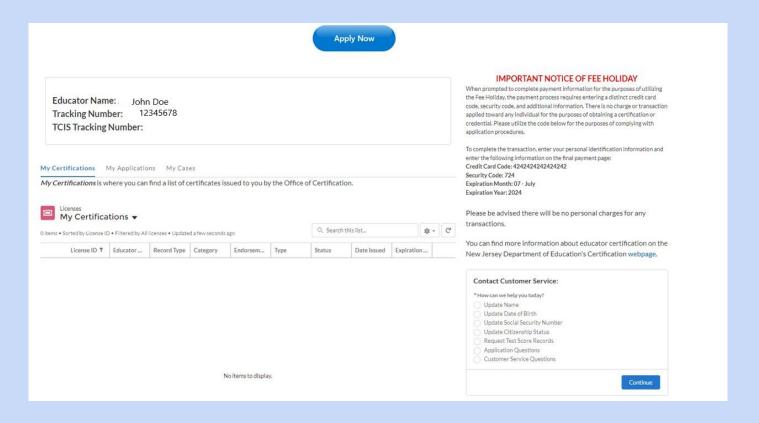
Applying for Sub Credential

Click create an account in the <u>NJ Educator Certification Portal</u> and you will be presented with the following:



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.



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:

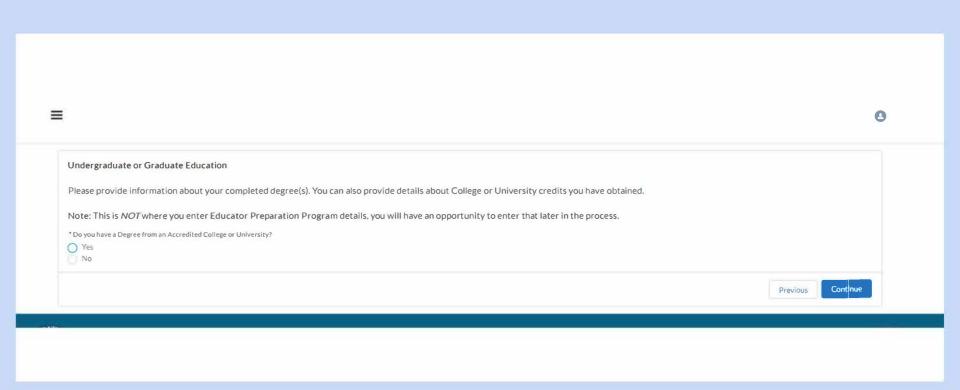
- · Applications will not be reviewed by the Department until payment has been made and all required documentation has been submitted.
- · Applications in pending payment are deleted after 30 days; applications in pending documentation status expire after 6 months.

