



Middle Township Public Schools

ADMINISTRATION BUILDING

216 South Main Street

Cape May Court House, New Jersey 08210-2499

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Dr. David Salvo, *Superintendent of Schools*

NEW JERSEY SUBSTITUTE CREDENTIAL PROCESS

If you are applying for a NJ Substitute Teaching Certificate please create an account and apply online through New Jersey Educator Certification (NJEdCert) Portal:

<https://njedcert.force.com/manage/s/>

You will need the following completed before you begin the application process:

- **Copy of Fingerprint and Background Check Applicant Approval Employment History**

Applicants must go onto the NJ Office of Student Protection Status website

<https://homeroom5.doe.state.nj.us/chrs18/?app-emp-history> to retrieve the Applicant Approval History document. You will have to upload it as a PDF to your application.

The applicant is not going to be notified when the document is available. It is up to you to check the website. If it is a new Applicant it could take up to 14 days, an archive takes 5 days and a transfer usually takes 2 days to become available.

- **Official Transcripts**

College/University transcripts can be emailed directly to the DOE

certapplication@doe.nj.gov **OR**

sealed hard copies can be mailed directly to the Cape May County DOE **OR**

hand delivered in a sealed official envelope from your institution to Cape May County DOE:

Cape May County DOE

Superintendent of Schools DN701

4 Moore Rd

Cape May Court House, NJ 08210

Once you have a NJEdCert account you can log-in and review your application status and also submit customer service questions.

Once your Substitute Credential has been issued, please print approval to include in the Substitute application packet.

“An Equal Opportunity Employer”