

Substitute Credential FAQ

1. [*What are the requirements for a substitute credential? How do I apply?*](#)
2. [*Which Endorsement Title should I choose for a Substitute credential?*](#)
3. [*Are there fees to apply? How much does it cost?*](#)
4. [*How do I make the Payment?*](#)
5. [*How do I reset the password?*](#)
6. [*How long will it take to get my substitute credential? / Why hasn't my application been reviewed yet?*](#)
7. [*How do I upload documents to my NJEdCert application?*](#)
8. [*Help! I can't login to my NJEdCert account/I have a technical issue with NJEdCert/I can't upload documents/I need help with navigating NJEdCert*](#)
9. [*Where do I retrieve my fingerprints/criminal history report/background check? What if my background check is outdated?*](#)
10. [*How do I submit my college transcripts?*](#)
11. [*What if I have a foreign transcript/college credits from outside the U.S.?*](#)
12. [*I already had my official transcript sent in last time I applied. Do I need to request another copy?*](#)
13. [*How do I renew my substitute credential?*](#)
14. [*I was previously certified as a substitute, but my credential is not showing up in NJEdCert. Am I still certified?*](#)
15. [*My substitute credential was issued in another county. Can I use it here?*](#)
16. [*I already have a teaching certificate in New Jersey. Do I need to apply for a substitute credential to be a substitute teacher?*](#)
17. [*What if I opened the wrong application?*](#)
18. [*My application was found Deficient. What do I do now?*](#)
19. [*My application was Denied or has Expired. What can I do now?*](#)
20. [*My application was Approved. When do I get my certificate?*](#)
21. [*I have questions that are not answered here. Where can I find additional information?*](#)

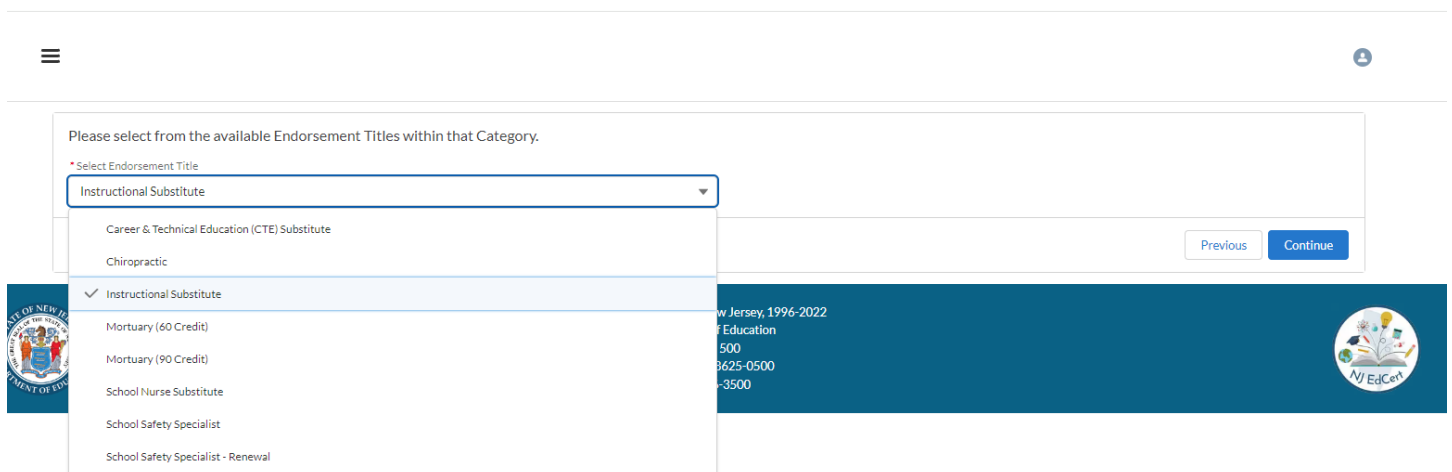
1. What are the requirements for a substitute credential? How do I apply?

Follow the steps on the [NJDOE Substitute Certification page](#). The requirements are listed under step three. To open an application, you will first need to create an account in [NJEdCert](#).