Thank you,

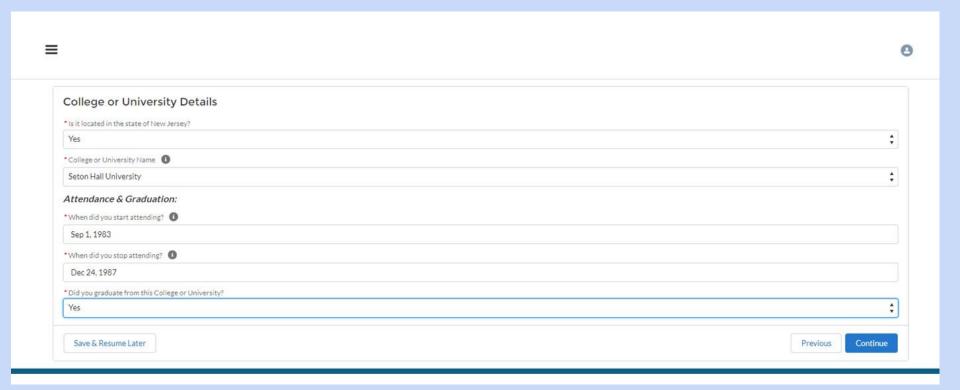
New Jersey Department of Education

Save & Resume Later

Continue



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







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

3.0

Graduation Date: December 24, 1987

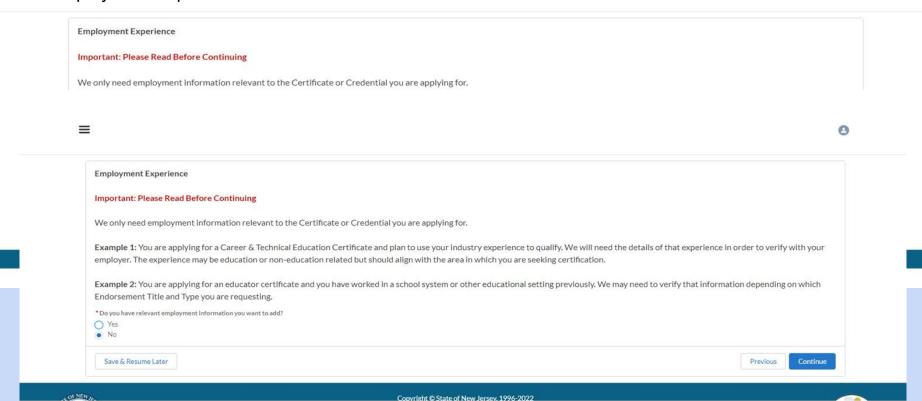
Save & Resume Later

Previous

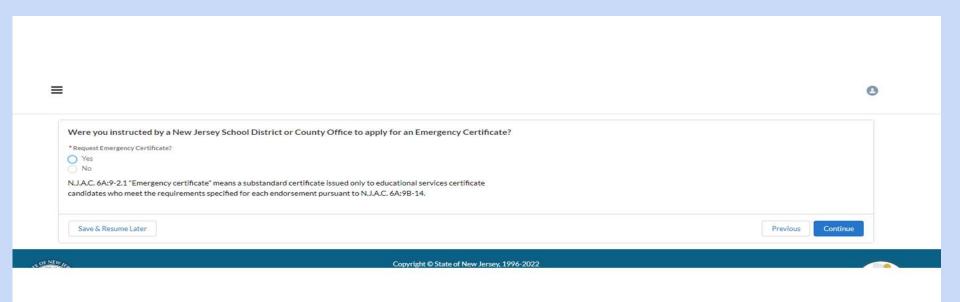
Continue



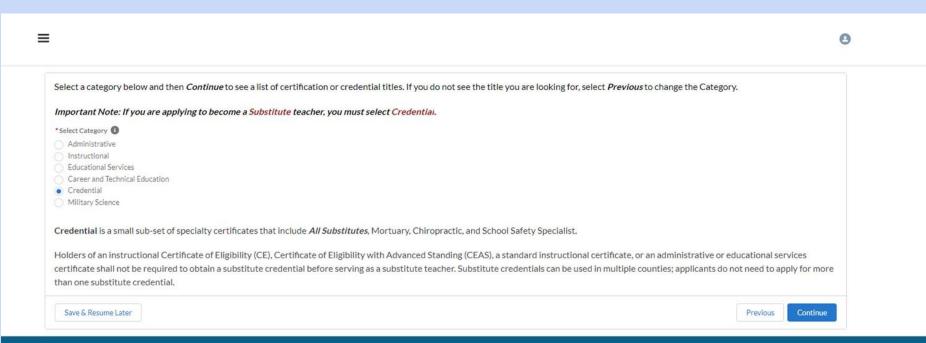
You can answer no to this question for a substitute credential. You do not need to add any employment experience.



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



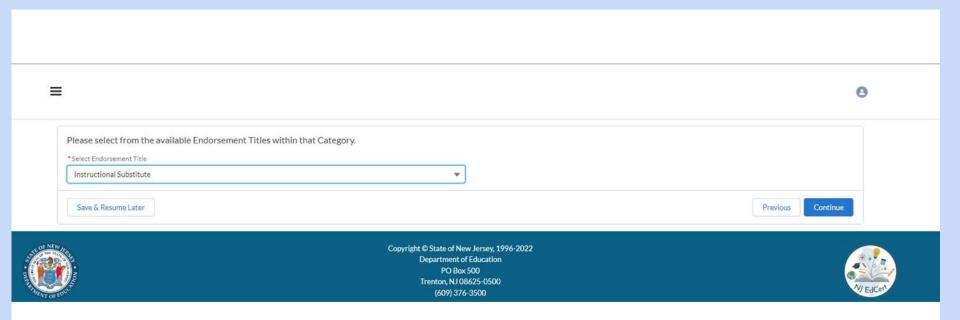
Please choose <u>credential</u> as noted below.







