

ATLANTIC COUNTY PROCEDURES

A Guide for Applicants: How to Apply for a Substitute Credential or CTE Substitute Credential

Step One: Seek and Obtain a Sponsor School District or Organization for Criminal History Record Clearance.

The sponsoring organization should be the candidate's teacher preparation program, school district, or vendor organization that the candidate will serve (such as [Source4Teachers \(ESS\)](#) or [Insight Educational Workforce Solutions \(Kelly Education\)](#)). If the candidate plans to substitute in multiple school districts, he or she must select at least one for application purposes.

Step Two: Complete Criminal History Record Check Process

1. Pay administrative fee(s) for the [criminal history background clearance](#) and print out the Identogo New Jersey Universal Fingerprint Form from the New Jersey Department of Education (NJDOE) [Office of Student Protection webpage](#) (\$11);
2. Go to the [Identogo Website](#) to schedule an appointment and pay fingerprinting fees (\$66.05 for those who have never been fingerprinted in New Jersey, or \$29.75 if previously printed through the NJDOE subsequent to March 2003).
3. Attend the scheduled appointment time and get fingerprinted. Make sure to bring the following to your scheduled appointment:
 - Picture Identification (ID) Note: Foreign passports will no longer be accepted as proof of identification;
 - Identogo New Jersey Universal Fingerprint Form; and
 - Verify your criminal history record check has been approved through [Applicant Approval Employment History](#) *approximately* 10 business days after fingerprinting appointment, or 2 weeks after archive request.

Step Three: Apply for the Substitute Credential Online

Apply online in the [Teacher Certification Information System \(TCIS\)](#) for the substitute credential and pay the \$125.00 application fee. Questions concerning technical use of TCIS may be resolved by emailing TCISchassist@doe.nj.gov.

Upon completion of the online application, Applicants should record their individual Tracking Number generated by TCIS during the application process, and then contact the Atlantic County Office of Education at (609) 625-0004 to provide your application information for processing and the following:

1. Electronic transcripts proving at least 60 college credit hours submitted directly from your college/university/clearinghouse to Anastasia.Taboada@doe.nj.gov (substitute credential) *or* signed letter from employer documenting [work experience](#) (CTE substitute credential only); and
2. Approval date of criminal history record check.