SUBSTITUTE CERTIFICATION INSTRUCTIONS

To apply for a substitute credential (initial or renewal), you must create an account in NJEdCert. and should follow the directions provided on each screen to complete the application. https://njedcert.force.com/manage/s/ Once you submit the fee (Please note: The fee is being waived at this time - UNTIL JUNE 30, 2024 - and you will follow the prompts they give with a mock card number), you will be able to upload your fingerprint clearance directly to your account, and the college must submit your official transcript via email. If you have your transcripts sent via postal service (they will need to be sealed in the original envelope), please be sure to send them to this address:

Burlington County Office of Education
P.O. Box 6000
Mount Holly, NJ 08060
Attn: Lisa Baker

For renewals, if you have been continuously employed, with no break-in service, the district/school/vendor may provide you with verification of continuous employment to include with the application.

If you apply for the wrong certification, there is no way to correct it in the system. The application will be denied, and you will be charged $70.

As a substitute applicant, to help avoid this please keep these things in mind:

1. You are applying for a Credential Application - Instructional
2. Applicants must upload a copy of their criminal history clearance.
3. Foreign transcripts still need to be evaluated. Paper copies can be accepted and uploaded to the applicants application.