Select Instructional Substitute from the drop down menu.



Choose the county of your sponsor district from the list.



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







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.	(
O Yes	



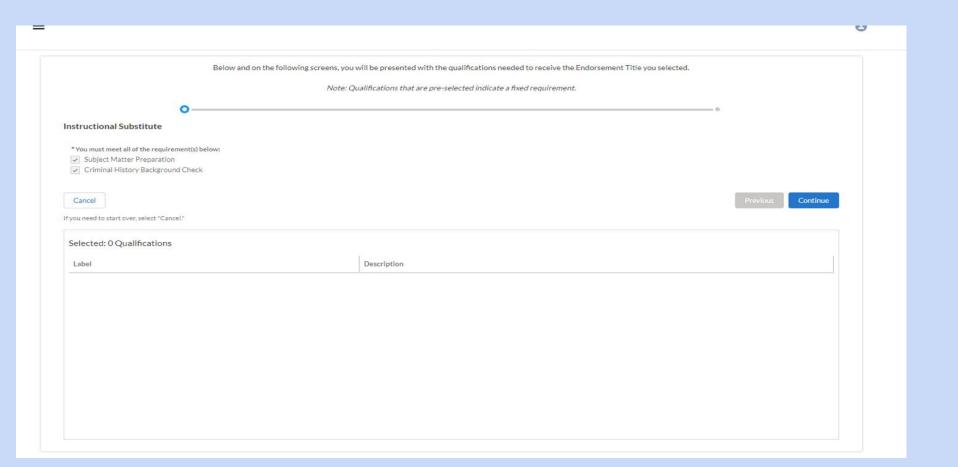
Save & Resume Later

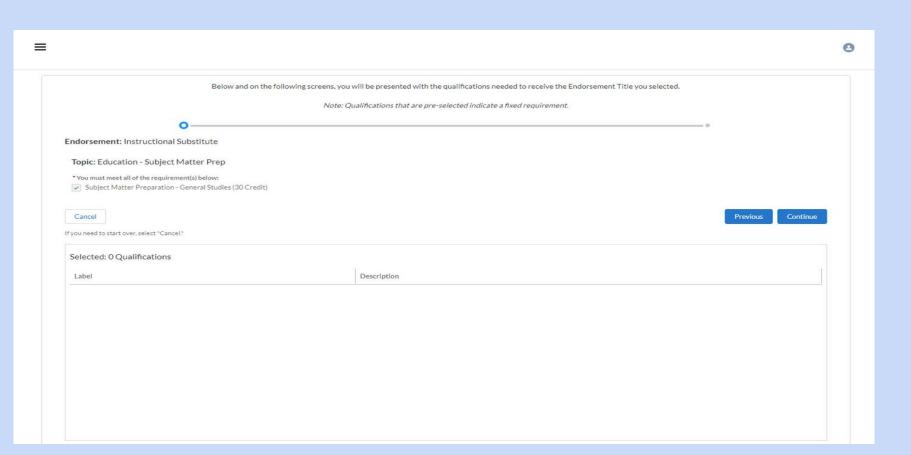
Continue

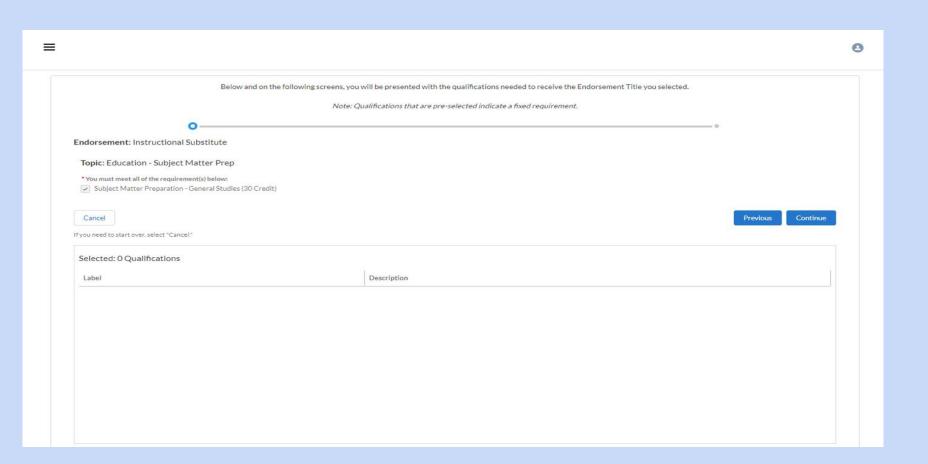
IMPORTANT: Please read before continuing. Regulations do not allow the Office of Recruitment, Preparation and Certification to offer refunds. All applications require the thorough attention of an examiner reviewing each case whether the application is issued or denied. Per regulations, all certificates 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.
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
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
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
Per regulations, all certificates are non-refundable. 6A:9B-5.6 Fees https://nj.gov/education/code/current/title6a/chap9b.pdf
6A:9B-5.6 Fees https://nj.gov/education/code/current/title6a/chap9b.pdf
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

