NJ SUBSTITUTE CERTIFICATION PROCESS

STEP 1: Research!

Think about where you might want to teach. Your home district may be your best place to start your research. If you have a particular district in mind, you may find advantages to starting there, either through their website and/or calling their Human Resource office to learn how to apply. They may have a training program or other unique requirements for their substitute teachers.

Please keep in mind the following:

- Once you have your substitute teaching certification, even though it is issued by an individual county, it enables you to substitute teach throughout the state of New Jersey after district requirements are met.
- Current state regulations require students have 60 or more undergraduate credits in order to apply.
- A substitute teacher certification is valid for a period of five years.
- Once you have your initial teaching certification (7 to 9 weeks after program completion) you will no longer need a substitute certification in order to substitute teach. Therefore, don’t wait too far along in your program to apply.
- The New Jersey Dept. of Education substitute certification application fee is $125.

STEP 2: Apply!

You may apply directly through a district or through Rider University. Note that Rider has recently gained approval from the state of New Jersey to submit substitute certification applications. **If you wish to coordinate submission through Rider, please gather the following items:**

1) Copy of your Criminal Background Check (CBC) also known as Applicant Approval Employment History. This is issued by the state of New Jersey and step by step directions may be found on the student teaching web page under [Criminal Background Check (CBC)
Substitute Teaching](https://www.rider.edu/studentteaching) Make sure to use Rider’s school code #7265, under county code 21.

   Please note that this process takes a minimum of two weeks after your fingerprinting appointment. If you already have a CBC, make sure it is in Rider’s school codes and if not, you’ll need to transfer it for a nominal fee. Transferring will make your CBC active at all locations listed.

2) Official undergraduate-level transcript (paper version) in a sealed envelope showing a minimum of sixty undergraduate-level credits passed to date. Official paper undergraduate transcripts should be obtainable through [GETMYTRANSCRIPT.ORG](https://www.rider.edu/studentteaching). (Note for those obtaining Rider undergraduate transcripts, you will be asked if you are sending your transcript to an office at Rider University. Answer “No” (because your official paper transcript will be forwarded to the county and on to the state.) You must answer “No” in order to get the option for your official transcript to be on paper to appear. Your transcript needs to be received in a sealed envelope stamped official. Do not open it.

3) Check for $125 made out to “Commissioner of Education”

4) Completed Substitute Credential application: [https://nj.gov/education/license/forms/SubstituteCredentialApplication.pdf](https://nj.gov/education/license/forms/SubstituteCredentialApplication.pdf)

5) Form of ID (i.e., driver’s license).

Next, if you’ve decided to apply through Rider University, schedule an appointment with Jeanette Friscia, our Certification Coordinator, through our calendar at [https://www.rider.edu/certification-calendar](https://www.rider.edu/certification-calendar). Make sure your calendar is set to Eastern time and be sure to schedule through your Rider email account (you’ll see it listed in the top right corner in the calendar link). Also, please type the words “Sub Cert” next to your name in the appointment block. Once scheduled, you’ll receive a confirmation email. Read it thoroughly to find the section of requirements for your substitute certification appointment. They will be listed at the bottom.