

**NEW JERSEY DEPARTMENT OF EDUCATION
MIDDLESEX COUNTY OFFICE
13-15 Kennedy Blvd.
East Brunswick, NJ 08816
(732) 249-2900**

INSTRUCTION FOR COUNTY SUBSTITUTE CERTIFICATION ISSUANCE

Holders of New Jersey CE, CEAS, standard instructional certificate(s), or an administrative/educational services certificate shall not be required to obtain a substitute credential before serving as a substitute teacher.

How do I apply for substitute certification?

- All forms can be obtained at <http://www.state.nj.us/education/educators/license/forms.htm>
 - For substitute certification, 60 or more semester hours of college credits are required.
 - To substitute as a School Nurse, a copy of a **valid RN license** is required.
 - To substitute as a Vocational H.S., in lieu of college credits, 2 years work experience in the field is evaluated.
 - Fingerprinting and a criminal background clearance letter is required (for more information please visit D.O.E. website: www.state.nj.us/education/educators/crimhist)
1. ***Application*** must be completed and signed by applicant and District Superintendent or designated district representative.
 2. ***Oath of Allegiance*** must be signed and notarized. If not a U.S. Citizen, you must sign a Non-Citizen Oath.
 3. ***Official (original) Transcript*** showing 60 or more credits. If this is a renewal, you must submit your original expired certificate (no more than six months of expiration date). If the original certificate is not available, you must submit original transcript(s) again.
 4. ***Money order, certified check or personal check*** in the amount of \$125.00 payable to the "Commissioner of Education".
 5. All the above must be returned to the local district board of education office with the District Superintendent's or designated district representative's signature.
 6. The local district B.O.E office will forward all the above paperwork to the county office for review and approval.
 7. Upon approval, a Substitute Certificate will be issued and mailed to the district board of education office.

* If you originally applied in a district other than your local district, please take it to that district office for renewal.

A substitute credential shall be valid for five-years from the date of issuance and may be renewed within six months prior to its expiration date.

County Contact: [Raksha Parikh](#), 732-745-3564