



## 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](mailto: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](mailto: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](mailto:GloucesterCountyCert@doe.nj.gov)
- Atlantic County Office- [AtlanticCoSubstitutes@doe.nj.gov](mailto:AtlanticCoSubstitutes@doe.nj.gov)
- Morris County Office- [SubstituteCredential@co.morris.nj.us](mailto:SubstituteCredential@co.morris.nj.us)
- Ocean County Office- [OceanSC@doe.nj.gov](mailto:OceanSC@doe.nj.gov)
- Camden County Office- [camdencountycertification@doe.nj.gov](mailto: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](mailto: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.