

# Applying For Your NJ Substitute Certification

A Step-by-Step Guide



# Create NJEdCert Portal account

Go to the NJEdCert Portal website: <https://njdoe.my.site.com/>

Click “Create Account”



The screenshot shows the NJEdCert Portal homepage. At the top, a dark blue banner features white line-art icons of educational tools (paper clips, ruler, calculator, book, magnifying glass) and the text "Welcome to NJEdCert" and "New Jersey Educator Certification". Below the banner, the heading "Welcome to the New Jersey Educator Certification (NJEdCert) Portal!" is followed by three paragraphs of text. To the right of the text are two blue buttons: "Log In" and "Create Account". At the bottom, a small link provides access to training materials.

Welcome to NJEdCert

## New Jersey Educator Certification

**Welcome to the New Jersey Educator Certification (NJEdCert) Portal!**

**Aspiring Educators:** Individuals seeking New Jersey educator certification for the first time must create an account to apply for certification. You can find more information about educator certification on the New Jersey Department of Education's Certification webpage. Once you have an NJEdCert account you can submit questions and communicate directly with customer service staff.

**Currently Certified Educators:** Certificated New Jersey educators must create an account in NJEdCert to view your existing certificate(s) and profile information. Through this account, you may apply for additional certificates.

**Local Education Agency (LEA) Representatives:** If you are the LEA certification officer, please do not create an account. Your account has already been set up and you should have received a link via email to set your password. If you have not received a link or need to reset your link, please contact the New Jersey Department of Education at 609-292-2070 regarding your access.

**Educator Preparation Programs (EPPs):** If you are an EPP certification officer from the state of New Jersey, please do not create an account. Your account has already been set up and you should have received a link via email to set your password. Out of state EPP certification officers are not eligible for account creation so please do not inquire about the access. If you are an EPP certification officer from the state of New Jersey and have not received a link or need to reset your link, please contact the New Jersey Department of Education at 609-292-2070 regarding your access.

For questions about educator certification in NJ, please create an account and/or log in to the system to ask your question. You may also call customer service at 609-292-2070.

You can access training materials and tips on this website: <https://www.nj.gov/education/certification/apply/>



# Create NJEdCert Portal account

Complete form and click “Continue”. Make sure to use an email address that is permanent.

Educators: Create your NJEdCert account by completing the form.

\* First Name

\* Last Name

\* Email Address (use a permanent email address)

you@example.com

\* Date of Birth

\* Social Security Number ⓘ

Continue

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Department of Education  
PO Box 500  
Trenton, NJ 08625-0500  
(609) 376-3500



# Create NJEdCert Portal account

Once you have completed your information and the page says your account has been created, check your email. You will receive a link back to the NJEdCert portal to create your profile and finalize your account.

Educators: Create your NJEdCert account by completing the form.

**Success!**

Your NJEdCert account has been created. **Please check your email for further instructions.**

**Note:** Please use the username shared in the email to reset your password.

Return to the [NJEdCert Homepage](#).

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----- Forwarded message -----

From: NJEdCert <[noreplynjedcert@doe.nj.gov](mailto:noreplynjedcert@doe.nj.gov)>  
Date: Thu, Oct 30, 2025 at 1:50 PM  
Subject: Welcome to the NJEdCert Portal  
To

Hi

Welcome to the NJEdCert Portal! Please [log in](#) to create your password.

Note for Educators: When you click the link above you will be asked to complete your profile before setting your password. If you get interrupted or have to exit before completing your profile, please refer back to this email and click the link above to start over.

NJEdCert is where:

- Aspiring Educators can apply for certification.
- Currently Certified Educators can review their existing certificates and other information, as well as apply for additional certificates.
- LEA Representatives can manage Educators associated with their School District, initiate a new Provisional request or termination, provide teacher evaluations, etc.
- Educator Preparation Program Representatives can nominate educators for a certificate and monitor their progress through the system.

Call 609-292-2070 if you have any questions.

For reference, your username is:

Thank you,

Office of Recruitment, Preparation and Certification

New Jersey Department of Education



# Complete your profile

You will be asked a series of questions including your contact, military and testing information.

Note: Testing is not required for the Substitute Certification.

You will be prompted to create a password. Now you will be taken to the homepage and are ready to apply for your Substitute Certification. You can return to this page at any time by signing back into your account.



[jagrazi@gmail.com.njedcert](#) [Log Out](#)

**I, Welcome to NJEdCert, the New Jersey Department of Education's Certification portal.**

Thank you for creating your account, we're excited to work with you on your certification journey.

In order to proceed, we need a complete profile.

