

New Online Procedure to Obtain a Renewal Substitute Certificate

www.tcis.nj.gov

- Click on “New Users Must Register First”
- Login with User ID and Password
- Click “Apply Online”
- Click “Credential Application”
- Click “Substitute Credentials”
- Click “Substitute Teacher Credential (9041)”
- Complete Oath of Allegiance
- Make Payment
- Document your assigned Tracking# for future use