



## Changes to Substitute Teacher Requirements<sup>1</sup> (N.J.A.C. 6A:9B-7)

### Background

On November 4 2015, the State Board of Education adopted updates to a range of teacher preparation and certification requirements, including substitute requirements. The goal of limiting uncertified substitute teachers is to complement more rigorous initial and standard certification proposals.

### Major Changes From Previous to New Regulations

#### Changes Applicable to All Substitutes

Topic	Previous	New
<b>Creation of secure database of qualified subs for districts</b>	Not currently in regulations	To be created

#### Changes in Service Limits (By Credential/Certification)

Credential/Certification	Previous Service Limit (In Same Class Per Year)	New Service Limit (In Same Class Per Year)
<b>Substitute Credential; Ed Services or Admin. Certificates</b>	20 instructional days, extendable to 40	20 instructional days
<b>Career &amp; Technical Education (CTE) Substitute Credential</b>	20 instructional days, extendable to 40	40 instructional days
<b>Certificate of Eligibility (CE) or Certificate of Eligibility with Advanced Standing (CEAS) <u>not in</u> subject area of classroom where substitute is placed</b>	20 instructional days, extendable to 40	40 instructional days (District must notify the Executive County Superintendent if a teacher with a CE or CEAS substitutes for more than 20 days)
<b>Standard certificate <u>not in</u> subject area of classroom where substitute is placed</b>	40 instructional days	40 instructional days
<b>CE or CEAS <u>in</u> subject area of classroom area where substitute is placed</b>	60 instructional days	<b>Can be extended from 60 instructional days to entire year*</b> For an extension beyond 60 days, CEAS and CE provisional teacher substitutes must: <ul style="list-style-type: none"> <li>• Have a provisional certificate;</li> <li>• Be enrolled in or have completed a mentoring program; and</li> <li>• Be enrolled in or have completed a CE educator preparation program).</li> </ul>
<b>Standard certificate <u>in</u> subject area of classroom area where substitute is placed</b>	Not specified in regulations	<b>Can be extended from 60 instructional days to entire year*</b>

*\* If a teaching position becomes vacant due to a permanent departure (i.e. retirement or resignation), the district must fill it as soon as possible but no later than 45 calendar days after the vacancy's posting (or 60 calendar days for good cause shown).*

### For More Information

- View the [Overview of Changes to Certification Requirements](#) and [broadcast memo](#) detailing rationale.
- To share questions or comments, please email [Licensing.requests@doe.state.nj.us](mailto:Licensing.requests@doe.state.nj.us).

<sup>1</sup> This document provides an overview of requirements for substitutes. For all official matters, such as issues brought before the Board of Examiners, concerned parties should rely on [regulatory requirements at N.J.A.C. 6A:9, 9A, 9B, and 9C](#) as the final authority.