Read all NJEdCert prompts carefully. Follow the instructions in your application checklists to provide necessary documentation.

2. Which Endorsement Title should I select for a Substitute Credential?

If you are trying to be a substitute teacher, select the Endorsement title as Instructional Substitute.



The screenshot shows a web application interface for selecting an endorsement title. At the top, there is a navigation menu with a hamburger icon on the left and a user profile icon on the right. Below this is a form area with the instruction: "Please select from the available Endorsement Titles within that Category." A dropdown menu is open, showing the following options: "Instructional Substitute" (selected), "Career & Technical Education (CTE) Substitute", "Chiropractic", "Mortuary (60 Credit)", "Mortuary (90 Credit)", "School Nurse Substitute", "School Safety Specialist", and "School Safety Specialist - Renewal". To the right of the dropdown are "Previous" and "Continue" buttons. Below the form is a blue banner with the NJ State Seal on the left, the text "New Jersey, 1996-2022 Department of Education" in the center, and the NJEdCert logo on the right.

If you are trying for School nurse substitute, select the Endorsement title as School Nurse substitute.

3. Are there fees to apply? How much does it cost?

The fee for Substitute Endorsement Title is \$125.

The county office certification staff will have to review the incorrect application that was submitted and mark it as denied. The system will generate a credit minus the evaluation of \$70 that can be applied towards the correct substitute credential application. The online application educator portal provides the educators with requirements for each substitute credential up front and the educator has the option to cancel their application at any time before final submission and payment of fees.

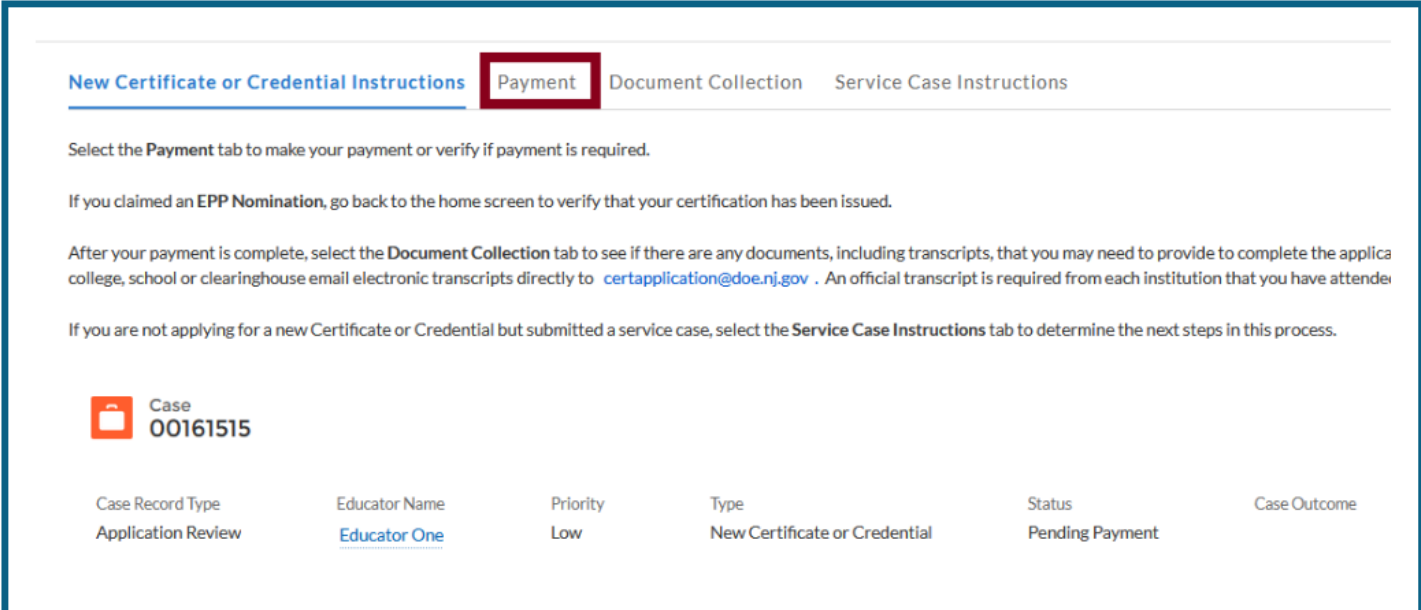
Regulations do not allow NJDOE to offer refunds. All applications receive the attention of an examiner during the application review. The fee covers the costs for time expended in providing a thorough review of documentation for your case, whether or not a certificate is issued.

