



STATE OF NEW JERSEY

DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: February 10, 2021

To: Chief School Administrators, Charter School and Renaissance School Project Leads, Administrators of Nonpublic Schools

Route To: Human Resources Directors/Certification Staff, Staff Responsible for District Substitute Placement

From: Lisa J. Gleason, Ed.D., Assistant Commissioner
Division of Academics and Performance

Substitute Teacher Service Limits Update for Districts

On January 11, 2021, Governor Murphy signed [Executive Order 214](#). Given that the COVID-19 public health emergency has led to an increase in teaching vacancies and disruptions in the continuity of instruction, the Executive Order extends the number of days certificated individuals serving in an instructional area outside of their credentials may fill vacant teaching positions.

Credential/Certification	Service Limit (In Same Class Per School Year)	Related Process
Substitute Credential; Educational Services or Administrative Certificates	20 instructional days, extendable to 40 instructional days	School district must notify the Executive County Superintendent if individual substitutes in same classroom beyond 20 days.
Career and Technical Education (CTE) Substitute Credential	40 instructional days	n/a
Certificate of Eligibility (CE); Certificate of Eligibility with Advanced Standing (CEAS) <i>not</i> in subject area of classroom placement; and Standard certification <i>not</i> in subject area of classroom placement	Prior to EO 214: <i>CE and CEAS:</i> 20 instructional days, extendable to 40 instructional days <i>Standard:</i> 40 instructional days Temporary Extension Under EO 214: <i>CE, CEAS, and Standard:</i> 40 instructional days, extendable to 60 instructional days	Temporary Extension Under EO 214: School district must notify the Executive County Superintendent using the COVID-19 Public Health Emergency Substitute Service Limit Extension Form if individual substitutes in the same classroom for more than 40 days. The school district must demonstrate that despite efforts, the district could not hire an appropriately certificated teacher within the 40-day period and that the individual serving as substitute is subject to periodic monitoring by a supervisor.
CE or CEAS in subject area of classroom placement	Can be extended from 60 instructional days to up to one academic year in the same classroom; for an extension beyond 60 days, CEAS and CE substitutes must: <ul style="list-style-type: none">• Have a provisional certificate;• Be enrolled in or have completed a mentoring program; and• Be enrolled in or have completed CE or CEAS educator preparation program.	School district must notify the Executive County Superintendent if individual substitutes in the same classroom for more than 60 days.

Standard certificate in subject area of classroom area where substitute is placed	Can be extended from 60 instructional days to up to one academic year.	School district must notify the Executive County Superintendent if individual substitutes in the same classroom for more than 60 days.
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See the New Jersey Department of Education (NJDOE)'s Substitute Credentials [webpage](#) for additional information regarding the temporary provisions in place for substitute teacher service limits during the public health emergency.

New Online Substitute Application Process

Additionally, to facilitate a smoother and more efficient application process, the NJDOE is announcing amendments to the substitute teacher application process for school districts and applicants. Effective on February 10, 2021, all substitute credential applicants must initiate their applications online through the New Jersey Teacher Certification Information System (TCIS). [A Guide for Applicants: How to Apply for a Substitute Credential or CTE Substitute Credential](#) provides detailed information on completing the online application. Once the applicant applies online, the appropriate County Office of Education shall assist with the approval of the substitute credential application in TCIS.

Reminder

A substitute teacher is a certificated individual assigned to temporarily fill a position, whether it be a vacancy caused by retirement or resignation, or a temporary leave due to a short- or long-term absence of the assigned teacher. The NJDOE has many certificate options that allow for service as a substitute teacher. An individual is qualified to serve as a substitute teacher, with varying service limits depending on the type of credential or certification, if he/she/they hold at least one of the following:

- substitute credential;
- certificate of eligibility (CE);
- certificate of eligibility with advanced standing (CEAS);
- standard certificate in any instructional area;
- educational services certificate; or
- administrative certificate.

Contact Information

Questions concerning the new online substitute credential application process can be directed to Rani Singh, Director of the Office of Educator Certification at licensing.requests@doe.nj.gov. Questions concerning the requirements and documentation submission for the substitute credentials can be directed to your [County Office of Education](#).

c: Members, State Board of Education
 Angelica Allen-McMillan, Ed.D., Acting Commissioner of Education
 NJDOE Staff
 Statewide Parent Advocacy Network
 Garden State Coalition of Schools
 NJ LEE Group