

How to Apply for your Substitute Certification

Thank you for your interest in Clark Public Schools. We are always looking for qualified substitutes who are dedicated to positively interacting with our students and keeping the learning process moving forward while the classroom teacher is absent.

STEP 1

****Applicants must obtain their fingerprints first before completing the online application. Please go to the Clark Public School district main page, (www.clarkschools.org) under "Departments", click the "Human Resources Tab," go to Employment Forms and Links, and this is where you can apply for the criminal history background check.***

Once the applicant has the criminal history clearance, they will need to upload it to their file at the time of the application.

STEP 2

Complete the online application by going to www.nj.gov/education/certification

Please go to the Quick Links Heading:

Click NJ Educator Certification (NJEdCert) Open!

Step 3

Click on [NJEdCert – this is in Blue](#)
[CREATE AN ACCOUNT](#)

Step 4

Complete the online application. Towards the end of the application the applicant will be able to upload their fingerprints. Once the application is complete, the applicant will need to contact their college or university and request they send an electronic transcript to the department: certapplication@doe.nj.gov

IMPORTANT – When you apply you will need to apply for a Substitute Credential – That is the new name.

***For colleges that do not have the electronic transcripts available the applicant requests an official transcript and may bring it to the Union County Office in a sealed envelope from the college. If it is not in a sealed envelope, it will not be accepted.**

Once the applicant is notified of their Sub Certificate approval, please contact Terri Rodrigues at the Clark Board of Education for further instruction.

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