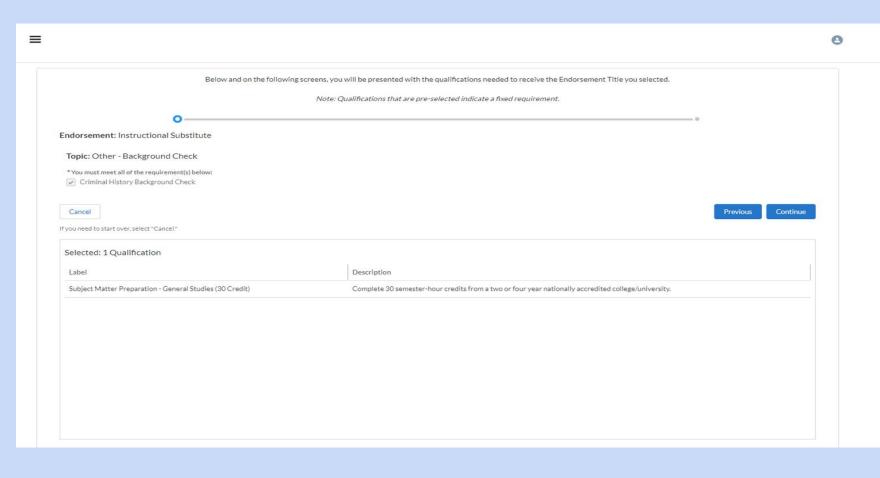
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Requirements should already be selected. Click continue.