4. How do I make the Payment?

Follow these steps to process the Payment:

- a) Login to your NJEdCert account
- b) Open the sidebar on the left and click My Cases
- c) Click on the case number for your application

Find the “Payment tab” at the top of the screen



The screenshot shows a navigation bar with four tabs: "New Certificate or Credential Instructions", "Payment", "Document Collection", and "Service Case Instructions". The "Payment" tab is highlighted with a red border. Below the navigation bar, there are three paragraphs of text providing instructions on how to use the "Payment" tab, including a note about EPP Nominations and a note about Document Collection. Below the text, there is a case card for Case 00161515. The case card includes a red icon with a white document symbol, the text "Case 00161515", and a table with the following data:

Case Record Type	Educator Name	Priority	Type	Status	Case Outcome
Application Review	Educator One	Low	New Certificate or Credential	Pending Payment	

5. How do I reset my password?

The password link will be sent to the email you have provided in NJEdCert. You will be receiving the link within 24 hours. If you didn't receive the link by 24 hours, you can contact Customer service number provided in the NJEdCert page.

6. *How long will it take to get my substitute credential? / Why hasn't my application been reviewed yet?*

If you need to provide [transcripts](#) or undergo a [background check](#), it can take several weeks for documents to be received and processed. After all necessary documents have been received and processed, and your application status has reached **Pending Review**, you can expect a review within 10 business days. **Your application will not be reviewed until it reaches **Pending Review** status.**

To avoid delays, follow the instructions in each application **checklist**. If your application has any **checklist** that says **Pending Documentation** or **Deficient**, this indicates that your application is not ready for review and likely requires some action from you. After opening an application, you can find your **checklists** by following these steps:

- a) Login to your **NJEdCert** account
- b) Open the sidebar on the left and click **My Applications**
- c) Click on the **Application ID**, e.g.: [App-2023-123456](#)
- d) Click on the **Checklist IDs**, e.g.: [C-12345678](#)

If at least 10 business days have elapsed since your application status was updated to **Pending Review**, and your application has not been reviewed, you can contact the county office. Be ready to supply your full name, date of birth, and NJEdCert **Application ID**.

7. *How do I upload documents to my NJEdCert application?*

Follow these steps:

- d) Login to your **NJEdCert** account
- e) Open the sidebar on the left and click **My Cases** (or **My Applications** if resolving a deficiency)
- f) Click on the **case number** for your application (or the **Application ID** if resolving a deficiency)
- g) Find the **Document Collection** tab at the top of the screen
- h) Upload your documents into the proper **checklists**. If you are uploading more than one file into a single checklist, be sure to upload them all in a single batch.



Do not upload your transcript yourself.

8. *Help! I can't login to my NJEdCert account/I have a technical issue with NJEdCert/I can't upload documents/I need help with navigating NJEdCert*

For any technical issues related to NJEdCert, you can call customer service at (609)-292-2070.

If you can login, but still need technical support, you can also contact customer service on your NJEdCert homepage.

9. Where do I retrieve my fingerprints/criminal history report/background check? What if my background check is outdated?

Download your **Applicant Approval Employment History** (see screenshot below for example) from [this webpage](#). Upload a copy of your **AAEH** to the **background check** checklist in your NJEdCert application.

Applicant Approval Employment History

Name: [REDACTED]
SSN: XXX-XX-[REDACTED]
Date of Birth: [REDACTED]

Document Id: [REDACTED]
Number of Approvals: 1

List of all Approval(s) Issued by the NJ Dept. of Education Office of Student Protection, as of 06/23/2023

Approval Date	County Code	District Code	School Code	Contractor Code	Job Position	PCN	Transfer Date
04/21/2023	27	2460	000	0000	SUBSTITUTE TEACHER	[REDACTED]	

The **AAEH** issued by the [Office of Student Protection](#) is the only document you need to upload to meet this requirement*. Background checks performed by other agencies will not be accepted.

