

Lopatcong Township School District

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Subject: New Teacher/Paraprofessional Substitute and Renewal Process

This is to inform you that there is a new procedure for Teacher/Paraprofessional Applications. This new procedure will allow new substitute credential applicants and those seeking a renewal to apply online.

Starting immediately, all Substitute Teachers/Paraprofessionals must apply for their Substitute Certificate online. Each Substitute must log into the Teacher Certification Information System (TCIS) at www.tcis.nj.gov. New users should select "New Users Must Register First".

You must have one of the following criteria to become a substitute teacher:

1. Associate's Degree
2. 60 College Credits

You must have either of the above or the following to become a substitute paraprofessional:

1. Paraprofessional Certificate

If you are approved as a substitute teacher, you are also allowed to substitute as a paraprofessional. If you are approved as a paraprofessional, you are not allowed to substitute as a teacher.

The \$125 Fee can be paid using a credit card via the online payment interface (NIC USA) linked within the Teacher Certification Information System (TCIS) application.

Credentials will be issued electronically and are valid for 5 years from date of issuance.

Please note that you must have your Official Transcripts sent/emailed to the Warren County Office:

Kathryn Dove
1501 Route 57
Washington, NJ 07882-3573

Kathlyn.Dove@doe.nj.gov

You must also send your Social Security Number, Birthdate and your TCIS tracking number to Kathryn. If you do not, it will delay the process. It is the only way she will know that you have applied for a Substitute Certificate and for her to look up your Criminal History results.

If you have any questions, please feel free to contact Kathy Dove at (908)689-0497 x6026 or me at wintersd@lopatcongsschool.org – (908) 213-2995 x2200.

Please see below for additional information and links.



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 TCISchassist@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](#).