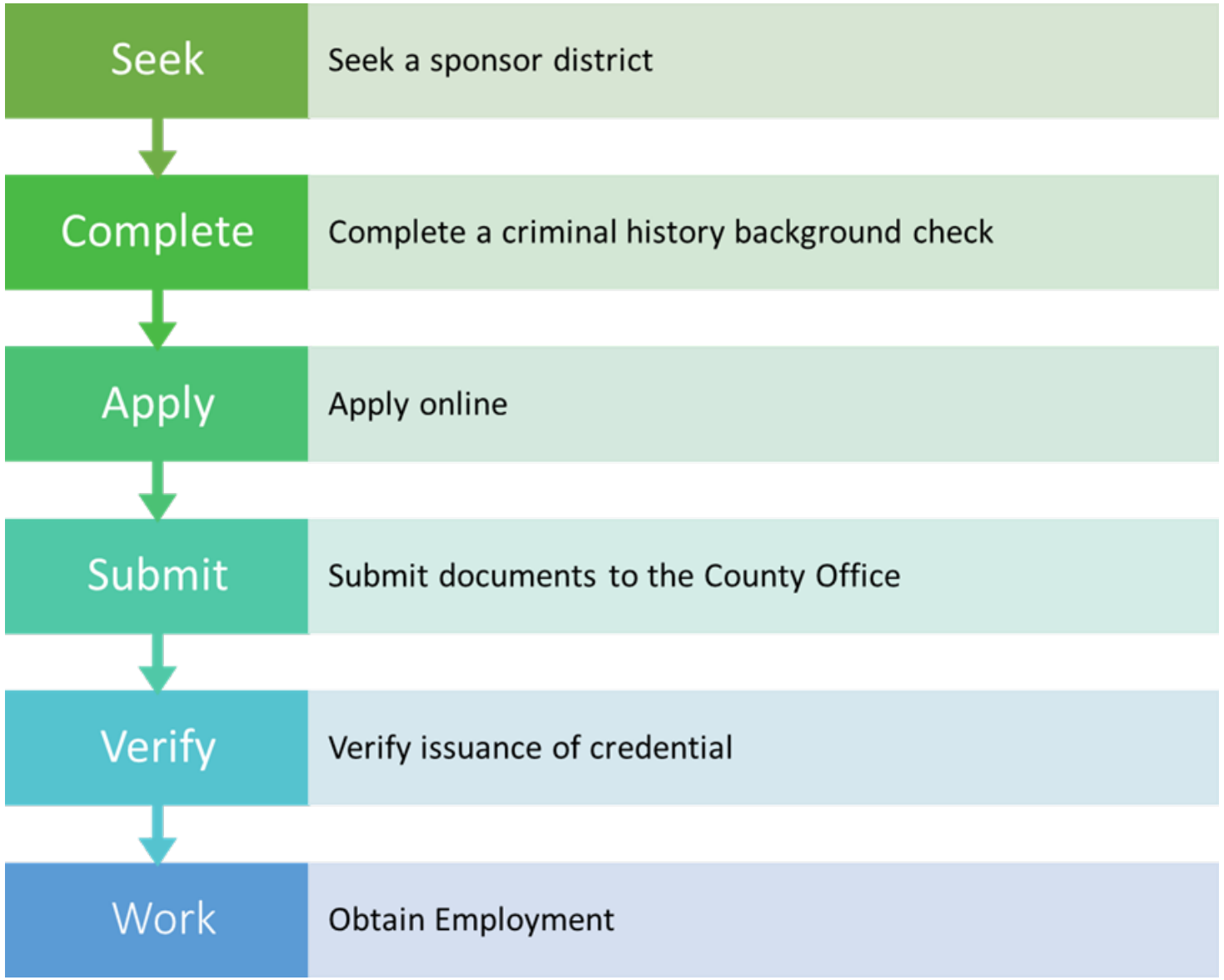
New Jersey Department of Education

How To
Get a
Substitute Credential

Morris County Office

October2021


Seek
Seek a sponsor district
Complete
Complete a criminal history background check
Apply
Apply online
Submit
Submit documents to the County Office
Verify
Verify issuance of credential
Work
Obtain Employment

