

# RENEW YOUR SUBSTITUTE CERTIFICATION

**To renew your substitute teaching certificate in New Jersey, there're 6 requisites you'll need to submit:**

- Your original application for the New Jersey Substitute Teaching Certification.
- An Oath of Allegiance form. You can find this form on the New Jersey Department of Education's website.
- Your original unexpired Substitute Teaching Certificate.
- A Criminal History Review Unit clearance letter. You are able to submit a copy of this letter, the original is not required.
- A letter of continuous employment.
- A \$125 fee payable to Commissioner of Education.

In New Jersey, a Substitute Teaching Certificate is valid for 5 years. You can start your renewal process within 6 months prior to its expiration. Before this date, the Department of Education will not accept any paperwork. Besides, if your certification has already expired, you might have to undergo different steps and pay extra fees. It is important that you're aware of this 6-month gap to submit the requirements for your renewal.

	Renew Teacher Credential	Renew Nurse Credential
Online Application	✗	✗
Official transcript	✗	✗
Successful Background Check	✗	✗
Valid NJ RN License		✗
Current BLS Certificate		✗
Letter of Continuous Employment	✗	✗