

Lopatcong Township School District

Dr. Debra Mercora, Superintendent

Lopatcong Township Elementary School

Eric S. Renfors, Interim Principal
263 Route 57
Phillipsburg, New Jersey 08865
Phone: 908-859-0800
Fax: 908-213-1339

Lopatcong Township Middle School

Richard A. Bonney, Principal
321 Stonehenge Drive
Phillipsburg, New Jersey 08865
Phone: 908-213-2995
Fax: 908-213-0373

Subject: New Teacher/Paraprofessional Substitute and Renewal Process

Pursuant to P.L.2021, c.87, individuals who are enrolled in an accredited institution of higher education, have completed 30 semester-hour credits, and are at least 20 years of age are now eligible for a substitute teacher credential. Candidates may apply for a substitute teaching credential under these eligibility rules until June 30, 2023. Accordingly, candidates for a substitute credential now have two pathways to eligibility and may apply for a substitute credential under either pathway outlined below:

Substitute Teacher Credential Pathway 1 (Per N.J.A.C. 6A:9B-7.3):

- Completion of 60 semester-hour credits;
- Credits must be completed at an accredited college or university at the time of application; and
- Credential is valid for five (5) years from the date of issuance.

Substitute Teacher Credential Pathway 2 (Per P.L. 2021, c.87):

- Completion of 30 semester-hour credits;
- Credits must be completed at an accredited institution of higher education at the time of application;
- Applicant must be enrolled in an accredited institution of higher education at the time of application;
- Applicant must be at least 20 years of age;
- Credential pathway is available until June 30, 2023; and
- Credential is valid for five (5) years from the date of issuance.

How to Apply for a Substitute Credential:

The addition of the new eligibility pathway does not impact the application process currently in place for substitute credential applicants.

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 either Substitute Teacher Credentials for Pathway 1 (N.J.A.C. 6A:9B-7.3) or Pathway 2 (P.L. 2021, c.87) to become a substitute teacher.

If you are applying for a Paraprofessional Substitute Certificate, you can have either of the credentials for the Pathways or a ParaPro Assessment 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.

Lopatcong Township School District

Dr. Debra Mercora, Superintendent

Lopatcong Township Elementary School

Eric S. Renfors, Interim Principal
263 Route 57
Phillipsburg, New Jersey 08865
Phone: 908-859-0800
Fax: 908-213-1339

Lopatcong Township Middle School

Richard A. Bonney, Principal
321 Stonehenge Drive
Phillipsburg, New Jersey 08865
Phone: 908-213-2995
Fax: 908-213-0373

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 Kathlyn. If you do not, it will delay the process. It is the only way Kathlyn 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@lopatcongschool.org – (908) 213-2995 x2200.



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](#).