

## Substitute application Process:

All prospective substitute teachers must apply for a credential on [NJEDCert](#).

### Items Needed to Apply

The items below must be completed to get issued a NJ Substitute Certification:

- Fingerprint Approval – Fingerprints must be less than five (5) months old, transfer dates do not count. Your fingerprint approval can be accessed from the Applicant Approval Employment History page.
- Official Electronic Transcripts – Electronic transcripts can be sent from your college/university to [Istroebel@longbranch.k12.nj.us](mailto:Istroebel@longbranch.k12.nj.us). Apply online with your personal information.

*Note: Electronic transcripts sent by you are not considered official.*

### Application Process

1. To start the application for a substitute certificate, please go to the NJ Department of Education [NJEdCert](#) website.
2. Click on New Jersey Educator Certification (NJEDCert), which is on the right side- under Quick Links.
3. Click on NJEdCert.

\* Long Branch is County 25 – District 2770

4. You will be taken to another site where you will need to register and apply for the substitute certificate. To register, please click on Create Account

5. Complete the questions in the application.

6. You will be required to pay a \$125 fee. The \$125 fee is paid online with a credit card and is non-refundable. The payment will go to the Commissioner of Education.

7. You will be able to load up your Criminal History Information and all electronic transcripts need to be emailed to [certapplication@doe.nj.gov](mailto:certapplication@doe.nj.gov).

## CRIMINAL HISTORY CHECK

1. Register and Pay administrative fees on the [NJDOE Criminal History Website](#) (\$11)
  1. Choose from either the "New Applicant" or "Archive Applicant" selection, fill out all the information, and make the payment. You also have to print out and complete the IdentoGO New Jersey Universal Fingerprint Form, which can be downloaded from the linked website.
2. [Schedule an appointment](#) on the IdentoGO website by selecting the digital fingerprinting option at the bottom of the page. The fingerprinting price is \$66.05 for those who have never been fingerprinted in the state of New Jersey (new applicants), and \$29.75 if you have been fingerprinted in the state after March 2003 (archive applicants). If you're applying through Scoot, we will reimburse you for the fingerprinting fees on your first paycheck – just remember to keep your receipt!
3. Attend the appointment and get fingerprinted. Be sure to bring a photo ID and the IdentoGO New Jersey Universal Fingerprint Form.

In approximately two weeks, you will be able to view the results of your background check on the [Office of Student Protection Status Webpage](#).

\*\* If you have already been fingerprinted in another district, or for another position, you will have to archive your prints and have them run again as a **SUBSTITUTE TEACHER**\*\*

The Service Code for Public School Employment is 2F1FB1