NJEdCert Substitute Credential Application Process:

A Step-by-Step Guide to Obtaining a Substitute License

(Updated as of July 2022 – *TCIS website no longer valid*)

Note: Only begin this process AFTER you have been fingerprinted and AFTER your "Criminal History Background Check" results are in the possession of the "sponsor district" that you'll be using to "sponsor" your licensure. If you need more information about fingerprinting, please visit the Office of Clinical Experience website.

1. *New Jersey Educator Certification (NJEdCert) Process*

IMPORTANT: Be extra careful when you are entering information in your profile. If you make a mistake or make any edits, there is a $20 fee for each change. To make any necessary changes, click an option under 'contact customer service' on the home page.

    a. **Create an educator portal through** https://njedcert.force.com/manage/s/
        i. Click 'create account' on home page
            1. IF you have a tracking number from your TCIS application, enter in the given tab.
        ii. After successfully creating your account, access the link emailed to your inbox.
        iii. Follow the link to finish registering your account
        iv. Continue through the application process
            1. FYI if you click 'yes' to being a 'US military veteran', there will be additional questions to answer beyond this step-by-step guide.
        v. Enter in your ETS Praxis candidate ID
            1. FYI if you have NOT completed your Praxis exams yet, you are able to continue on to the next section.
            2. One you do take your Praxis, be sure to log back into your NJEdCert profile, and update your profile with your ID in the 'candidate ID field'.
            3. Praxis test scores are generally required to receive most certificates or credentials, so it helpful to have them on your profile.
        vi. Change / create a password
    b. **Applying for a certificate or a credential**
        i. Click 'apply now' on the home page
        ii. Click through the application process answering the required questions
            1. When entering in 'when you stopped attending' you college within 'college or university details', enter your expected graduation date.

2. Your 'educator preparation program' is your current type of placement that you are completing in the Department of Education at Seton Hall University.
3. You do NOT have to enter in your employment history, but if you want to it would be classified as 'non-school related".
4. If you were not asked or have not heard of an 'emergency certificate', click 'no'.

   iii. Select 'credential' as the type of teaching certificate that you need.
   iv. Select the type of 'endorsement title' you are going to do based on your placement.
   v. Select 'the type of certificate' based on the provided categories. Read each description to ensure you are choosing the right one based on your educational experience (a description is provided for each type of certificate).

1. IMPORTANT: you will know that you selected the proper selections if the fee for your selected endorsement title is $128. If it is not this, click previous and change the selections.

   vi. Select 'yes' if everything is correct
   vii. Click through 'qualifications'
   viii. Click 'no' for applying for another certificate
   ix. Complete 'background check questions'
   x. Agree to 'oath of allegiances' and sign
   xi. Select 'continue'

c. **You will be redirected to the 'case home page'**
   i. Click 'payment' which is one of the tabs at the top of the page
   ii. Click 'continue' at the bottom right corner of the screen

d. **You will be redirected to the 'NJ payment site'**
   i. Enter in payment details

e. **Access your 'checklist items' to complete**
   i. Click 'document collection' which is one of the tabs at the top of the page.
   ii. Uploads given files, verify upload, then hit continue.
   iii. Click 'finish' after checking files.

f. **You are done with your application yay!** Now you will have to wait for your application to be approved by admin.

2. *Receiving your certification decision*
a. You will receive an email confirming your substitute certificate being approved and issued.
b. When viewing your application status on NJEdCert's home page, click 'my application' at the top of the page.
c. Under 'application status', it will say 'approved'.