Salutation

--None--

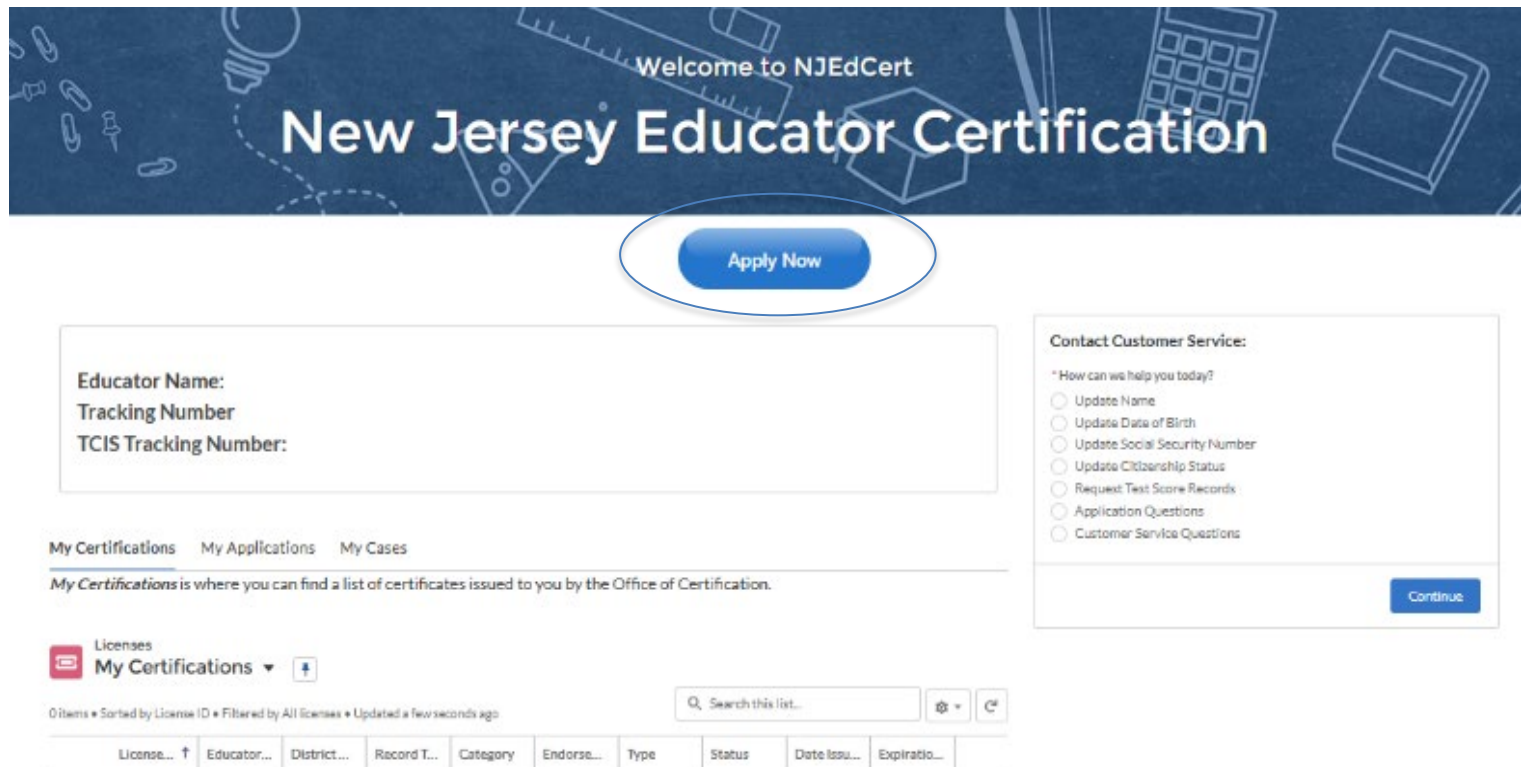
\* First Name

Middle Name



# Apply for Substitute Certification

Click the “Apply Now” button.



Welcome to NJEdCert

## New Jersey Educator Certification

[Apply Now](#)

Educator Name:  
Tracking Number  
TCIS Tracking Number:

[My Certifications](#) [My Applications](#) [My Cases](#)

*My Certifications* is where you can find a list of certificates issued to you by the Office of Certification.

Licenses  
**My Certifications** ▼

0 items • Sorted by License ID • Filtered by All licenses • Updated a few seconds ago

Search this list...