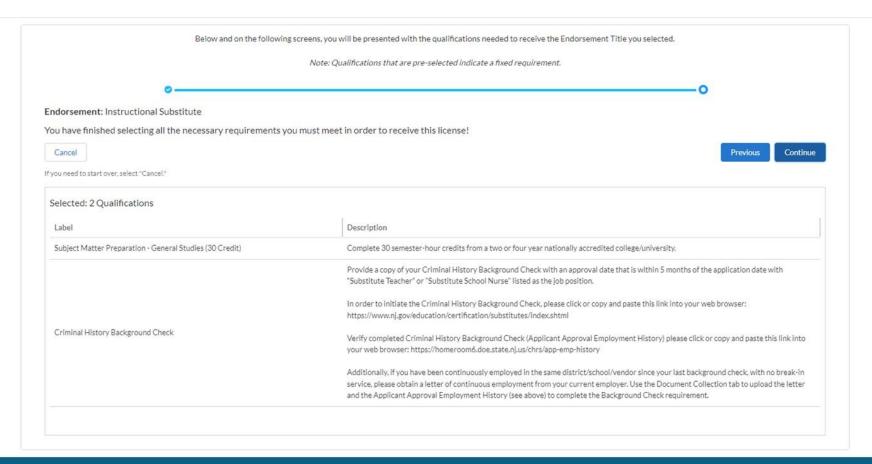


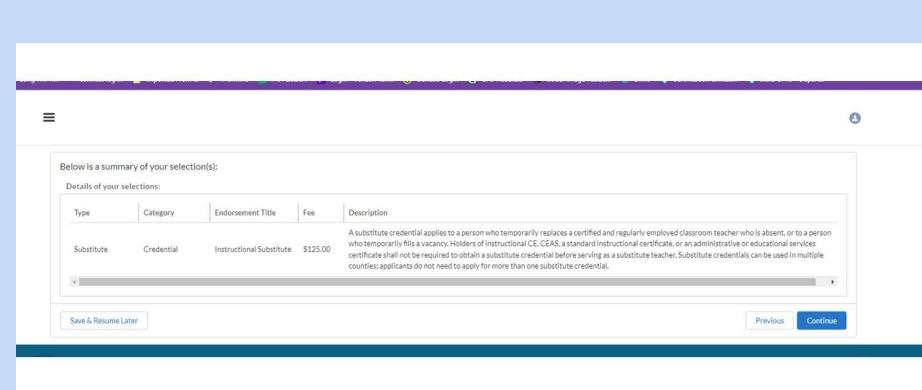




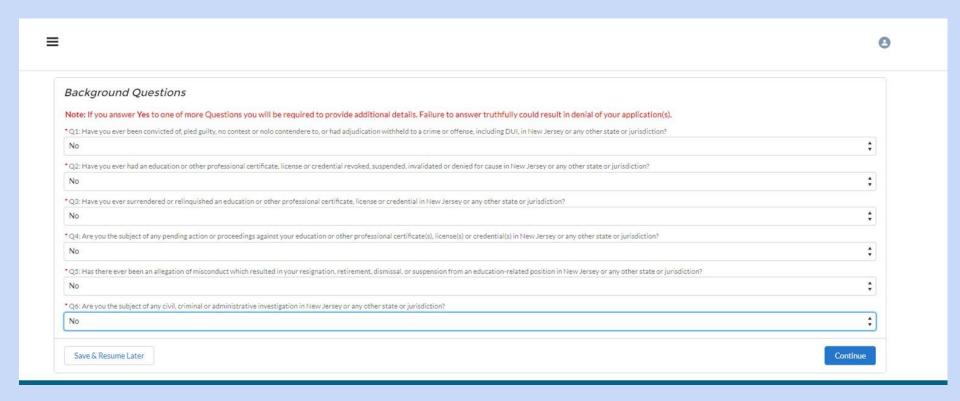








Please answer each question as it pertains to you.





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

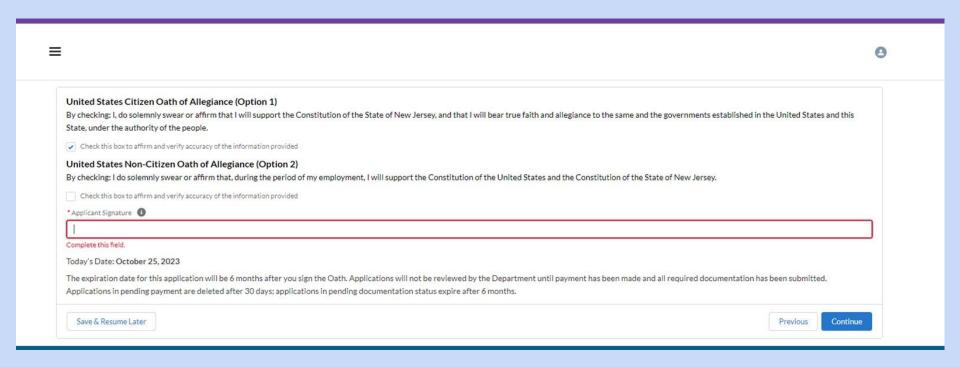
Previous

Continue





Answer as it pertains to you and complete digital signature.



0

This portion of the application process is now complete.

Select <u>Continue</u> to review the details of your application and click <u>Payment</u> 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:

