



Northern Highlands Regional High School

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SUBSTITUTE TEACHING CERTIFICATE INFO

A prospective sub must have completed 60 college credits.

They must be officially hired (that is, approved by the Board of Education) by NHRHS before applying for a certificate. To do this:

- Complete the NHRHS application form
- Interview with Principal

Fingerprints should be processed first and payments and appointments for fingerprints are all done online. The cost for this is currently \$66.05 (as of 1/1/21) and \$11.00 for processing. Approximately 2 weeks after printing, you will be able to view your “Applicant Approval Employment History” online and save/print it.

To apply for a substitute certificate as of February 2021, applicants should apply online in the Teacher Certification Information System (TCIS) at <https://nj.gov/education/license/tcis/index.html> and pay the \$125 application fee. Questions concerning technical use of TCIS may be resolved by emailing TCISstchassist@doe.nj.gov

Upon completion of the online application, applicants should record their Individual Tracking Number (ITN) generated by TCIS during the application process and give this to Teri Powers in the Business Office at Northern Highlands along with their transcript. Electronic transcripts should be sent directly from the college/university to Teri Powers. Northern Highlands will submit the name of the applicant, their ITN, fingerprint clearance and transcript to the County Office who will match up the application with the substitute and issue the certificate.

The last requirements are:

- Mantoux (TB) test which can be administered by a private physician or proof of one less than six (6) months old
- ID required for the I-9 form (passport OR driver’s license + social security card or birth certificate)

If the applicant already has a substitute or teaching certificate, they have only to complete the NHRHS application form, meet with the Principal, be approved by the Board of Education and provide the following documents:

- Sub certificate / teaching certificate
- Applicant Approval Employment History
- Proof of a Mantoux test
- ID required for the I-9 form.

If the criminal history approval letter is not for Northern Highlands, then the fingerprints can be archived and a new approval letter generated for Northern Highlands. The cost for archiving prints is currently \$29.75, which includes the \$1 administrative fee, and the process does not require an appointment.

A substitute or bus driver with criminal history approval for another district can **transfer** that approval for a \$6.00 fee. This is not sufficient to obtain a substitute certificate if you don’t already have one.