License...	Educator...	District...	Record T...	Category	Endorse...	Type	Status	Date Issu...	Expiratio...
------------	-------------	-------------	-------------	----------	------------	------	--------	--------------	--------------

Contact Customer Service:

\* How can we help you today?

- ☐ Update Name
- ☐ Update Date of Birth
- ☐ Update Social Security Number
- ☐ Update Citizenship Status
- ☐ Request Test Score Records
- ☐ Application Questions
- ☐ Customer Service Questions

[Continue](#)



# Apply for Substitute Certification

Click “Continue”. Note: You may want to screen shot this page to reference later.

New Application for a Certificate or Credential

Welcome

In the following screens, you'll provide information about yourself and Certificate(s) and/or Credential(s) applications.

If you need to step away at any point, please use the **Save & Resume Later** button to save your progress so you can return later and pick up where you left off. If you exit without using this feature you will lose any progress made so far.

**Important Message for Educators applying for their standard certifications after completing the Provisional Teacher Process (PTP):**

- Your current employing school district will initiate the conversion of your Provisional certificate to a Standard certificate when you become eligible.
- Do not apply for your standard certificate in the system. Once the conversion to the standard process has been initiated by your school district, you will receive an email from the system to complete the standard application process.
- Contact your school district for any questions you may have.

You can find more information about educator certification on the New Jersey Department of Education's Certification webpage <https://www.nj.gov/education/certification/>.

Thank you for making a difference in the lives of our New Jersey students; we look forward to helping you through this certification process.


Click continue to begin the application process.

Please note the following before proceeding:


- Applications will not be reviewed by the Department until payment has been made and all required documentation has been submitted.
- Applications in pending payment are expired after 30 days; applications in pending documentation status expire after 6 months.

Thank you,  
New Jersey Department of Education

Continue



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(609) 376-2500





# Apply for Substitute Certification

Select “No” if you have not finished your degree and click “Continue”.

**Undergraduate or Graduate Education**

Please provide information about your completed degree(s). You can also provide details about College or University credits you have obtained.


**Note:** This is *NOT* where you enter Educator Preparation Program details, you will have an opportunity to enter that later in the process.

\* Do you have a Degree from an Accredited College or University?


☐ Yes

☒ No

[Previous](#) [Continue](#)



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# Apply for Substitute Certification

Select “No” and click “Continue”.

Were you instructed by a New Jersey School District or County Office to apply for an Emergency Certificate?

\* Request Emergency Certificate?

☐ Yes

☒ No

N.J.A.C. 6A:9-2.1 “Emergency certificate” means a substandard certificate issued only to educational services certificate candidates who meet the requirements specified for each endorsement pursuant to N.J.A.C. 6A:9B-14.



# Apply for Substitute Certification

Select “Credential” and click “Continue”.

Select a category below and then *Continue* to see a list of certification or credential titles. If you do not see the title you are looking for, select *Previous* to change the Category.

**Important Note:** If you are applying to become a *Substitute* teacher, you must select *Credential*.

\* Select Category ⓘ

- ☒ Administrative
- ☐ Instructional
- ☐ Educational Services
- ☐ Career and Technical Education
- ☒ Credential
- ☐ Military Science



# Apply for Substitute Certification

Select “Instructional Substitute” from the dropdown menu and click “Continue”.

Please select from the available Endorsement Titles within that Category.

\* Select Endorsement Title

Select an Option ▼

- Bilingual Language Paraprofessional
- Career & Technical Education (CTE) Substitute
- Chiropractic
- Educational Interpreter Substitute
- Instructional Substitute**
- Mortuary Science (60-credit)
- Mortuary Science (90-credit)
- School Nurse Non-Instructional Substitute
- School Safety Specialist
- School Safety Specialist - Renewal



# Apply for Substitute Certification

Choose the county you will be substituting in. Click “Continue”. If this is unknown, choose “Mercer”, the county TCNJ is located.

In which county will you be substituting?

\* County Name

--None--

--None--

Atlantic

Bergen

Burlington

Camden

Cape May

Cumberland

Essex

Gloucester

Hudson

Hunterdon

Mercer

Middlesex



# Apply for Substitute Certification

Select “Substitute” and click “Continue”.

Note: You do not need to add any additional information.

Select the Type of certificate below:

\* Select License Type

Select an Option ▼

Substitute

Previous Continue



# Apply for Substitute Certification

Review your selections. It should list “Category: Credential”, “Title: Instructional Substitute”, and “Code: 9041”. Select “Yes” and click “Continue”.

Note: You do not need to make payment to submit initial application.