What You Need for an Initial Credential

Renewal Instructions on Page 10

	Teacher Credential *60 Credits*	Teacher Credential *30 Credits*	Nurse Credential
Online Application	✖	✖	✖
Official transcript	✖	✖	
Successful Background Check	✖	✖	✖
Proof of College Enrollment		✖	
Valid NJ RN License			✖
Current BLS Certificate			✖

Step 1: Seek a sponsor

Seek a sponsor for the criminal history background check

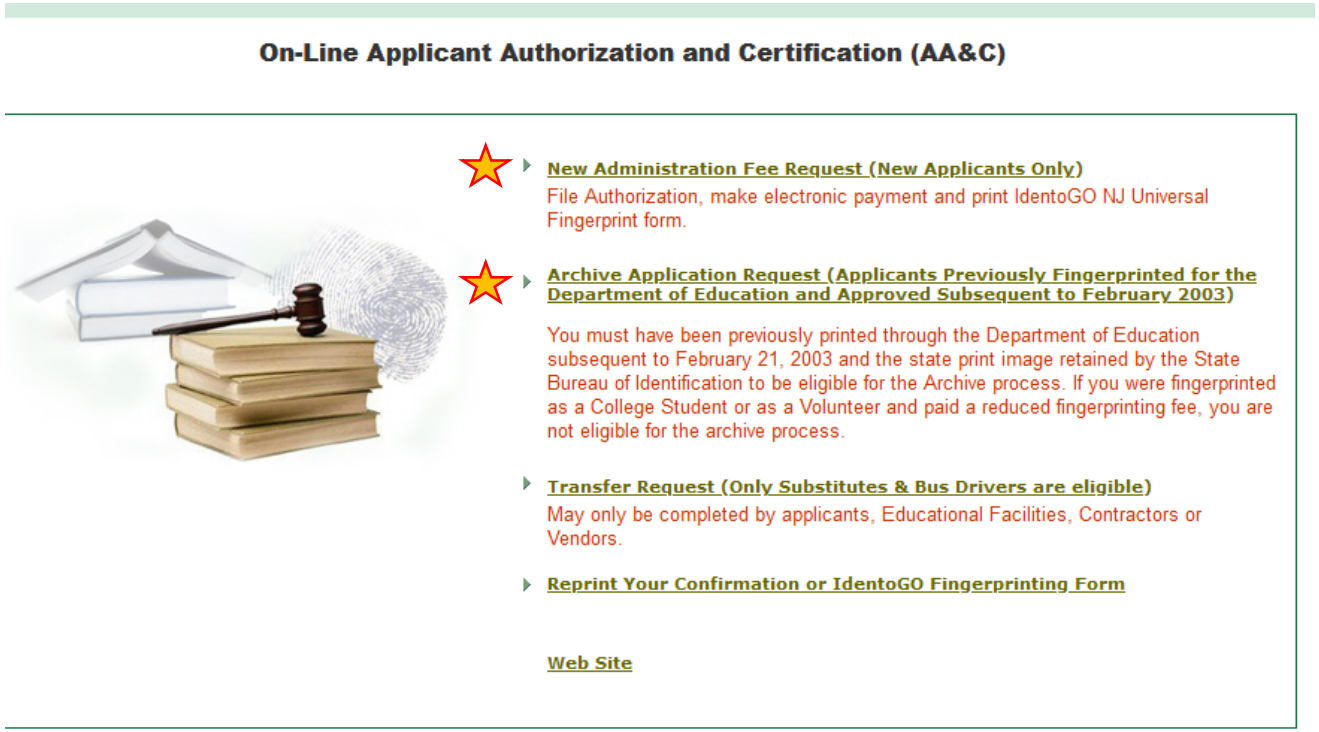
The sponsoring organization is the applicant's:

- Teacher preparation program, *or*
- Local board of education where the applicant lives or works, *or*
- Authorized vendor (ESS, Insight Workforce Solutions, Kelly Education)

