



# LAWRENCE TOWNSHIP PUBLIC SCHOOLS

Personnel and Administrative Services Department  
www.ltps.org • 2565 Princeton Pike, Lawrenceville, NJ 08648 • 609-671-5440

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Director

## *Substitute Teacher Certification Process*

Applicants who do not hold a lifetime New Jersey Instructional Certificate will require a Substitute Credential certification issued by the New Jersey Department of Education for the following positions:

- Substitute Teachers
- Out-of-District Coaches
- Out-of-District Extra-Curricular Advisors/Instructors
- Substitute School Nurses

### STEP 1: SEEK AND OBTAIN A SPONSOR SCHOOL DISTRICT FOR CRIMINAL HISTORY CLEARANCE

- If you are here, then Lawrence Township Public School District is your sponsoring school district. Applicants not seeking substitute employment with LTPS should apply to the appropriate district as any outside applications will not be processed.
- New applicants and returning applicants who have had a break in service for more than school year, must apply to be a substitute at [www.ltps.org/Departments/Personnel/Employment](http://www.ltps.org/Departments/Personnel/Employment) Opportunities.
- If you are already a staff member and are looking to obtain your substitute certification, please contact Nadia Kulak at [nkulak@ltps.org](mailto:nkulak@ltps.org) to obtain a letter of Continuous Employment can be sent to the county office.

### STEP 2: COMPLETE FINGERPRINTING/CRIMINAL HISTORY RECORD CHECK PROCESS

- Print the following instructions, be sure you are connected to a printer and have your credit card ready.
- Be sure to select “substitute teacher” as the position whether you are a new applicant or archiving/transferring your prints. Go to the [Office of Student Protection](#) to review the three different types of applications to select from to complete the Criminal History record check.
- The current fee for new applicants for school employment, including nonpublic schools is \$66.05. There is also a \$10.00 administrative fee that is charged by the ODE plus a \$1.00 convenience fee charged by the vendor NicUSA.
- The current fee for the archive submission is \$28.75 plus a \$1.00 convenience fee for NicUSA.
- The current transfer fee (only substitutes and bus drivers are eligible) is \$6.00.
- After completing the application from the Office of Student Protection, you will be presented with three required steps:
  - View and/or print your New Administration Fee Payment Request confirmation page
  - View and/or print your IdentoGo NJ Universal Fingerprint form
  - [Click here to schedule your fingerprinting appointment with Idemia](#)
- Service code for Public School Employment is 2F1FB1
- Service code for Bus Driver is 2F1GSH
- Lawrence Township Public School District code is 2580, county code 21
- In approximately 2 weeks after you are fingerprinted, you will be able to view and print your “Applicant Approval Employment History via the Office of Student Protection website. Please give a copy to your employer.



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## STEP 3: APPLY FOR THE SUBSTITUTE CREDENTIAL ONLINE AND UPLOAD YOUR CRIMINAL HISTORY APPROVAL

- While you are waiting for your prints to be processed, create an account in the [NJEdCert System](#)
- Follow the directions provided to complete the application process\*\*be sure to select the correct certificate (60 college credits or 30 credits) and the \$125.00 application fee. For the 30-credit credential, you must be currently enrolled in an accredited college or university and 20 years of age or older. Verification of enrollment will be required.
- Be sure to note your case number
- Once you have received your criminal history approval, upload it directly to your account

## STEP 4: SEND OFFICIAL COLLEGE TRANSCRIPTS AND NOTIFY PERSONNEL AT LTPS

- Have your college/university email your transcripts to [certapplication@doe.nj.gov](mailto:certapplication@doe.nj.gov)
- Send an email to Nadia Kulak, Personnel Specialist at [nkulak@ltps.org](mailto:nkulak@ltps.org) with the date of your application and your case number and confirm the following:
  - Criminal History approval was uploaded
  - Transcripts were sent to the above noted email address

## STEP 5: LOCATE YOUR SUBSTITUTE CERTIFICATE

Once everything is completed and processed, it does take time for the certificate to be issued. Please check your NJEdCert account periodically. You cannot be approved as a substitute until the Personnel office has received your certificate.

### *FAQs*

1. Does the district reimburse for substitute teaching credential certification?  
**A. No, the district does not reimburse the \$125.00 fee to applicants.**
2. Does the district reimburse for NJDOE fingerprinting clearance?  
**A. No, the district does not reimburse for fingerprinting.**
3. Can a substitute teacher work in more than one district in New Jersey?  
**A. Yes, a substitute may work in multiple districts with a county certification. You must transfer/archive your prints to the new district.**
4. Where do I find my contributor case number?  
**A. The contributor case number is a unique identifier assigned to the applicant and can be found in box 7 on the IdentoGo/Morpho Trust fingerprint form.**
5. Is there an option to renew a substitute teaching credential certificate on NJEdCert?  
**A. No, you will have to apply as a new applicant.**
6. Who do I contact at Lawrence Township Public School District for additional information?  
**A. You may contact the Personnel Office at 609-671-5440.**