***If your AAEH approval date is at least 5 months out of date, and you have been continuously employed in the same school district since your previous approval, you can upload a letter of continuous employment from your employer.** Upload the letter in the same checklist along with your **AAEH**. The **letter** is *only* required if your **AAEH** approval is at least 5 months out of date.

If your AAEH approval date is at least 5 months out of date, and you cannot provide the letter of continuous employment, you need to visit the [Office of Student Protection](#) for further instruction on how to update your AAEH.

Please visit the [Office of Student Protection](#) for more information related to fingerprinting & background checks.

10. How do I submit my college transcripts?

If your application requires transcripts, you can request your colleges send official **electronic transcripts** to the NJDOE transcript inbox at certapplication@doe.nj.gov.

✓ Please allow 10 business days for your electronic transcript to be received and processed.

- You can ask your college to provide you with an email confirmation receipt which includes the date & time the electronic transcript was *sent* (not *ordered*).
- If your transcript has not been uploaded to NJEdCert 10 business days *after* the sent date, you can forward this email receipt to the county office to inquire about your transcript status.

If your college will only send a **paper transcript**, they can mail it to the county office at the following mailing address:

**ATTN: Teacher Certification
Morris County Office of Education
P.O. Box 900
Morristown, NJ 07963-0900**

✓ Please allow 15 business days for your paper transcript to be received and processed.

The following transcript submissions **will not be accepted**:

- ⊗ Transcripts you upload yourself
- ⊗ Paper transcripts not in the original *sealed* envelope sent by your college
- ⊗ Unofficial transcripts

11. What if I have a foreign transcript/college credits from outside the U.S.?

If you have college credits from a school outside the U.S., you will need to select a *credential evaluation service* to evaluate your transcript for the purpose of determining the U.S. equivalent of your studies. This evaluated transcript must then be sent to the NJDOE by the credential evaluation service [in the same manner as a domestic transcript](#).

The NJDOE is not authorized to directly review foreign transcripts, even if they are in English or have been translated to English. There are many agencies that provide credential evaluation services; you can find them by searching online or elsewhere.

12. I already had my official transcript sent in last time I applied. Do I need to request another copy?

Yes. If your sponsoring school district has an official copy on file, you can ask them to share it with the county office.

13. How do I renew my substitute credential?

In your NJEdCert account, you must apply for a new substitute credential, even if you are renewing a previous substitute credential.

14. I was previously certified as a substitute, but my credential is not showing up in NJEdCert. Am I still certified?

Paper certificates issued before NJEdCert's launch in 2022 are still valid if they have not expired. If you lost your paper copy, contact the school district that sponsored your certification.

15. My substitute credential was issued in another county. Can I use it here?

Yes. Substitute credentials issued by any county in NJ are valid statewide.

16. I already have a teaching certificate in New Jersey. Do I need to apply for a substitute credential to be a substitute teacher?

No. If you hold any valid instructional, educational services, or administrative certificate, you are eligible to be a substitute teacher without applying for the substitute credential.

17. What if I opened the wrong application?

The application cannot be changed to another type; you will have to open a new application. Any files received for previous applications are still attached to your account, but you may need to upload files again to update the checklists. Your new application will not be reviewed until its status reaches Pending Review.

18. My application was found Deficient. What do I do now?

Your application requires something further from you before it can be approved. Deficiencies often occur because required documents are missing, improperly uploaded, or outdated.

Log into your NJEdCert account to review the Deficiency notes in the individual **checklists**. Follow the instructions there to address any deficiencies in your application by providing additional documentation. Click the **Resolve Deficiencies** button to send the application back to the examiners for review. Make sure all **Deficient** checklists have updated to **Deficiency Resolved** and the application status updates to **Pending Review**. **Your application will not be reviewed again until it reaches **Pending Review** status.**

19. My application was Denied or has Expired. What can I do now?

This means that your application has been permanently closed.