Step 2: Background Check

Get a criminal history background check

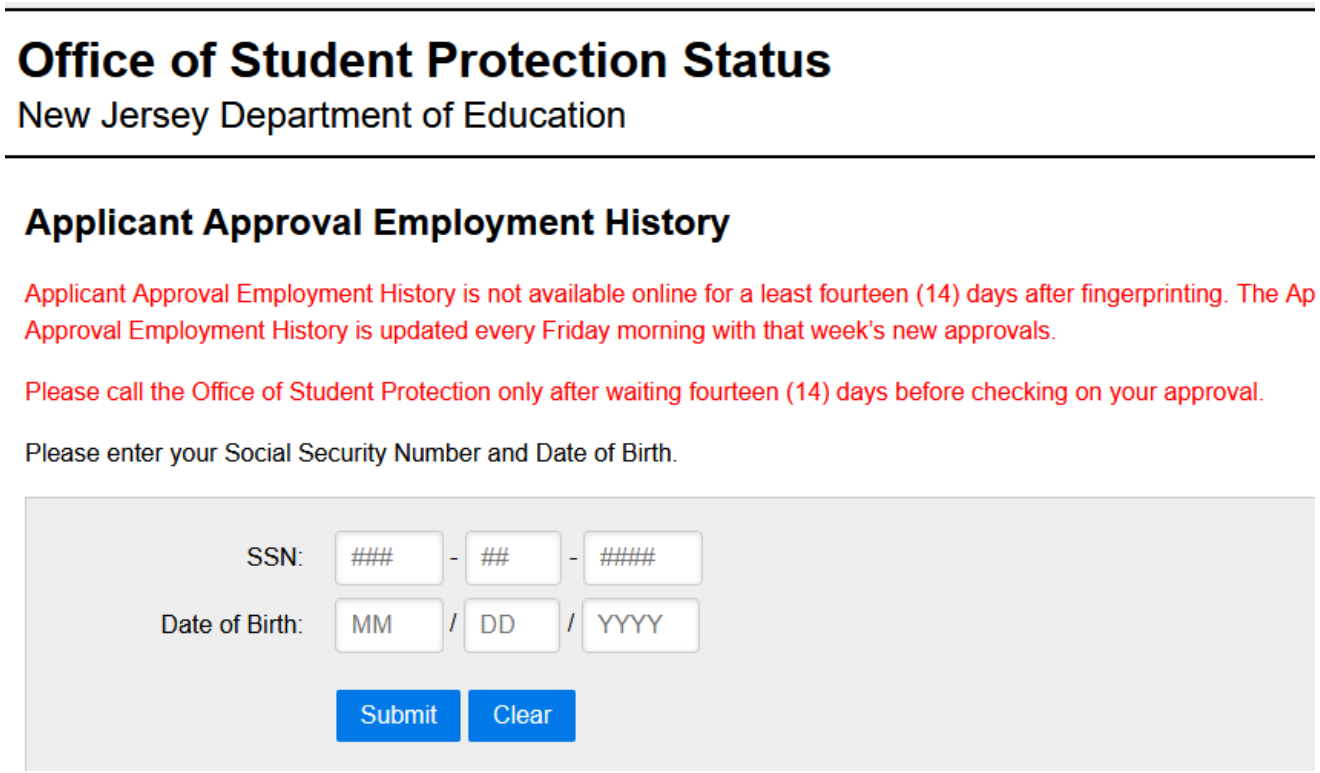
- Instructions for being fingerprinted for the **first time**: https://www.nj.gov/education/crimhist/check/CRIMINAL_HISTORY_INSTRUCTIONS_FOR_NEW_APPLICANTS.pdf
- Instructions for obtaining a current approval date via the Archive Process (if **previously printed** for the NJDOE): https://www.nj.gov/education/crimhist/check/ARCHIVE_APPLICATION_REQUEST_INSTRUCTIONS.pdf
- *Note:* select substitute teacher or substitute nurse as the job category



