**NJ SUBSTITUTE CERTIFICATION PROCESS**

**STEP 1: Research!**

Think about where you might want to teach. Your home district may be your best place to reach out. If you have a particular district in mind, you may want to start there, either through their website and/or calling their Human Resource office to find out what their specific processes may be. They may have a training program or other instructions for their substitute teachers.

Please keep in mind the following:

- Once you have your substitute teaching certification, even though it is issued by county, it enables you to substitute teach throughout the state of New Jersey.
- 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 just 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** at [www.rider.edu/studentteaching](http://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. It must show a minimum of sixty undergraduate-level credits passed to date. A paper copy of your official undergraduate Rider transcript may be requested through [https://www.rider.edu/academics/academic-support-services/registrar/transcript-requests/transcript-requests](https://www.rider.edu/academics/academic-support-services/registrar/transcript-requests/transcript-requests).

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


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

Next, 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 as the specific items to bring to your substitute certification appointment will be found at the bottom.