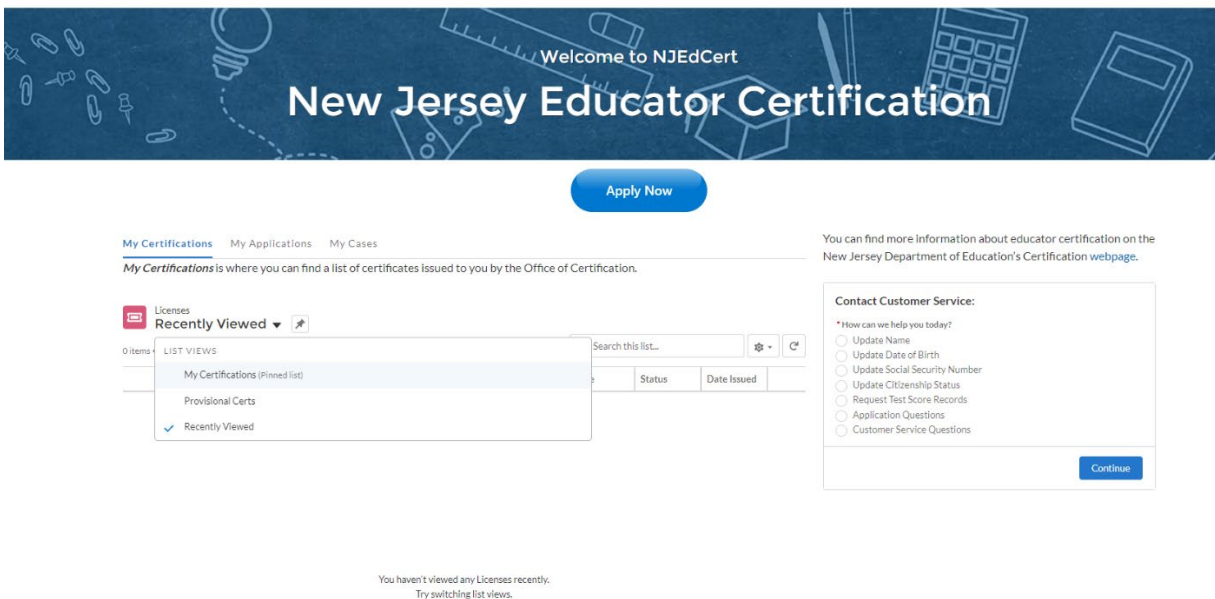
If your application was **Denied**, and you wish to appeal the decision, you can visit the [State Board of Examiners](#) for instructions.

If your application **Expired**, and you wish to re-apply, you can open a new application. You will need to pay a new application fee (if applicable) and provide documentation again for each application checklist to move the application to **Pending Review**. NJEdCert applications automatically expire 6 months after being opened.

20. My application was Approved. When do I get my certificate?

Paper certificates are no longer issued. If you want a copy of your certificate, you can download one by following these steps:

- Login to your **NJEdCert** account.
- On your homepage, under **My Certifications**, find the list of active **Licenses** on your account.
If you don't see any **License ID numbers, click on **Recently Viewed** and change the **List View** to **My Certifications**** (see screenshot below for an example)
- Click on the **License ID** number, which is highlighted in blue.
- Click on “Printable View” to bring up a copy of your paper certificate, which you can print out to keep for your own records or to send to an employer.



21. I have questions that are not answered here. Where can I find additional information?

For general certification information, please visit [NJDOE Certification](#).

For all questions related to fingerprinting and background checks, please visit the [Office of Student Protection](#).

For NJEdCert customer service and technical support, call (609)-292-2070 or use the “Contact Customer Service” box on your NJEdCert homepage after you login to your account.

If you still have questions, the best place to start is with the school district or vendor who is sponsoring your application. If they are unable to answer your questions, you can also reach out to the county office. Before contacting the county office, be ready to supply your full name, date of birth, sponsoring school district or vendor, and NJEdCert **tracking number**.