



Tana Smith
Director of Human Resources

**Hopewell Valley Regional
School District
Administrative Offices**
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Requirements for Substitute Teachers/Substitute School Nurses

Substitute teachers and substitute school nurses are required to hold either a valid New Jersey teaching certificate /school nurse certificate (CEAS, CE, or Standard) or a New Jersey Substitute certificate (valid for 5 years) **and** have completed a criminal history background check. *Substitute school nurses are to include a valid registered nurse's license.

Part 1:

How Do I Apply for Certification?

To apply for a New Jersey Substitute Certificate through the Hopewell Valley Regional School District, you **must** apply online. You will also pay the fee online.

Go to the website listed below:

<https://nj.gov/education/license/tcis/index.html>

****Click "to Apply Online" (2 squares in the center of the page).**

On the bottom right of the new page, click: **New Users Must Register First**

Please fill out the form: **New User Registration**

NOTE: All applications will expire six months after the original application date. If your application expires, you may then reapply for the same or additional certificates.

Part 2:

You must present the following to The Hopewell Valley Regional School District, Office of Human Resources, who will submit all to the State of NJ Department of Education, Mercer County Office.

- Completed Substitute Credential Application (see attached)
- Official College Transcripts showing a minimum of 60 semester hour credits completed at an accredited college.
- *Nurses applying for a sub school nurse certificate do not need transcripts but we do need a current copy of your registered nurse's license.
- Copy of the completed NJ Department of Education/Office of Student Protection Criminal History Background Check

All substitutes who work for HVRSD must have a mantoux test, meet with the Director of Human Resources and attend a mandatory New Substitute Workshop (scheduled throughout the school year). After all requirements have been met, substitute employment must be approved by the Hopewell Valley Regional Board of Education.

All forms and complete instructions are available from the Office Human Resources at 425 South Main Street, Pennington. Questions can be directed to the Office of Human Resources at 609.737.4000, ext. 2401.

Thank you for your interest in the Hopewell Valley Regional School District.

Excellence in Education

(REV. 5/10)
STATE OF NEW JERSEY – DEPARTMENT OF EDUCATION
DIVISION OF FIELD SERVICES AND OFFICE OF LICENSURE AND CREDENTIALS
SUBSTITUTE CREDENTIAL APPLICATION

COUNTY: **MERCER**

This credential will be issued for a five-year period, but the holder may serve for no more than 20 total instructional days in the same position in one school district during the school year unless approved by the executive county superintendent for an additional 20 instructional days pursuant to N.J.A.C. 6A: 9-6.5(b). Such credentials, which are issued by the executive county superintendent of schools under the authority of the State Board of Examiners, are designed only for emergency purposes when the supply of properly certificated substitutes is inadequate to staff a school. They are intended only for persons temporarily performing the duties of a fully certificated and regularly employed teacher.

TO BE COMPLETED BY APPLICANT – Please Type or Print Clearly

Name _____ Social Security # _____
(First) (Middle/Maiden) (Last)

Address _____
(street) (city) (state) (zip)

Date of Birth _____ E-Mail Address _____ Telephone _____

Are you a citizen of the United States? Yes ☐ No ☐

If no, have you filed an Affidavit of Intent to Become a Citizen? Yes ☐ No ☐ If yes, Alien Registration # _____

NOTE: The Affidavit of Intent to Become a Citizen is **not** a requirement for the substitute credential.

Have you ever been convicted of a crime in this or any other state? Yes ☐ No ☐

If yes, give the name of the municipality and attach statement giving details.

Have you ever had an educator's certificate revoked or suspended in this or any other state? Yes ☐ No ☐

If yes, attach statement giving details.

Have you taken the Oath of Allegiance? Yes ☐ No ☐

Regionally-Accredited College Name	Location	EDUCATION	Degree / Degree Date	Major	# Credits
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

WORK EXPERIENCE (teaching)

I certify that the above statements and data are correct: _____
(Signature of Applicant) (Date)

FOR DISTRICT USE

DESIGNATED DISTRICT REPRESENTATIVE'S SIGNATURE AFFIRMING TRANSMITTAL OF APPLICATION

Print Name _____

Signature _____

District _____

Date _____

FOR COUNTY USE: REGULAR SUBSTITUTE APPLICATION

☐ Application ☐ Oath ☐ Transcripts ☐ Fee
Date of Criminal History Approval if applicable _____ or
Date of Emergent Hire Approval if applicable _____
CERTIFICATE # _____
DATE OF ISSUE _____

VOCATIONAL / SCHOOL NURSE APPLICATION

☐ For vocational applicants/notarized statement of previous employment or valid occupational license.
☐ RN License # _____ Exp. Date _____



A Guide for Applicants: How to Apply for a Substitute Credential or CTE Substitute Credential

Updated January 2021

Step One: 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 (such as [Source4Teachers](#) or [Insight Educational Workforce Solutions](#)). If the candidate plans to substitute in multiple school districts, he or she must select at least one for application purposes.

Step Two: Complete Criminal History Record Check Process

1. Pay administrative fee(s) for the [criminal history background clearance](#) and print out the IdentoGO New Jersey Universal Fingerprint Form from the New Jersey Department of Education (NJDOE) [Office of Student Protection webpage](#) (\$11);
2. Go to the [Identogo Website](#) to schedule an appointment and pay fingerprinting fees (\$66.05 for those who have never been fingerprinted in New Jersey, or \$29.75 if previously printed through the NJDOE subsequent to March 2003).
3. Attend the scheduled appointment time and get fingerprinted. Make sure to bring the following to your scheduled appointment:
 - Picture Identification (ID) Note: Foreign passports will no longer be accepted as proof of identification;
 - IdentoGO New Jersey Universal Fingerprint Form; and
 - [Verify criminal history status form](#).

Step Three: Apply for the Substitute Credential Online

Apply online in the [Teacher Certification Information System \(TCIS\)](#) for the substitute credential and pay the \$125.00 application fee. Questions concerning technical use of TCIS may be resolved by emailing TCIS techassist@doe.nj.gov.

Upon completion of the online application, Applicants should record their individual Tracking Number generated by TCIS during the application process, and then deliver the following information/documentation with your tracking number to your [County Office of Education](#).

1. Sealed college transcripts proving at least 60 college credit hours (substitute credential) *or* signed letter from employer documenting work experience (CTE substitute credential only); and
2. Approved [criminal history status check](#).