



STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: October 13, 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: Jorden Schiff, Ed.D.
Assistant Commissioner
Division of Field Support and Services

Additional Substitute Teacher Credential Pathway

Pursuant to [P.L.2021, c.87](#), individuals who are enrolled in an accredited institution of higher education, have completed 30 semester-hour credits, and are at least 20 years of age are now eligible for a substitute teacher credential. Candidates may apply for a substitute teaching credential under these eligibility rules until June 30, 2023.

Accordingly, candidates for a substitute credential now have two pathways to eligibility and may apply for a substitute credential under either pathway outlined below:

Substitute Teacher Credential Pathway 1 (Per *N.J.A.C. 6A:9B-7.3*):

- Completion of 60 semester-hour credits;
- Credits must be completed at an accredited college or university at the time of application; and
- Credential is valid for five (5) years from the date of issuance.

Substitute Teacher Credential Pathway 2 (Per *P.L. 2021, c.87*):

- Completion of 30 semester-hour credits;
- Credits must be completed at an accredited institution of higher education at the time of application;
- Applicant must be enrolled in an accredited institution of higher education at the time of application;
- Applicant must be at least 20 years of age;
- Credential pathway is available until June 30, 2023; and
- Credential is valid for five (5) years from the date of issuance.

How to Apply for a Substitute Credential

The addition of the new eligibility pathway does not impact the application process currently in place for substitute credential applicants. In February 2021, to facilitate a smoother and more efficient application process, the New Jersey Department of Education (NJDOE) announced amendments to the substitute teacher application process for school districts and applicants. All substitute credential applicants must now 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 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 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