

NJDOE TCIS – Substitute Credentialing Online Implementation



Rani Singh, Director

Ruth Winters, Assistant Director



Update to Substitute Credentialing Process



- This new process will allow new substitute credential applicants and those seeking a renewal to apply online for substitute credentials.
- The \$125 fees can be paid using credit cards via 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 the date of issuance. Applicants can print credentials upon issuance.



Applicant Process: Step 1

Teachers Certification Information System - Online



New Jersey
Department Of Education
Certification and Induction

Welcome to Teacher Certification Information System - Online. The TCIS-Online is the gateway for teachers to apply for new certificates as well as accessing information from the Office of Certification and Induction, such as the status of an application and details on what certificates and endorsements a teacher holds.

User Id:

(Your Reg. Email)

Password:

Login

Reset

I'm not a robot



[New Users Must Register First](#)

[Forgot your password?](#)



Log into the Teacher Certification Information System (TCIS) at www.tcis.nj.gov. New users should select "New Users Must Register First".

Applicant Process: Step 2



Teach

- Home
- Apply Online**
- Pay Balance Owed
- Profile Settings
- Current Credentials
- Prior Credentials
- Application Status
- Education Summary
- Experience Summary
- Test Scores
- Requests ...
 - > Name Change
 - > SSN Change
 - > DOB Change
- Change Password
- Logout

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Click on "Apply Online" from the menu at the home page at TCIS application

Applicant Process: Step 3



Teachers Certification Information System - Online

Apply for New Certification/Credentials/Evaluation

Certification / Credential Selection

⇒ Please choose from the following options:


Applicant Name : VETERAN, MILITARY

Certification Application

Note: Use this Option to apply for CE, CEAS, Standard, Emergency, Charter School Certificate(s) or to request a transcript evaluation.

Credential Application

Note: Use this Option to apply for Substitute(New!), Mortuary, Chiropractic or School Safety Specialist Credentials.



Click "Credential Application"

A large blue arrow points from the left side of the slide towards the 'Credential Application' option in the screenshot.

Click on "Credential application" option to apply for credentials.

Applicant Process: Step 4



Teachers Certification Informat

Home

Apply Online

Pay Balance Owed

Profile Settings

Current Credentials

Prior Credentials

Application Status

Education Summary

Experience Summary

Test Scores

Requests ...

▶ Name Change

⇒ Please choose from the following options:

Applicant Name : VETERAN, MILITARY

Click on Substitute → [Substitute Credentials](#)

- [Mortuary Credentials](#)
- [Chiropractic Credentials](#)
- [School Safety Specialist Credentials](#)



Click on “Substitute Credentials” option from the available options.

Applicant Process: Step 5



Teachers Certification Information System - Online

Department
Certification

Substitute Credentials Application

Home
Apply Online
Pay Balance Owed
Profile Settings
Current Credentials
Prior Credentials
Application Status
Education Summary
Experience Summary
Test Scores
Requests
• Name Change
• SSN Change
• DOB Change
Change Password

Applicant Name : VETERAN, MILITARY

Apply Online for Substitute Credentials

In order to apply for the Substitute credential, please complete this online application and contact your [County Office of Education](#) to complete the application process.

Your Substitute credential will be available [online](#) after it has been issued.

Thank you for your patience.

Substitute Qualifying Credentials

- Substitute Teacher Credential (9041)
- Substitute School Nurse Credential (9042)

Back Submit



The candidate can choose from the available substitute credentials (Teachers, or School Nurse) as appropriate and should click on submit.



Applicant Process: Step 6



B. Oath of Allegiance (Choose one of the following)

Option I:

I, **Military Veteran** do solemnly swear, (or affirm) that I will support the Constitution of the United States and the Constitution of the State of New Jersey, and that I will bear true faith and allegiance to the authority of the people, so help me God

Option II:

I, **Military Veteran** do solemnly swear, (or affirm) that I will support the Constitution of the United States and the Constitution of the State of New Jersey, and that I will bear true faith and allegiance to the authority of the people

C. Certification (Failure to complete these items will result in rejection of the candidate's application for certification)

1. Have you ever been convicted of, pled guilty, no contest or nolo contendere to, or had adjudication withheld to a crime or offense, including DUI, in New Jersey or any other state or jurisdiction?

