



How to Apply for a County Substitute Teacher Certification

Items Needed to Apply

The items below must be completed to get issued a NJ Substitute Certification:

- **Fingerprint Approval** – Fingerprints must be less than five (5) months old, transfer dates do not count. Your fingerprint approval can be accessed from the [Applicant Approval Employment History](#) page.
- **Official Electronic Transcripts** - Electronic transcripts can be sent from your college/university to certapplication@doe.nj.gov. Apply online with your personal information.

Note: Electronic transcripts sent by you are **not** considered official.

Application Process

1. To start the application for a substitute certificate, please go to the [NJ Department of Education](#) (NJEdCert) website.
2. Click on **New Jersey Educator Certification (NJEDCert)** which is on the right side- under [Quick Links](#)
3. Click on NJEDCert
4. You will be taken to another site where you will need to register and apply for the substitute certificate. To register, please click on **Create Account**
5. Complete the questions in the application.
6. You will be required to pay a \$125 fee. The \$125 fee is paid online with a credit card and is non-refundable. The payment will go to the Commissioner of Education.
7. You will be able to load up your Criminal History Information and all electronic transcripts need to be emailed to certapplication@doe.nj.gov.

8. The link to access all the County Office contacts is below:

(<https://www.nj.gov/education/about/counties/>).

Some counties have dedicated emails to use to contact them. (See Below)

- Gloucester County Office- GloucesterCountyCert@doe.nj.gov
- Atlantic County Office- AtlanticCoSubstitutes@doe.nj.gov
- Morris County Office- SubstituteCredential@co.morris.nj.us
- Ocean County Office- OceanSC@doe.nj.gov
- Camden County Office- camdencountycertification@doe.nj.gov

Please Note:

- **ESS is not automatically notified when certificates are issued.** Please contact our employee engagement team via email at HREast@ess.com when the certificate is issued if you are an ESS employee.
- If you are not an ESS employee at that time, please upload it to your application. Your applicant specialist will review during the onboarding process.