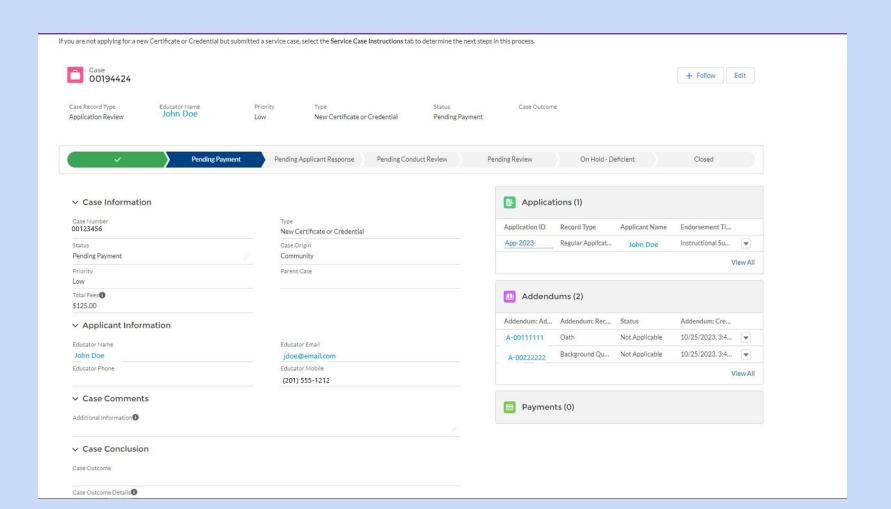
- Your Certificate or Credential will not be issued until the New Jersey Department of Education (NJDOE) receives your payment.
- After your payment has been received, if you answered "Yes" to any of the background questions your Case will be routed to the NJDOE State Board of Examiners for review. If 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.



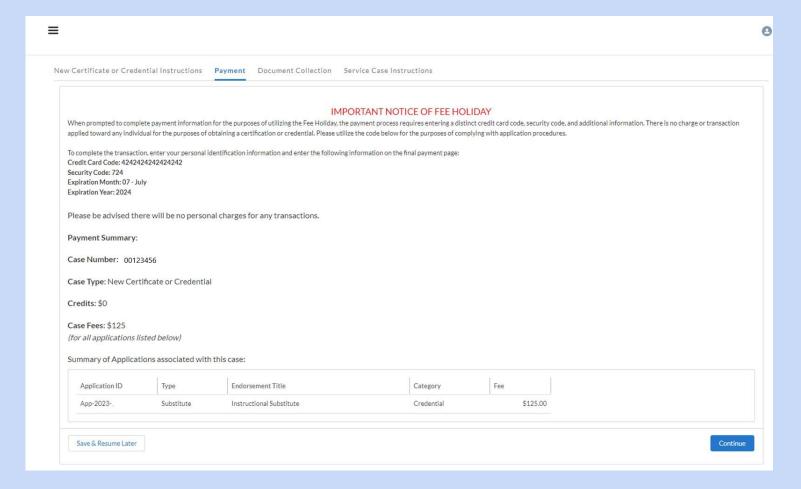


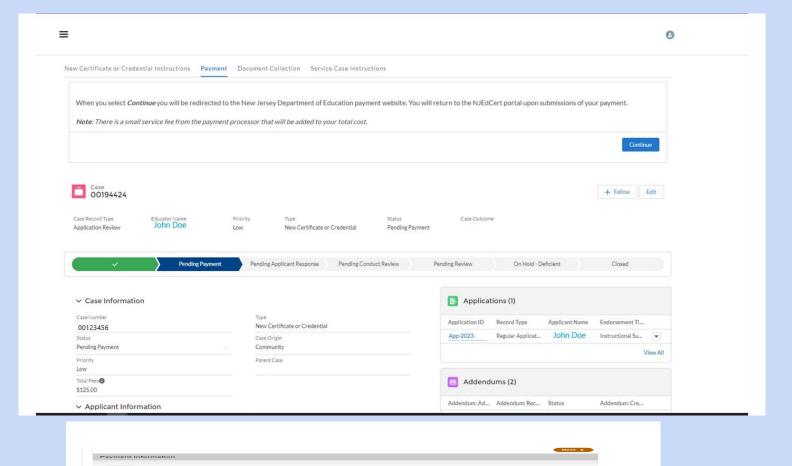
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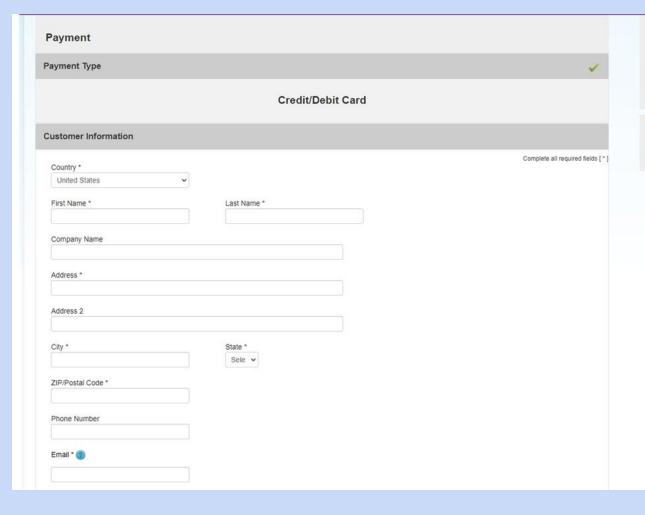
If clicking continue does not bring you into your case, log into your NJ EdCert portal. Be sure to add .njedcert after your email address as your username (ex: jdoe@email.com.njedcert) Click on my cases header and then click the case number.