(If yes, complete and submit a Criminal/Offense Information Form to the address indicated at the end of the form.) Download Form

2. Have you ever had an education or other professional certificate, license or credential revoked, suspended, invalidated or denied for cause in New Jersey or any other state or jurisdiction?

(If yes, include a signed statement providing the pertinent details and any official documentation.) Download Form

3. Have you ever surrendered or relinquished an education or other professional certificate, license or credential in New Jersey or any other state or jurisdiction?

(If yes, include a signed statement providing the pertinent details and any official documentation.) Download Form

4. Are you the subject of any pending action or proceedings against your education or other professional certificate(s), license(s) or credential(s) in New Jersey or any other state or jurisdiction?

(If yes, include a signed statement providing the pertinent details and any official documentation.) Download Form

5. Have you ever resigned, retired or been dismissed or suspended from an education-related position in New Jersey or any other state or jurisdiction following allegations of misconduct?

(If yes, include a signed statement providing the pertinent details and any official documentation.) Download Form

6. Are you the subject of any civil, criminal or administrative investigation in New Jersey or any other state or jurisdiction?

(If yes, include a signed statement providing the pertinent details and any official documentation.) Download Form

D. Verification of Accuracy

I, **Military Veteran** being a US citizen, certify that all statements and information provided herein are true and accurate.

Applicant's Signature (Initials with Last 4 SSN without spaces)

Date: 01/04/2021



The applicant will have to complete the oath form with any criminal and/or cert revocation details. To sign the oath digitally provide initials and last 4 of SSN.

Applicant Process: Step 7



Apply New Certificate(s) Online

Payment Details

Notes:

- Verify Payment details and click on 'Submit' to proceed further.
- **Please be aware that incomplete applications will expire after six months. Note that these fees are non-refundable after expiration pursuant to NJAC 6A:9B-5.4**

Applicant Name : VETERAN, MILITARY

Tracking #: G40213

Payment Mode: (Select One)

Amount to be Paid: \$ 125.0

Credit Card

Choosing this option will take you to the credit card payment page where you can pay for your applications.

Cancel

Submit

Reset

Verify the payment details and click "Submit".

Note: If applicant has previous credit, the forwarding amount will be displayed and automatically applied to the new fee. A credit card must be used to pay the remaining balance.



Applicant Process: Step 8



Credit Card

Customer Information

Address
Military Veteran
123 Main Street
LAWRENCEVILLE, NJ 08640

Country
United States

Phone Number
111-111-1111

Email Address
TLAPTECHASSIST@DOE.NJ.GOV

Payment Information

Credit Card Number *

4 0000 0000 0000 0000 ✓

Credit Card Type



Expiration Month *

03 - March ✓

Expiration Year *

2023 ✓

Security Code *

123 ✓

Name on Credit Card *

test ✓

Once redirected to payment page, enter credit card details and click "Submit".



Applicant Process: Step 9



Application Confirmation - Substitute Credentials

Applicant Name : VETERAN, MILITARY

Tracking #1 €

Your application has been submitted.

Your Tracking Number : 646213 Your Application Number : 11 Your SSN : xxx-xx-x777

Your Address :
123 Main Street
LAWRENCEVILLE , NJ, 08648

YOUR APPLICATION AND ANY CREDIT CARD PAYMENT ARE CONFIRMED. DO NOT GO BACK TO THE CREDIT CARD PAYMENT PAGE AND CLICK 'SUBMIT' AGAIN, OR YOU WILL BE BILLED AGAIN.

To complete your substitute certificate application, please contact your [County Office of Education](#)

Notes:

1. Please be aware that incomplete applications will expire after six months. Note that these fees are non-refundable after expiration pursuant to NJAC 6A:9B-5.4
2. If you are eligible for the certificate, it will be issued and all the information about certificates will be available online, including certificate name, certificate ID number, date of issuance, and expiration date if applicable. Please see [Instructions](#) to view this information. Paper certificates will no longer be issued.
3. If you require a change to your online profile, please complete an online request and complete the forms below and email form and supporting documents to : certapplication@doe.nj.gov



Upon successful completion of application and payment, candidate will be provided with this conformation page with the application details.