

# A Guide for Applicants: How to Apply for a Substitute Certificate

## **Step One: Complete Criminal History Record Check Process (CHR, Fingerprinting) Previously Fingerprinted after 2003 (Transfer):**

- If you have previously been fingerprinted after 2003, you do not need to go in person and do it again. You will need to transfer your fingerprints. Go to the website and follow the instructions: <https://www.nj.gov/education/crimhist/transfer.shtml>. The fee is \$6.00. Check the [website](#), can take up to 10 days, to see if the archive has been approved then save the one page report as a PDF.

## **Never Been Fingerprinted (New Applicant):**

- Please click this [link](#) for detailed instructions on the fingerprinting process for a new applicant.

## **Step Two: Apply for the Substitute Credential Online**

Create an account and apply online <https://njedcert.force.com> for the substitute credential and pay the \$125.00 application fee.

1. Category: Credential
  2. Endorsement Title: select Instructional Substitute (60-Credit) or (30-Credit) 3.
- Upload a PDF of your approved criminal history report.
4. Please have your university, college, school or clearinghouse email electronic transcripts directly to [certapplication@doe.nj.gov](mailto:certapplication@doe.nj.gov). An official transcript is required from each institution that you have attended.

## **Step Three: Complete a Substitute Teacher application in Frontline.**

- Complete an application on the [Waldwick website](#). Please put N/A for anything that is not applicable to you.

## **Step Four: Interview with Assistant Principal**

- Contact Lisa D'Amato when the above are complete ([damatol@waldwickschools.org](mailto:damatol@waldwickschools.org)). She will arrange for an interview either with an assistant principal at either Waldwick MS/HS or Waldwick Elementary Schools.