

Morris County Office of Education
Substitute Credential Application Instruction Sheet

(N.J.A.C. 6A:9B-7.1-7) Revised July 2016

Substitute Teacher

The substitute credential is intended only for persons acting temporarily in replacement of a fully certified and regularly employed classroom teacher when the supply of properly certified teachers is inadequate to staff the school.

There are two types of positions that substitutes fill:

- **Vacancy:** A position unfilled due to retirement, resignation, or other cause for permanent departure. School districts are required by statute (N.J.S.A. 18A:16-1.1b) to fill the vacancy within 60 days (extendable by the Executive County Superintendent for good cause).
- **Temporary leave:** A position temporarily unfilled due to a long- or short-term absence.

When a teacher holding an instructional certificate is expected to be absent for five or more consecutive instructional days, a school district shall make every reasonable effort to temporarily replace the teacher according to the following priority order:

1. A holder of a CE, CEAS, or standard certificate with an endorsement in the subject area or grade level appropriate to the classroom;
2. A holder of a CE, CEAS, or standard certificate with an endorsement outside the subject area or grade level appropriate to the classroom;
3. A holder of a substitute credential or an administrative or educational services certificate.

Substitute Teacher Credential Options

There are two ways to qualify as a substitute teacher in New Jersey:

1. Hold a New Jersey instructional (CE, CEAS or standard), administrative or educational services certificate; **or**
2. Hold a New Jersey substitute credential:
 - **Substitute Credential**
 - At least 60 semester-hour credits at a regionally-accredited college or university
 - Criminal history background clearance
 - **Career and Technical Education (CTE) Substitute Credential (authorized to serve only in a CTE classroom)**
 - Two years of full-time work experience in the past five years in a related field
 - Criminal history background clearance

[Handbook](#)

Service Limits and Related District Processes

The following time limits apply to substitute teachers hired by the school/district.

Credential/Certificate	Service Limit (In Same Class Per Year)	Related Process
Substitute Credential; Educational Services or Administrative Certificate	20 instructional days	Upon extenuating circumstances, a substitute may serve up to 40 total instructional days in same classroom. School district must notify the Executive County Superintendent if teacher substitutes in same classroom beyond 20 days.

Credential/Certificate	Service Limit (In Same Class Per Year)	Related Process
CTE Substitute Credential	40 instructional days	N/A
CE or CEAS <u>not</u> in subject area of classroom where substitute is placed	40 instructional days	School district must notify the Executive County Superintendent if teacher substitutes in same classroom for more than 20 days.
Standard certificate <u>not</u> in subject area of classroom where substitute is placed	40 instructional days	
CE or CEAS <u>in</u> subject area of classroom area where substitute is placed	Can be extended from 60 instructional days to up to one academic year; for an extension beyond 60 days, CEAS and CE substitutes must: <ul style="list-style-type: none"> 1. Have a provisional certificate; 2. 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 teacher substitutes in the same classroom more than 60 days.
Standard certificate <u>in</u> subject area of classroom area where substitute is placed	Can be extended from 60 instructional days to up to one academic year	

New Substitute Teacher’s Credential

The substitute credential authorizes the holder to serve for no more than a total of 20 instructional days in the same position in one school district during the school year. Upon extenuating circumstances, a substitute may serve up to 40 total instructional days in same classroom. A school/district must notify the Executive County Superintendent if a teacher substitutes in the same classroom beyond 20 days. Please see below for the procedure.

1. For issuance of a substitute teacher’s credential, the following items should be submitted by the applicant/designee/school/district to the Morris County Superintendent of Schools office:

- 101 form
- [Substitute credential application](#)
- [Oath of allegiance form](#)
- Official transcript with a minimum of 60 semester-hour credits completed at a regionally accredited college/university
- \$ 125.00 personal check, money order or certified check, payable to the “Commissioner of Education” dated within the past 60 days.
- Criminal History Review Unit (CHRU) proof of approval no older than 5 months (printout of CHRU “Applicant Approval Employment History” webpage)
- Authorization for Emergent Hire with a copy of the MorphoTrust USA receipt/confirmation of appointment and confirmation of the online submission of the AA&C, if applicable.

2. For Career and Technical Education (CTE) certification in lieu of 60 semester-hour credits:

- Experience statement from an employer confirming two years of full-time work experience within the past 5 years in the appropriate career cluster **or** a valid occupational license (photo copy acceptable).

