[http://web.njcu.edu/advancement/sig.png](http://www.njcu.edu/home.aspx) ****

**Center for Teacher Preparation and Partnerships**

Education and Professional Studies Building, Room 203A

201-200-3015, [ctpp@njcu.edu](mailto:ctpp@njcu.edu)

**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 $203.00 (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.**