

## **Obtaining a Substitute Teaching License**

- ❖ Applications are only available at school districts. Visit your local school district's website. Usually, there is a link to substitute positions under "Job Openings" or a similar link. You'll find more information or a link to how to apply.
- ❖ Applicants must have completed 30 college credits to apply for a NJ Substitute Teaching License. An original transcript must be attached to the application.
- ❖ The cost is \$203.00 (application \$125, fingerprinting \$67.00, \$11.00 state administration).
  - The check or money order used for payment cannot be more than three weeks old.
  - The substitute license replacement cost is \$60.
  - Archiving the substitute license cost is \$32.50
- ❖ After receiving criminal background clearance the district will send the application and accompanying paperwork to a County Superintendent's office for further processing.
- ❖ Once approved by the County Superintendent's office, the substitute license is mailed to the district.
- ❖ The district will notify the applicant when the license has been received.
- ❖ **Please be advised that the processing timeline is approximately 2 months.**

### **Additional information:**

Fingerprinting application instructions:

[https://stockton.edu/education/documents/Criminal\\_History\\_Review\\_Instructions.pdf](https://stockton.edu/education/documents/Criminal_History_Review_Instructions.pdf)