

SUBSTITUTE APPLICATION OVERVIEW – MONMOUTH BEACH SCHOOL

A. ***Please note that there is a new online substitute credential application process. Effective 02/10/2021, all substitute credential applicants must initiate their applications online through the Teacher Certification Information System (TCIS) <https://nj.gov/education/license/tcis/index.html> (TCIS guidance attached). You will apply, pay, and complete the Oath online and will receive a Tracking number.

You will still submit official transcripts and fingerprint clearance through the district. The district can also receive the transcripts electronically, directly from the college.

When **renewing** a substitute credential through TCIS (see link above), the district will need to send verification of continuous employment and the substitute teacher must provide the Tracking Number they received from the TCIS System to Monmouth Beach School. New transcripts are not necessary unless your application originated in another county.

SUBSTITUTE NURSES – Must also send copies of their current, signed R.N. license and current CPR Certification to Monmouth Beach School.

B. Complete Monmouth Beach School Substitute Teacher's Application.

You will also need to submit a receipt of your fingerprinting/background check. Complete the Department of Education electronic filing for criminal history. See below for instructions:

1. If you are currently substituting in another district, please bring your approval letter. Currently, N.J.S.A.18A:6-7.1(b) and N.J.S.A.18A:39-19.1 permits an individual serving in a substitute position or a school bus driver holding an "S" endorsement to transfer to another employer without undergoing a new criminal history record check. The New Jersey Department of Education's Criminal History Review Unit (CHRU) requires the new employer to submit a transfer request to allow the unit to maintain tracking on individuals in these positions should they have an arrest added to their criminal history record subsequent to their initial approval. Effective August 16, 2016, individuals in substitute positions and school bus drivers or their employers must file a transfer request to the CHRU. There will be a \$5.00 fee and an additional \$1.00 convenience fee charged by the vendor, similar to the cost for the discontinued approval letter. For additional information, please contact the CHRU at (609) 292-0507.

OR

2. If you are not currently working or substituting in another school district, but have been fingerprinted and processed through the Dept. of Education after February 21, 2003, your fingerprints may be archived. Go to the Dept. website, <http://www.nj.gov/education/educators/crimhist/>. Follow the link for "epayment Criminal History Record Check", click on "Archive Application Request", and put in your SS#. Complete the form. All fields with a red asterisk must be completed before proceeding to the next page. **Occupation: It is critical to complete this accurately with emphasis on choosing the correct job category. Please select "Substitute Teacher". The cost to archive your prints is \$29.75. Methods of

payments are Visa, M/C, Amex or Discover credit cards. Click the submit button only one time to complete the transaction. Print a copy of your confirmation by clicking the print button in the upper right hand corner. Codes necessary to complete this online filing are as follows: **County Code is 25 and District Code is 3250** for Monmouth Beach School.

3. If you are a new substitute:

(a). Go the department Website, <http://www.nj.gov/education/educators/crimhist/>. Follow the link "epayment Criminal History Record Check". Click on "New administrative fee request (Initial Applicants), click on # 1 "All job positions....for Public Schools". Complete the form. All fields with a red asterisk must be completed before proceeding to the next page. **Occupation: It is critical to complete this accurately with emphasis on choosing the correct job category. Please select "Substitute Teacher". The cost of the administrative fee is \$11.00. Methods of payments are Visa, M/C, Amex or Discover credit cards. Click the submit button only one time to complete the transaction. Print a copy of your confirmation by clicking the print button in the upper right hand corner. Codes necessary to complete this online filing are as follows: **County Code is 25 and District Code is 3250** for Monmouth Beach School.

(b). From this page, you may go directly to schedule your appointment. Click on www.bioapplicant.com. You will need to complete the IdentoGo MorphoTrust Fingerprinting form, which is on the online filing. To help you complete the form, some of the information you will need includes the following:

ORI – NJ930100ZN for Department of Education

Category: EDK

Statute: 18A:6-7.2 for Public School Employment

Document Type: RB1 for both Federal and State Cards

Contributor's Case: 253250

Continue to add in your personal information

Occupation: Please select Substitute Teacher"

Employer: Monmouth Beach School, 7 Hastings Place, Monmouth Beach, NJ 07750

Continue to schedule your appointment to your convenience. The cost of prints will be \$63.91. Be sure to print out your confirmation. Also, be sure to bring a photo ID to your appt.

4. Upon your first day of working in the building, you will be required to complete a W-4 and I-9 employment forms. Please note you will be required to submit original appropriate identification forms.

**MONMOUTH BEACH SCHOOL
MONMOUTH BEACH, NJ 07750**

Substitute Teacher's Application

Name: _____ Telephone No. _____

Address: _____

Birth Date: _____ Social Security No. _____

Educational Background:

Name of College/Address	Degree - Date Earned
_____	_____
_____	_____
_____	_____

Teaching Experience (include dates):

List names, addresses and telephone numbers of two references:

Give title and grades of N.J. Teaching Certificate you hold (include a copy):

Do you have a Certificate for Substitute Teaching (include a copy)? _____

Do you have a Criminal Investigation Certificate (include a copy)? _____

Signature: _____ **Date of Application:** _____



STATE OF NEW JERSEY DEPARTMENT OF EDUCATION

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:
 - o Picture Identification (ID) Note: Foreign passports will no longer be accepted as proof of identification;
 - o Identogo New Jersey Universal Fingerprint Form; and
 - o [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 TCIS techassist@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](#).