

CHECKLIST FOR SUBSTITUTE TEACHERS

DO NOT RETURN ANY PAPERWORK TO THE STATE!

- ___ Substitute Teaching Application on [Applitrack](#)
- ___ I-9 Employment Eligibility Verification (2 forms of ID shown IN THE OFFICE)
- ___ [W-4 form](#)
- ___ [NJ Employee Withholding Allowance Certificate](#)
- ___ Official College Transcript of 60 credits or more
**Must be a document from the institution attended!*
- ___ Mantoux Intradermal Tuberculin Test results
- ___ Teaching Certificate or NJ County Substitute Certificate
When applying for a [County Substitute Certificate](#) the following is needed:
 - [Application for County Substitute Certificate](#)
 - [Oath of Allegiance](#)
 - Money Order or Certified Check in the amount of \$125.00 made out to the Commissioner of Education
- ___ Criminal History Clearance Letter ([directions can be found here](#))
- ___ [Take Substitute Quiz](#)

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Return all paperwork to:

Marybeth Van Eeuwen
315 Ramapo Valley Road
Oakland, NJ 07436
Phone: 201-337-6156 x4019