

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

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 is expired.

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

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

If your current Applicant Approval Employment History for ESCNJ is less than five (5) months old you may use it to apply for the substitute certificate; you may download and print from <http://www.nj.gov/education/educators/crimhist/>. **If your current Applicant Approval Employment History for ESCNJ is more than five (5) months old, you are required to archive your fingerprinting (see next page).**

- **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 TCISTechassist@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 (if the certificate is issued by Middlesex County) 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

Instructions to Archive

If your current Applicant Approval Employment History for ESCNJ is more than five (5) months old, please follow the directions below and complete the archive process for the Substitute Certification Application.

- You must have your PCN #, which you may find on your initial criminal history approval letter, your original fingerprinting form or your original fingerprinting receipt.
- Go to <https://www.state.nj.us/education/crimhist/> (Dept of Education – Criminal History Review) and choose 'File Authorization and Make Electronic Payment', which will bring you to the On-Line Applicant Authorization and Certification (AA&C) screen.
- Now choose 'Archive Application Request (Applicants Previously Fingerprinted for the Department of Education and Approved Subsequent to February 2003)'.
- Please complete the archive process by using the codes listed below. The fee is \$29.75
- **FINAL STEP:**
Your archived Applicant Approval Employment History will be available on the state site within two weeks, go to <https://www.state.nj.us/education/crimhist/>. Choose Applicant Approval Employment History. Enter your ss# and DOB and you will see your history, print a copy and attach it to the substitute certification application.

County:	Middlesex
Code:	23
District:	ESCNJ (Educational Service Commission of NJ)
District Code:	3145
Archive App. Req.:	\$29.75
Job Position:	Substitute Teacher