

Educational **S**ervices **C**ommission of **N**ew **J**ersey

Department of Human Resources

1660 Stelton Road

Piscataway, New Jersey 08854

Telephone: (732) 777-9848

Fax: (732) 777-9865

Nadia Romano, ext. 3310

Director of Human Resources

nromano@escnj.us

Luz Baerga, ext. 3420

Administrative Secretary

lbaerga@escnj.us

Lisa Keefner, ext 6590

Administrative Secretary

lkeefner@escnj.us

Vinaya Kambli, ext 3130

Human Resources Secretary

vkambli@escnj.us

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:

- **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/>

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 in the Teacher Certification Information System (TCIS) (Link: <https://nj.gov/education/license/tcis/index.html>) for the substitute credential and pay the \$125.00 application fee. Questions concerning technical use of TCIS may be resolved by emailing TCIS techassist@doe.nj.gov.
- Upon completion of the Online application, TCIS 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 60 or 30 college credit hours. (Or the college or clearinghouse may electronically submit the official transcript to Raksha.parikh@doe.nj.gov)
 2. If applying for the substitute credential using 30 college credits, then need:
 - An official letter from the Registrar's Office providing proof of **current enrollment** at an accredited college or university.
 - Proof of age via license or other government issued identification. (Applicant must be at least 20 years of age)
 3. Approved criminal history status check.

- **MIDDLESEX COUNTY OFFICE ADDRESS**

New Jersey Department of Education
Middlesex County Office
13-15 Kennedy Boulevard
East Brunswick, NJ 08816

Attn: Raksha Parikh
Sub Certification