

EDUCATIONAL SERVICES COMMISSION OF NEW JERSEY

Department of Human Resources

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MEMORANDUM

TO: Applicants for Substitute Certification Renewal

FROM: Vinaya Kambli, x3130

RE: **Substitute Certification**

According to our records, your substitute certificate will expire on _____.

To apply for your substitute certificate, please follow the below steps:

(NOTE: Holders of New Jersey CE, CEAS, Standard Instructional Certificate(s) or an administrative or an educational services certificate shall not be required to obtain a substitute credential before as a Substitute Teacher.)

- **OBTAIN A COPY OF YOUR APPLICANT APPROVAL EMPLOYMENT HISTORY.**

A copy of your **Criminal History Approval Letter (from previous years)**; OR a copy of your **Applicant Approval Employment History**, which you may download and print from <http://www.nj.gov/education/educators/crimhist/> (Direct link: <https://homerom6.doe.state.nj.us/chrs/app-emp-history>).

If you have renewed your sub cert through ESCNJ previously, and have had no break-in-service, you do not need to archive your fingerprints.

- **APPLY FOR SUBSTITUTE CREDENTIAL ONLINE**

- Apply online on NJEdCert System (Link: <https://njedcert.force.com/manage/s/>) for the **substitute credential**. You will need to register by clicking on **Create Account** (or login to existing account) and pay the non-refundable \$125.00 application fee online. For login issues or changes, please email GeneralCertQuestionsNJEdCert@doe.nj.gov . For more information, please go to <https://www.nj.gov/education/certification/> .
- Upon completion of the online application, NJEdCert will generate the individual Tracking number. **Please record this number.**
- Deliver the following information/documentation with your **above tracking number** to Middlesex County Office of Education. (address listed below)
 1. **Your ORIGINAL SUB CERT (always best) or** Sealed college transcripts proving at least **30 semester-hour credits** at an accredited college or university. (Or the college, University or clearinghouse may electronically submit the official transcript to Raksha.parikh@doe.nj.gov)
 2. Approved criminal history status check or letter of continuous employment from ESCNJ.

- **MIDDLESEX COUNTY OFFICE ADDRESS**

New Jersey Department of Education
Middlesex County Office
13-15 Kennedy Boulevard
East Brunswick, NJ 08816
Phone: (732) 745-3564
Attn: R a k s h a P a r i k h
Sub Certification