Step 3: Verify Criminal History Record Status

Verify criminal history record status

https://homeroom5.doe.state.nj.us/chrs18/?app-emp-history



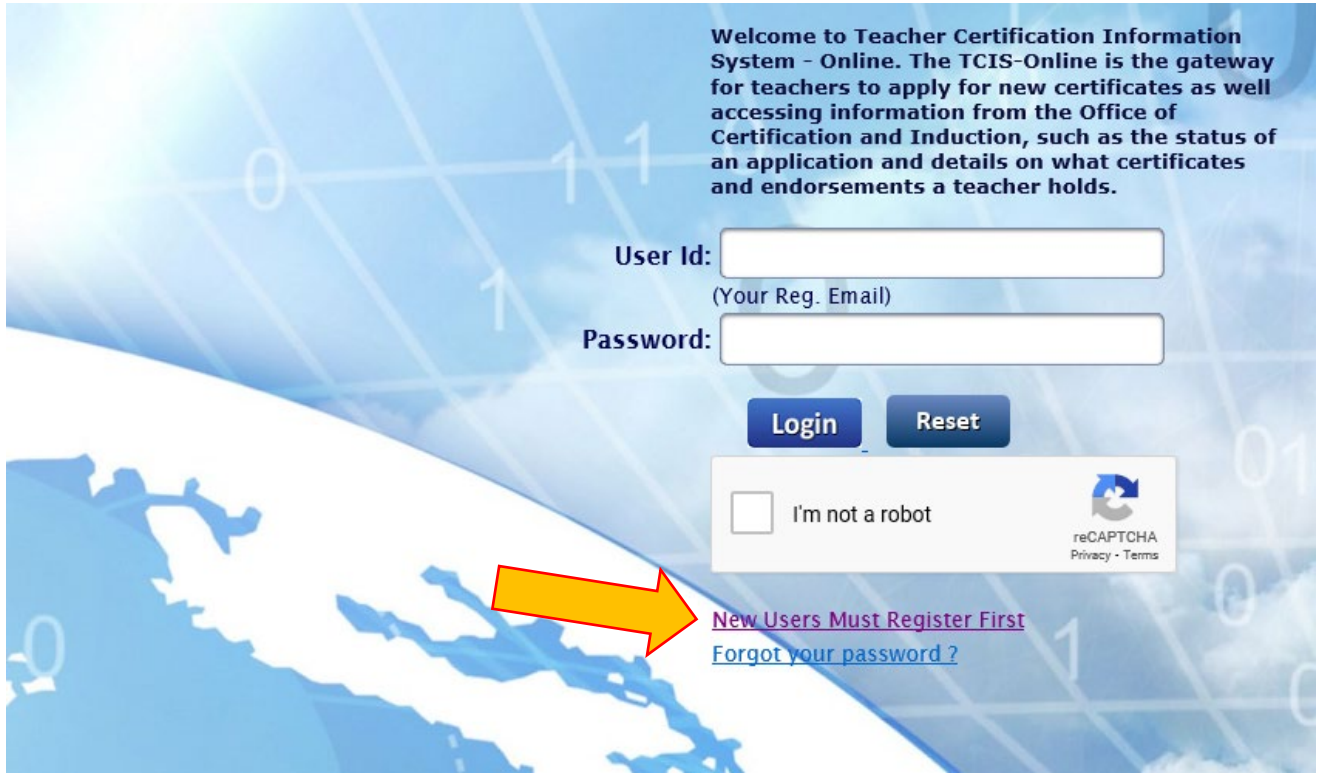
Step 4: New User Registration

Create a user account with the NJDOE's

Teacher Certification Information System (TCIS)

