



CENTER FOR TEACHER PREPARATION AND PARTNERSHIPS

Education and Professional Studies Building, Room 203A
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Obtaining a Substitute Teaching License

- ❖ Applications are only available at school districts.
- ❖ Applicants must have completed sixty college credits to apply for a NJ Substitute Teaching License. An original transcript must be attached to the application.
- ❖ The cost is \$203.50 (application \$125, fingerprinting \$67.50, \$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.
- ❖ 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.**