

How to Apply for a Substitute Credential or CTE Substitute Credential

Updated June 2023

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

The sponsoring organization should be the school district, or vendor organization that the candidate will serve. If the candidate plans to substitute in multiple school districts, he/she must select at least one for application purposes.

If you are using West Orange as your sponsor district please use the following codes:

ORI #: NJ930100Z

Service Code: 2F1FB1

County Code: 13 -Essex

District Code: 5680-West Orange

Job Position-Substitute

Step Two: Complete Criminal History Record Check Process (For new to Education)

1. Pay administrative fee(s) for the criminal history background clearance <https://www.nj.gov/education/crimhist/> and print out the IdentoGo New Jersey Universal fingerprint form from the New Jersey Department of Education (NJDOE) Office of Student Protection webpage (\$11); <https://homerom4.doe.state.nj.us/chr/>
 2. Go to the IdentoGo website <https://uenroll.identogo.com/> to schedule an appointment and pay fingerprinting fees (\$66.05 for those who have never been fingerprinted in New Jersey)
 3. Attend the scheduled appointment time and get fingerprinted. Make sure to bring the following to your scheduled appointment:
 - a. Picture Identification (ID)
 - b. IdentoGO New Jersey Universal Fingerprint Form
 - c. Verify and confirm your criminal history status under office of student protection <https://www.state.nj.us/education/crimhist/check/index.shtml>
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Step Three: Apply for the Substitute Credential Online

Apply online in the NJEdCert portal (<https://njdoe.my.site.com/manage/s/>) for the substitute credential and pay the \$128.00 application fee. Questions concerning technical use of NJEdCert may be resolved by emailing GeneralCertQuestionsNJEdCert@doe.nj.gov

Upon completion of the online application, Applicants should record their individual case number generated by NJEdCert portal during the application process, and then deliver the following information/documentation with your case number to your County Office of Education.

Email: certapplication@doe.nj.gov

1. College transcripts proving at least 60 college credit hours (substitute credential requirement). (Some colleges are emailing the County Office directly upon your request). And
2. Approved Criminal History status check from the Criminal History Office of Student Protection.