

TCIS Substitute Credential Application Process: a Step-by-Step Guide to Obtaining a Substitute License

(updated as of Feb. 2022)

Note: Only begin this process AFTER you have been fingerprinted and AFTER your CHBC results are in the possession of the “sponsor district” that you’ll be using to “sponsor” your licensure. If you need more information on fingerprinting, please visit [the Office of Clinical Experience's website](#).

1. Teacher Certification Information System (TCIS) Process

- a. Visit the [TCIS website](#). If you have technical problems, email TCIS techassist@doe.nj.gov
- b. Click on “New Users Must Register First” and enter the required information.
- c. You will receive your Username and Password at the email address provided.
- d. Login to the TCIS system.
- e. Click on “Apply Online.”
- f. Click “Credential Application.”
- g. Click “Substitute Credentials.”
- h. Select the bubble for “Substitute Teacher Credential (9041)”, and “Submit.”
- i. Complete the Oath of Allegiance.
- j. Sign the Verification of Accuracy: signature = initials + last 4 digits of your social security number without spaces. Example: AB1234
- k. Make payment of \$125. Credit card required.
- l. Review application confirmation.
- m. Print a hard copy, and print to PDF, a copy of your Application Confirmation Page
- n. Check your email account for confirmation that your request for certification has been received (with tracking number), and be sure to PDF a copy of that page as well.

2. Submit your documents to the Essex County Office (if you used SHU as your “sponsor” for CHBC).

***If you did NOT use SHU, then these next steps will look different for you; Therefore you MUST check with your sponsoring school district where/how they want you to email or mail your documents to!!!

- a. You must gather and submit the following documents:
 - i. a copy of your TCIS Application Confirmation page (letter “n.” above)
 - ii. a copy of your [CHBC Approval Form](#)
 - iii. an official copy of your transcripts
 1. [Request an Official Transcript from SHU](#) or previously attended institution to show that you have completed 60 credits (or that you have completed 30 credits as long as you are 20+ years old).
- b. If your college/university provides electronic copies of your transcripts, please have them sent **directly** to Eunice.Moore@doe.nj.gov. (Do **not** email them to yourself and then forward outwardly). If you choose to get your transcripts sent electronically, you may also email your other documents (i. and ii. listed above) as PDFs to Eunice Moore.
- c. If your college/university only provides paper copies of your transcripts, please have them postal-mailed to yourself, KEEP THEM SEALED, and then mail them (along with copies of documents i. and ii. listed above) to:

*Essex County Office of Education
Leroy Smith Public Safety Building
60 Nelson Place, 1st floor South
Newark, NJ 07102-1501*

Attn: Eunice Moore

3. Check application status at: https://www-doe.state.nj.us/DOE_TCIS_ASC/app
 - a. After entering your information, select “View All Certificates” and then print the page and also save to PDF. (Issuance/approval may take 2-4 weeks).
 - b. Keep your document(s) handy in your own records until someone requests a copy
 - c. Congratulations! The credential is valid for 5 years.

Note: When it becomes decided which school you will be working at, you may have to [archive](#) your fingerprints to that specific host district.