3. For Substitute Educational Interpreter:

- High school diploma or GED
- Educational Interpreter Performance Assessment (EIPA) score report with a minimum score of three.

The 20 day limitation does not apply to substitute educational interpreters as they may serve for up to one academic year.

Renewal of a Substitute Teacher’s Credential

The substitute credential may be renewed within six months **prior** to its expiration date.

Renewal applications will only be accepted for valid credentials. If the credential has already expired please follow the procedure above for a “New Substitute Teacher’s Credential”.

For renewal of a substitute teacher’s credential, the following items should be submitted by the applicant/designee/school/district to the Morris County Superintendent of Schools office:

- 101 form
- [Substitute credential application](#)
- [Oath of allegiance form](#)
- Original substitute teacher credential
- \$ 125.00 personal check, money order or certified check, payable to the “Commissioner of Education” dated within the past 60 days.
- Criminal History Review Unit (CHRU) proof of approval (Copy of blue seal letter or printout of CHRU “Applicant Approval Employment History” webpage)
- Letter of verification of continuous employment

Duplicate Substitute Teacher Credential

The Morris County Superintendent of Schools office can only issue a duplicate substitute credential if the original was issued by this office. *There is no fee for a duplicate credential.*

For a duplicate credential, the applicant/designee/school/district must present the following:

- “Request for Duplicate Substitute Credential” [form](#)
- [Substitute Credential Application](#)

Service Limit Extension

School districts are required to report to the county office when any substitute exceeds the regulatory service limit. Note: A substitute credential holder, CTE substitute credential holder, or holder of a certificate with an endorsement outside of the subject being taught may not, under any circumstances, serve more than 40 total days in the same classroom per year.

The following items should be submitted by the school district to the Morris County Superintendent of Schools office:

- [“Substitute Teacher Service Limit Extension” form](#)

Substitute School Nurse

Substitute School Nurse Credential Options

New Substitute School Nurse Credential: Non- Instructional

For issuance of a substitute school nurse credential (*non-instructional, school nurse’s office only*), the following items should be submitted by the applicant/designee/school/district to the Morris County Superintendent of Schools office:

- 101 form
- [Substitute credential application](#)
- [Oath of allegiance form](#)
- Copy of valid New Jersey registered professional nurse license
- Copy of valid CPR and AED certification
- \$125.00 personal check, money order or certified check, payable to the “Commissioner of Education” dated within the past 60 days.
- Criminal History Review Unit (CHRU) proof of approval no older than 5 months (printout of CHRU “Applicant Approval Employment History” webpage)
- Authorization for Emergent Hire with a copy of the MorphoTrust USA receipt/confirmation of appointment and confirmation of the online submission of the AA&C, if applicable.

New Substitute School Nurse Credential: Instructional

For issuance of a substitute nurse **and** teacher credential (instructional - all subjects, all grades), the following items should be submitted by the applicant/designee/school/district to the Morris County Superintendent of Schools office:

- 101 form
- [Substitute credential application](#)
- [Oath of allegiance form](#)
- Official transcript with a BSN degree conferred by a regionally accredited college/university
- Copy of valid New Jersey registered professional nurse license
- Copy of valid CPR and AED certification
- \$125.00 personal check, money order or certified check, payable to the “Commissioner of Education” dated within the past 60 days.
- Criminal History Review Unit (CHRU) proof of approval no older than 5 months (printout of CHRU “Applicant Approval Employment History” webpage)
- Authorization for Emergent Hire with a copy of the MorphoTrust USA receipt/confirmation of appointment and confirmation of the online submission of the AA&C, if applicable.

Duplicate Substitute Nurse Credential

The Morris County Superintendent of Schools office can only issue a duplicate substitute credential if the original was issued by this office. *There is no fee for a duplicate credential.*

For a duplicate credential, the applicant/designee/school/district must present the following:

- [“Request for Duplicate Substitute Credential” form](#)
- [Substitute Credential Application](#)
- Copy of valid New Jersey registered professional nurse license
- Copy of valid CPR and AED certification

Credential Validity

The substitute credential is valid in any county of the state. It is *no longer necessary* to have the holder of the credential register with the non-issuing county office.

Athletics Personnel

Per N.J.A.C. 6A:9B-6.5(l): The holder of a substitute credential is authorized to serve as an athletic coach in the district pursuant to N.J.A.C. 6A:9B-5.18(c). The 20-day limitation pursuant to (c) above shall not apply to such coaching situations as coaches may serve for up to one academic year.