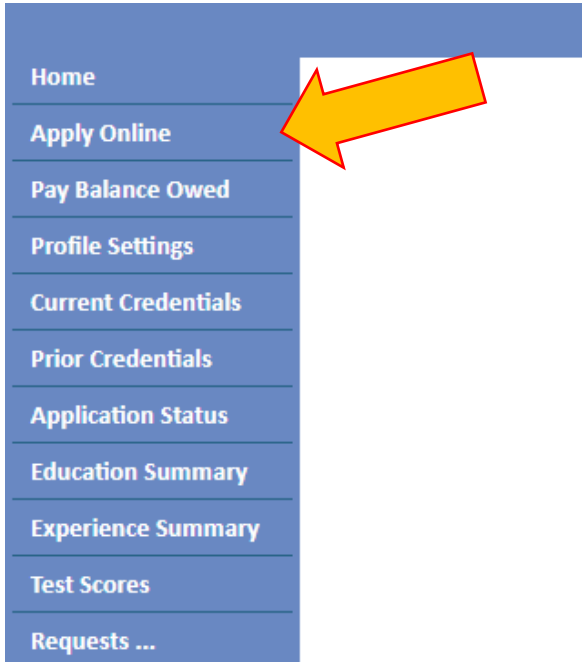
"New Users Must Register First" link

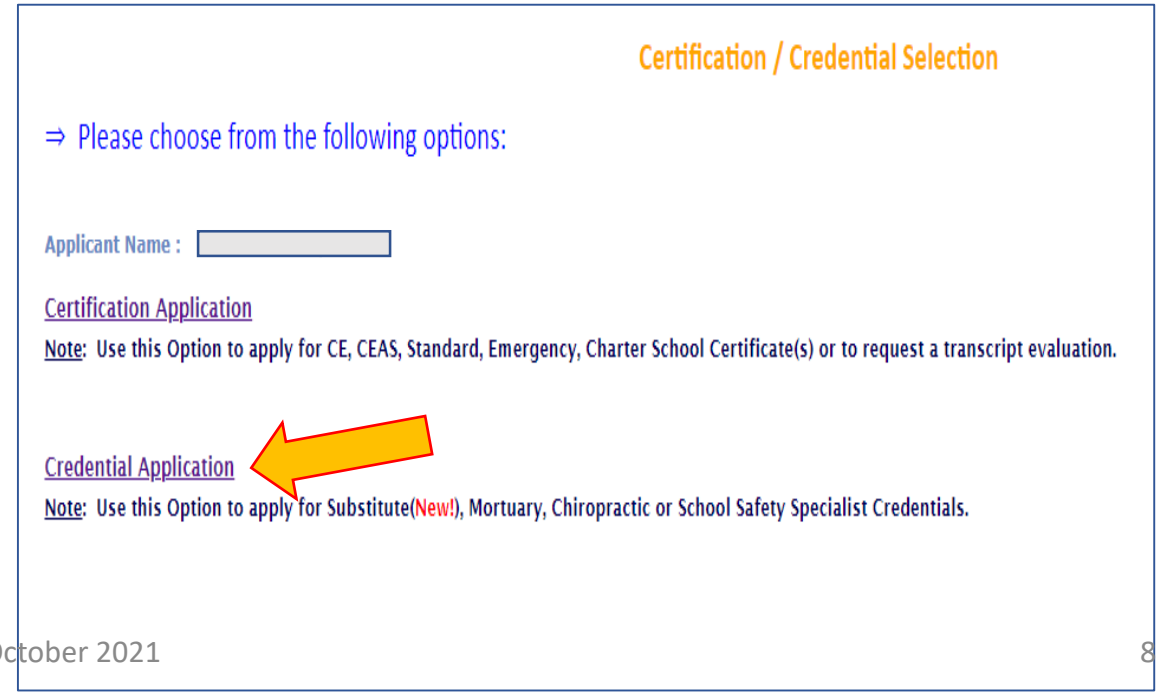
https://www-doe.state.nj.us/DOE_TCIS_ONLINEED/newUser



Step 5: Start Application

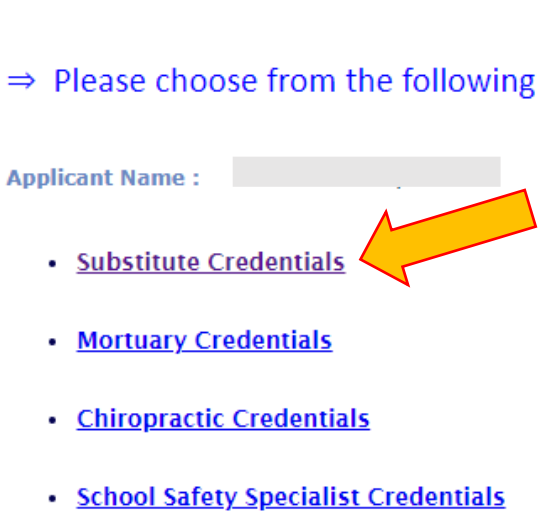
Select "Apply Online", then, "Credential Application"