Review your selections:

**Category:** Credential

**Type:** Substitute

**Title:** Instructional Substitute

**Code:** 9041

**Description:**

A substitute credential applies to a person who temporarily replaces a certified and regularly employed classroom teacher who is absent, or to a person who temporarily fills a vacancy. Substitute credentials may be used in multiple counties.

The fee for your selected Endorsement Title is \$125.

\* Select Yes if everything is correct. ⓘ

☒ Yes

☐ No

Continue



# Apply for Substitute Certification

Select “Yes” and click “Continue”.

**IMPORTANT: Please read before continuing.**

Regulations do not allow the Office of Recruitment, Preparation and Certification to offer refunds. All applications require the thorough attention of an examiner reviewing each case whether the application is issued or denied.

Per regulations, all certificates are non-refundable.

6A:9B-5.6 Fees

<https://nj.gov/education/code/current/title6a/chap9b.pdf>

Additionally, the Office cannot modify the endorsement type. If you apply for the incorrect endorsement, the Office may issue a denial, which will generate a credit but will not result in a full refund. Educators applying for the wrong certificate will be charged a \$70 fee, and the remaining balance of the payment will be applied to their account as a credit.

\* Do you confirm and accept the above conditions? ⓘ

☒ Yes

☐ No

Continue



# Apply for Substitute Certification

Now you will be shown a series of pages that go over qualifications (completing 30 college-level credits and a background check). You can go through these pages and click “Continue”.

The last of these pages summarizes the qualifications, including a [link](#) to initiate background check, or if you already have a [link](#) to check background check status.

Below and on the following screens, you will be presented with the qualifications needed to receive the Endorsement Title you selected.

*Note: Qualifications that are pre-selected indicate a fixed requirement.*

Instructional Substitute

\*You must meet all of the requirement(s) below:

- ☒ Subject Matter Preparation
- ☒ Criminal History Background Check

[Cancel](#) [Previous](#) [Continue](#)

If you need to start over, select "Cancel."

Selected: 0 Qualifications

Label	Description
-------	-------------





# Apply for Substitute Certification

Click “Continue”.

Below is a summary of your selection(s):

Details of your selections:

Type	Category	Endorsement Title	Fee	Description
Substitute	Credential	Instructional Substitute	\$125.00	A substitute credential applies to a person who temporarily replaces a certified and regularly employed classroom teacher who is absent, or to a person who temporarily fills a vacancy. Substitute credentials may be used in multiple counties.

[Previous](#)

[Continue](#)



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# Apply for Substitute Certification

Select answers for the following questions and click “Continue”.

## Background Questions

**Note:** If you answer **Yes** to one of more Questions you will be required to provide additional details. Failure to answer truthfully could result in denial of your application(s).

\* Q1: Have you ever been convicted of, pled guilty, no contest or nolo contendere to, or had adjudication withheld to a crime or offense, including DUI, in New Jersey or any other state or jurisdiction?

--None--

\* Q2: Have you ever had an education or other professional certificate, license or credential revoked, suspended, invalidated, blocked or denied for cause in New Jersey or any other state or jurisdiction?

--None--

\* Q3: Have you ever surrendered or relinquished an education or other professional certificate, license or credential in New Jersey or any other state or jurisdiction?

--None--

\* Q4: Are you the subject of any pending action or proceedings against your education or other professional certificate(s), license(s) or credential(s) in New Jersey or any other state or jurisdiction?

--None--

\* Q5: Has there ever been an allegation of misconduct which resulted in your resignation, retirement, dismissal, or suspension from an education-related position in New Jersey or any other state or jurisdiction?

--None--

\* Q6: Are you the subject of any civil, criminal or administrative investigation in New Jersey or any other state or jurisdiction?

--None--

Continue



# Apply for Substitute Certification

Click “Continue” or click previous to make changes.

Here is a summary of your responses. If you need to make any changes use the *Previous* button:

Q1. Have you ever been convicted of, pled guilty, no contest or nolo contendere to, or had adjudication withheld to a crime or offense, including DUI, in New Jersey or any other state or jurisdiction?

No

Q2. Have you ever had an education or other professional certificate, license or credential revoked, suspended, invalidated, blocked or denied for cause in New Jersey or any other state or jurisdiction?

No

Q3. Have you ever surrendered or relinquished an education or other professional certificate, license or credential in New Jersey or any other state or jurisdiction?

No

Q4. Are you the subject of any pending action or proceedings against your education or other professional certificate(s), license(s) or credential(s) in New Jersey or any other state or jurisdiction?

No

Q5. Has there ever been an allegation of misconduct which resulted in your resignation, retirement, dismissal, or suspension from an education-related position in New Jersey or any other state or jurisdiction?

