



ENGLEWOOD PUBLIC SCHOOLS

DWIGHT MORROW HS, 274 KNICKERBOCKER ROAD, ENGLEWOOD, NJ 07631

Office of Human Resources

T: (201) 862-6217, F: (201) 567-5382

TO: Prospective Substitute Teacher
FROM: Human Resources Department
DATE: March 4, 2021
RE: Substitute Teacher Credential Procedure

For Applicants Seeking Issuance of a New Jersey Substitute Credential:

1. Seek a sponsor district or organization for criminal history clearance

The sponsoring organization should be the candidate's teacher preparation program, school district, or vendor organization the candidate will serve. If the candidate plans to substitute in multiple districts, he or she must select at least one for application purposes. If you are using the Englewood Public School District as your sponsoring organization use the following codes:

- County Code is **Bergen (03)**
- District Code is **Englewood City (1370)**

2. Pay administrative fees for the criminal history background clearance on the New Jersey Department of Education [Criminal History Website](#) (\$11).

3. Go to the [IdentoGO website](#) in order to:

- o Schedule an appointment
- o Pay fingerprinting fees (\$67.45 for those who have never been fingerprinted in NJ)
- o Fill out IdentoGO New Jersey Universal Fingerprint Form

4. Get fingerprinted – make sure to bring the following:

- Picture ID (Note: Foreign passports will no longer be accepted as proof of identification)
- IdentoGO NJ Universal Fingerprint Form

5. [Verify criminal history status.](#)

For more detailed instructions on criminal history clearance click <https://www.nj.gov/education/crimhist/>

6. Deliver the following information to your [County Office of Education](#) (please contact them prior for times of operation – 1 Bergen County Plaza, #350, Hackensack, NJ – Telephone 201-336-6875):

- o [Substitute credential application](#)
- o Notarized [Oath of Allegiance](#) form
- o Sealed college transcripts proving at least 60 college credit hours (substitute credential) OR signed letter from employer documenting work experience (CTE substitute credential only)
- o Approved [criminal history status check](#)
- o \$125 Certificate Fee by Check or Money Order payable to The Commissioner of Education