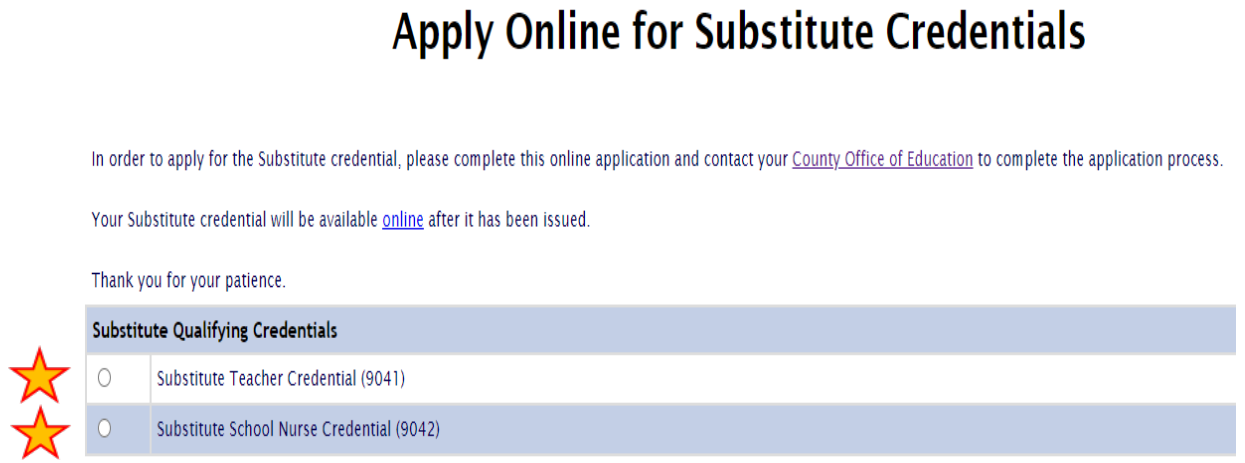




Step 6: Choose your Credential Type

Select “Substitute Credentials”, then, Substitute Teacher or Substitute School Nurse





Step 7: Complete the Application

Oath	Complete the oath
Signature	Sign the Verification of Accuracy: signature = initials + last 4 digits of your social security number without spaces. Example: AB1234
Payment	Make payment. Credit card required.
Review	Review application confirmation
Check Email	Check email account for confirmation

What You Need to Renew a Credential

	Renew Teacher Credential	Renew Nurse Credential
Online Application	✖	✖
Official transcript	✖	✖
Successful Background Check	✖	✖
Valid NJ RN License		✖
Current BLS Certificate		✖
Letter of Continuous Employment	✖	✖

Step 8: Document Submission

Document Submission to the County Office

Official Transcript

- 60 Credit Option
  - ***College/university/clearinghouse*** submits an official transcript to:
    - Recipient: NJDOE
    - Email address: SubstituteCredential@co.morris.nj.us
- 30 Credit Option
  - Must be 20 years of age
  - ***College/university/clearinghouse*** submits an official transcript to:
    - Recipient: NJDOE
    - Email address: SubstituteCredential@co.morris.nj.us
  - Applicant emails proof of enrollment in an accredited institution (examples: letter of enrollment certifying registration; bursar's receipt for current coursework; official transcript with in-progress work)

Step 8: Document Submission, cont.

Document Submission to the County Office, cont.

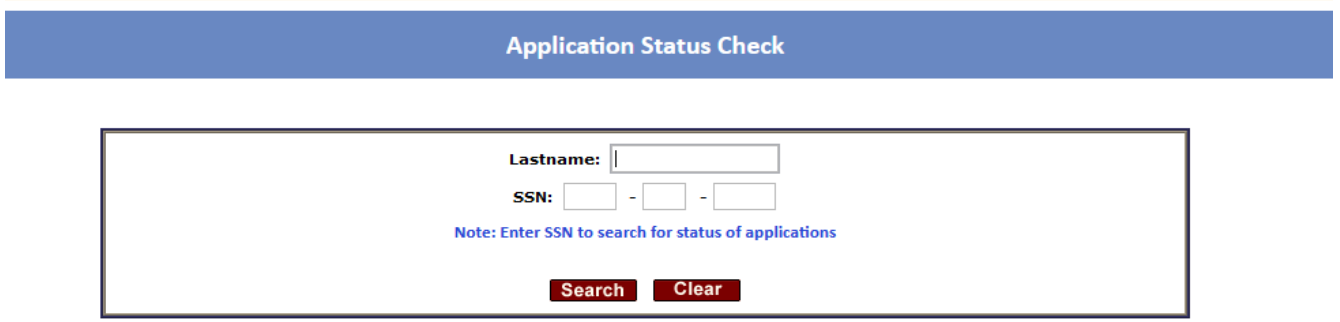
Application & Background Check

- ***Applicant sends one email*** to SubstituteCredential@co.morris.nj.us with
  - Application confirmation (email received of confirmation of certification request)
  - Applicant Approval Employment History
    - *Initial* application - approval date must be within five months of application date
    - *Renewal* application – copy of Applicant Approval Employment History and a letter of continuous employment from a current employer
  - Proof of enrollment (30 credit option only)
  - Valid NJ RN license and current BLS certificate (nurse only)