In the payment header you will see the following.

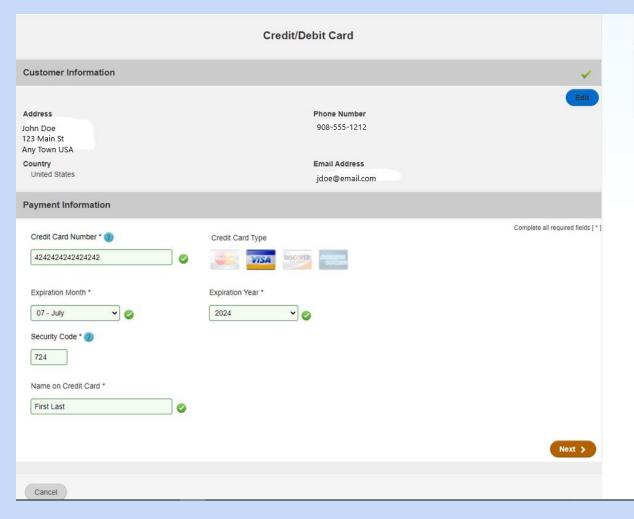






Transaction Summary Application Review - \$125.00 Pay now with New Jersey Government Services \$128.38 Need Help?

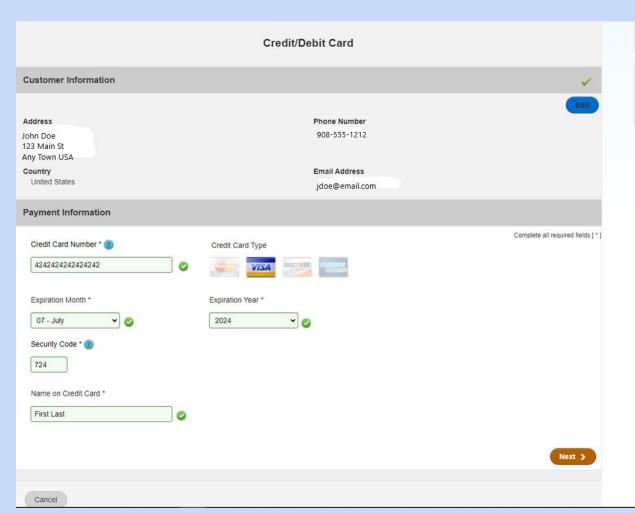
Please complete the Customer Information Section.



Pay now with New Jersey Government Services \$128.38

Need Help?

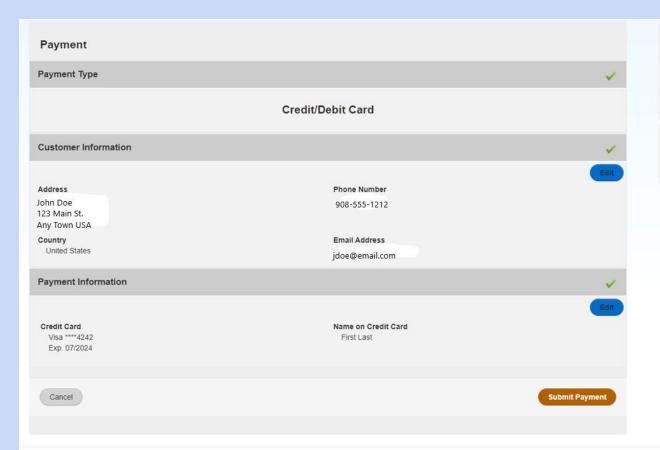
You have selected to pay by credit card. Complete Customer Billing Information and enter Credit Card Information.



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.



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.