



410 Bogert Road, River Edge, NJ 07661  
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## **Guide to become a substitute teacher for the River Edge School District:**

### To qualify:

An individual must possess a minimum of 60 semester- hour credits from a regionally accredited college or university.

Visit <https://www.applitrack.com/riveredgeschools/onlineapp/> to apply for a qualifying position. County Substitute applications will not be processed without a completed employment application.

## **How to Apply for a Substitute Credential**

**Step One:** Seek and Obtain a Sponsor School District for Criminal History Record Clearance.

**Step Two:** Complete Criminal History Record Check Process:

**See Page 2 for detailed Instructions**

**Step Three:** Apply for the Substitute Credential Online

Apply online and pay the \$125.00 application fee at [https://www-doe.state.nj.us/DOE\\_TCIS\\_ONLINEED/](https://www-doe.state.nj.us/DOE_TCIS_ONLINEED/) .

**New users must register first.** Once registered and logged in: **click “Apply Online”**; **click “Credential Application”**; **click “Substitute Credential”**; **select “Substitute Teacher Credential (9041)”** ; **Complete “Oath of Allegiance” Form** (To sign the oath digitally provide initials and last 4 digits of SSN); **Verify** the payment details and **click “Submit”**; Once redirected to the payment page, **enter** credit card details and **click “Submit”**; **“Application Confirmation”** - Upon successful completion of application and payment, candidate will be provided with a conformation page with the application details.

*Questions concerning technical use of TCIS may be resolved by emailing [TCIStechassist@doe.nj.gov](mailto:TCIStechassist@doe.nj.gov)*

Upon completion of the online application, Applicants should record their individual Tracking Number generated by TCIS during the application process, and then submit the following information/documentation **with your tracking number** to the River Edge Board Office or email [judgek@riveredgeschools.org](mailto:judgek@riveredgeschools.org) .

- 1.** Sealed college transcripts proving at least 60 college credit hours (substitute credential) **or**; and
- 2.** Approved [criminal history status check](#).



## New Applicants Applying For Criminal History Review (CHR)

River Edge District Code: 4410    Bergen County Code: 03    School Code:

000 Service Code for Public School Employment: 2F1FB1

### Instructions for New Applicants:

1. Access the Office of Student Protection's direct web address to begin the process. The web address is: <https://www.nj.gov/education/crimhist/>. Follow links for "new applicant" and "new applicant process" until you reach the "**On-Line Applicant Authorization and Certification (AA&C)**"
2. Select the first option: "**New Administration Fee Request (New Applicants Only)**" and enter your Social Security number to ascertain if you are eligible for the process. The screen displays four (4) options as to the job position(s) and employer. Please select option number one (1) "*All Job Positions, except School Bus Driver and Bus Aides, for Public Schools, Private Schools for Students with Disabilities and Charter School*".
3. Complete the requested applicant information to include the county, district, school codes (noted above) and proceed to the Legal Certification. In order to continue with the ePayment process, read and accept the terms of the Applicant Authorization and Certification form by checking the box.
4. Please complete the required payment information. There is a \$10.00 administrative fee for the department to process the request and issue an approval letter. There will also be an additional \$1.00 convenience fee charged by the private vendor, NicUSA for processing the credit card information. Methods of payment are Visa, MasterCard, American Express or Discover credit cards.

You must click the "**Make Payment**" button only one time to complete the transaction. After completing the transaction View and/or print your New Administration Fee Payment Request confirmation page

5. Go to the [Identogo Website](#) to schedule an appointment and pay fingerprinting fees (\$66.05 for those who have never been fingerprinted in New Jersey or \$29.75 if previously printed through the NJDOE subsequent to March 2003). Service code listed above.
6. Attend the scheduled appointment time and get fingerprinted. Make sure to bring the following to your scheduled appointment:
  1. Picture Identification (ID) ; Note: Foreign passports will no longer be accepted as proof of identification;
  2. Identogo New Jersey Universal Fingerprint Form; and
  3. [Verify criminal history status form](#).Select "**Applicant Approval Employment History**", enter your social security number and date of birth. Once approval opens print it for your records and notify the District that it has been approved.

**Note:** It will take approximately two weeks after you have been fingerprinted to verify approval.