Step 9: Check Application Status

Check Application Status

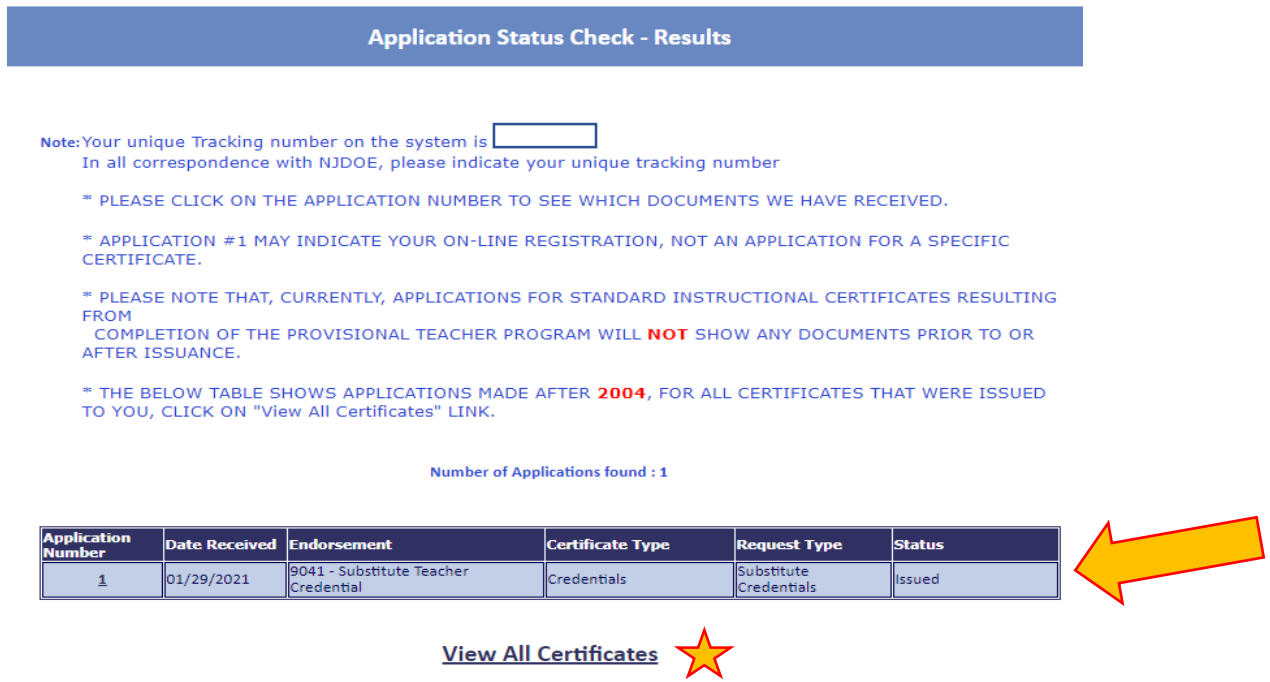
https://www-doe.state.nj.us/DOE_TCIS_ASC/



Please allow 2 weeks for the application to be reviewed and the credential issued.

Step 10: Application Status

View Status



★ Select
"View All Certificates"
to
upload your record.

Verification of issuance is online only -
a physical credential is not issued.

Congratulations!



Credential is valid for five (5) years



You must provide evidence of a valid credential to an employer



To *add* an employer to your Applicant Approval Employment History, use the transfer request process. Instructions at https://www.nj.gov/education/crimhist/check/TRANSFER_REQUEST_INSTRUCTIONS.pdf



To *renew* an **unexpired** credential, obtain a letter of continuous employment from a current employer. See Step 8 for submission instructions



Questions: SubstituteCredential@co.morris.nj.us