



WEST MILFORD TOWNSHIP PUBLIC SCHOOLS

46 Highlander Drive
West Milford, NJ 07480
973-697-1700
FAX: 973-697-8351

CERTIFIED SUBSTITUTE APPLICATION INSTRUCTIONS

“New Jersey First Act”

“Effective September 1, 2011, all employees of school districts must reside in the State of New Jersey, unless exempted under the law. If you already work for the school district as of September 1, 2011, and you do not live in New Jersey, you are not required to move to New Jersey. However, if you begin your office, position or employment on September 1, 2011 or later, you must reside in New Jersey. If you do not reside in New Jersey, you have one year after the date you take your office, position or employment to relocate your residence to New Jersey. If you do not do so, you are subject to removal from your office, position or employment.”

INSTRUCTIONS

- If you hold a **New Jersey Teaching Certificate** (Teacher & Special Class Aide Applicants Only) please upload a copy of your New Jersey Teaching Certificate or Certificate of Eligibility on Applitrack with your application. Please complete steps 1 and 2.
- If you have a Substitute Certificate in the State of New Jersey, please upload it with your application, so that we have a copy of it for our files. Please complete steps 1 and 2.
- If you do not have a New Jersey Teaching Certificate or County Substitute Certificate, and would like to apply to substitute in the classroom, a minimum of 60 college credits and the below items are required: *(from an accredited college)*
 - Complete steps 1 through 3 and request an official transcript of your undergraduate work to be sent **directly** to: West Milford Board of Education, 46 Highlander Drive, West Milford, NJ 07480, to the attention of Laura Brescia
- If you are applying for a **substitute NURSE** certificate please follow steps 1 through 3. Please provide a copy of you R.N. License in lieu of college transcripts.

STEP 1

- **Complete a West Milford Township Application**

Please fill out the electronic application for substitute teachers via <http://www.applitrack.com/wmtps/onlineapp>. The forms listed below in step 2 must be completed and returned, in person to the Board of Education Office, in a timely manner. The hours of operation are 8:00 AM - 4:00 PM. **Please email Laura Brescia at laura.brescia@wmtps.org or call 973-697-1700 ext 5056 for an appointment.**

STEP 2

- **Criminal History Authorization** *(This form must be completed for all positions)*

An Online “**Applicant Authorization and Certification**” needs to be completed. Log onto the State website (www.nj.gov/education/educators/crimhist/.) The \$10.00 administrative fee + \$1.00 convenience fee will be paid at the State website. The methods of payment are Visa, MasterCard, American Express or Discover credit cards. **On this form you will need our county code which is 31 and our district code which is 5650.** This form must be completed before you can schedule to have your fingerprints scanned. **View and print a copy of the completed form.**

- **Fingerprint Process-** Once you have completed the above step, you will be able to complete the IdentoGO NJ Universal Fingerprint form. Complete the blocks on this form that have not been pre-populated and then click submit. This will send you to the Morpho Trust link where you will schedule your appointment. On this form you will need the code for public school employment which is 2F1FB1. The fee for fingerprinting is now \$66.05. Once you have scheduled your appointment and paid the fee you will be able to print your IdentoGo form which you must take with you to your appointment.

** If you have been fingerprinted after February 21, 2003, your fingerprints can be archived. Follow the Criminal History Authorization process as stated above clicking on Archive Application Request. The applicant will need to provide the PCN number shown on their approval letter from the State. The processing fee for an archive is \$28.75 plus a \$1.00 convenience fee.

- **Proof of Citizenship Form I-9** *(This form must be completed for all positions)*
To complete this form you must present either one item from Column A or one item each from Column B and C. **This form must be completed in person with original documents.**

- **W-4 Form** State and Federal

- **Mantoux Test**

The Mantoux Test for tuberculosis must be current within six months. This test can be done after you have been approved at a Board of Education Meeting.

The Mantoux form must be returned before you can substitute.

- *Emergency Information Form*
- *Substitute Confidentiality Agreement*

STEP 3

Apply for the Substitute Credential Online

Apply online in the Teacher Certification Information System (TCIS)

<https://nj.gov/education/license/tcis/index.html> for the substitute credential and pay the \$125.00 application fee. Questions concerning technical use of TCIS may be resolved by emailing TCIS techassist@doe.nj.gov. After applying please send confirmation to Laura Brescia at laura.brescia@wmtps.org

After all required forms are returned to the Board of Education Office, an interview will be scheduled with a District administrator or supervisor. Upon recommendation, your application will be submitted for approval by the Board of Education. You will be notified by letter when approval is complete. **If you have any questions, please call Laura Brescia at 973-697-1700 ext 5056, between the hours of 8:00 AM - 4:00 PM.**

Note: All substitute positions will be required to complete online training through Global Compliance Network (GCN). Information will be provided upon approval.