No

Q6. Are you the subject of any civil, criminal or administrative investigation in New Jersey or any other state or jurisdiction?

No

Previous

Continue



# Apply for Substitute Certification

Mark the oath of allegiance that applies to you. Type your full name on the 'Applicant Signature' field and click "Continue".

## United States Citizen Oath of Allegiance (Option 1)

By checking: I, do solemnly swear or affirm that I will support the Constitution of the State of New Jersey, and that I will bear true faith and allegiance to the same and the governments established in the United States and this State, under the authority of the people.

☐ Check this box to affirm and verify accuracy of the information provided

## United States Non-Citizen Oath of Allegiance (Option 2)

By checking: I do solemnly swear or affirm that, during the period of my employment, I will support the Constitution of the United States and the Constitution of the State of New Jersey.

☐ Check this box to affirm and verify accuracy of the information provided

\* Applicant Signature ⓘ

Today's Date: November 3, 2025

The expiration date for this application will be 6 months after you sign the Oath. Applications will not be reviewed by the Department until payment has been made and all required documentation has been submitted. Applications in pending payment are deleted after 30 days; applications in pending documentation status expire after 6 months.

Previous

Continue



# Apply for Substitute Certification

You have now submitted your initial application. It will not be processed until you have submitted your payment to NJDOE. To make payment, select the 'Continue' link.

This portion of the application process is now complete.

Select [Continue](#) to review the details of your application and click [Payment](#) at the top of the screen to submit your payment. You must complete the payment process even if there is no charge for the application.

**Important Notes:**

- *Your Certificate or Credential will not be issued until the New Jersey Department of Education (NJDOE) receives your payment.*
- *After your payment has been received, if you answered "Yes" to any of the background questions your Case will be routed to the NJDOE State Board of Examiners for review. If additional information is required, you will be contacted by a representative of the Board. Additionally, if the matter does not warrant further action by the Board, your application will be put into process, which will be reflected in the status on your application.*
- *You can check the status of your case by logging into your NJEdCert account.*
- *Applications will not be reviewed by the Department until payment has been made and all required documentation has been submitted.*
- *Applications in pending payment are expired after one month; applications in pending documentation status expire after six months.*
- *If you have questions regarding an application that is pending documentation and you believe you have submitted all required documentation, call customer service at 609-292-2070.*



# Apply for Substitute Certification

Click on 'Payment' at the top of your screen, then click continue. You will be redirected to the New Jersey Department of Education payment website.

[New Certificate or Credential Instructions](#) [Payment](#) [Document Collection](#) [Service Case Instructions](#) [VOPC/Biographical Records](#)

## Payment Summary:

Case Number:

Case Type: New Certificate or Credential

Credits: \$0

Case Fees: \$125

*(for all applications listed below)*

Summary of Applications associated with this case:

Application ID	Type	Endorsement Title	Category	Fee
	Substitute	Instructional Substitute	Credential	\$125.00

After taking any Credits into account, your total payment today will be: **\$125.00**


[Save & Resume Later](#)

[Continue](#)



# Apply for Substitute Certification

After your payment is submitted you will be returned to the NJEdCert portal page. NJDOE will now process your application.

 OFFICIAL SITE OF THE STATE OF NEW JERSEY  
**Payment Management Services**

FAQ Co

<b>Payment</b>	
Payment Type	✓
Credit/Debit Card	
Customer Information	
Country* United States	

Complete all required fields (\*)

<b>Transaction Summary</b>	
Application Review - 00492803	\$125.00
Service Fee	\$3.38
<b>Pay now with New Jersey Government Services</b>	<b>\$128.38</b>

<b>Need Help?</b>
Please complete the Customer Information Section.



# Additional Steps

If you haven't already, make sure to:

- **Request your official transcript through PAWS.** You **MUST** request to have your official transcript electronically sent to: New Jersey Dept. of Education: [certapplication@doe.nj.gov](mailto:certapplication@doe.nj.gov). Once the form is sent, please allow 15 business days for the transcript to be uploaded to your NJEdCert account.
- **Upload the approved Criminal History Background Form into your NJEdCert Portal.** Criminal History Background forms are available to print out two weeks after completing your fingerprints.





# That's it!

The Substitute Certificate timeline for processing and issuance is 6-8 weeks by NJDOE.

You can check the status of your application by signing back into your [NJEdCert portal](#) account at any time.

Contact NJDOE customer service at 609-292-2070 or message them directly in the portal with any issues.



Reach out to the Certification Office  
with any questions

[Certification@tcnj.edu](mailto:Certification@tcnj.edu)

