

North Caldwell School District County Substitute Process

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When doing this please read the application carefully and watch the short video to be sure you apply for the correct cert.

<p>Step 1: Seek and Obtain a Sponsor School District or Organization for Criminal History Record Clearance. The sponsoring organization should be the candidate's teacher preparation program, school district, or vendor organization that the candidate will serve. If the candidate plans to substitute in multiple school districts, he or she must select at least one for application purposes.</p>	<p>If you are here, then North Caldwell School District is your sponsor school.</p>
<p>Step Two: Complete Criminal History Record Check Process</p>	<p>Instructions for the Fingerprinting Process https://uenroll.identogo.com/ Use code 2F1FB1 Approximately 2 Fridays after you are fingerprinted, the approval letter can be found online at http://www.nj.gov/education/crimhist/. Select 'Applicant Approval Employment History', enter your SSN and birth date and <u>print the approval document</u></p>
<p>Step Three: Apply for the Substitute Credential Online and upload your Criminal History Review approval</p>	<p>Create an account in the new NJEDCERT system for the substitute credential and pay the \$125.00 application fee. Questions concerning technical use of NJEdCert may be resolved by emailing: GenealCertQuestionsNJEdcert@doe.nj.gov Upon completion of the online application, Applicants should record their individual Tracking Number generated by NJEdCert during the application process.</p>
<p>Step Four: Send official (sealed) transcripts</p>	<p>If your college/university provides (sealed) paper copies of your transcripts please have them emailed to: certapplications@doe.nj.gov</p>
<p>Step Five: Find your Substitute Certificate</p>	<p>Once everything is completed, you can log back into your NJEdCert account to find your certificate. Please print the certificate and provide a copy to Victoria Zecchino, Personnel.</p>