NJDOE TCIS – Substitute Credentialing Online Implementation



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Update to Substitute Credentialing Process

- This new process will allow new substitute credential applicants and those seeking a renewal to apply online for substitute credentials.
- The \$125 fees can be paid using credit cards via online payment interface (NIC USA) linked within the Teacher Certification Information System (TCIS) application.
- Credentials will be issued electronically and are valid for 5 years from the date of issuance. Applicants can print credentials upon issuance.



Teachers Certification Information System - Online



Welcome to Teacher Certification Information
System - Online. The TCIS-Online is the gateway
for teachers to apply for new certificates as well
accessing information from the Office of
Certification and Induction, such as the status of
an application and details on what certificates
and endorsements a teacher holds.

User Id: TLAPTechAssist@doe.nj.gov

(Your Reg. Email)

Password:

Login Reset

I'm not a robot

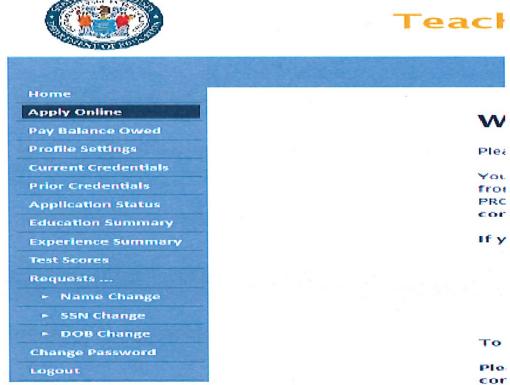
New Users Must Register First
Forgot your password?



Log into the Teacher Certification Information System (TCIS) at www.tcis.nj.gov. New users should select "New Users Must Register First".









Click on "Apply Online" from the menu at the home page at TCIS application





Teachers Certification Information System - Online

Apply for New Certification/Credentials/Evaluation

Certification / Credential Selection

⇒ Please choose from the following options:

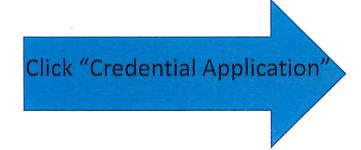
Applicant Name: VETERAN, MILITA

Certification Application

Note: Use this Option to apply for CE, CEAS, Standard, Emergency, Charter School Certificate(s) or to request a transcript evaluation.

Credential Application

Note: Use this Option to apply for Substitute(New!), Mortuary, Chiropractic or School Safety Specialist Credentials.



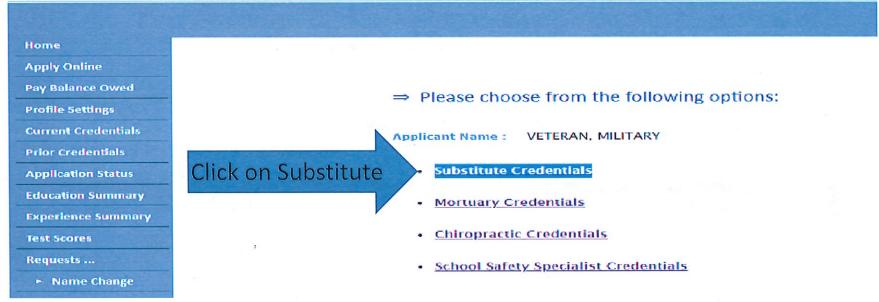


Click on "Credential application" option to apply for credentials.





Teachers Certification Informat





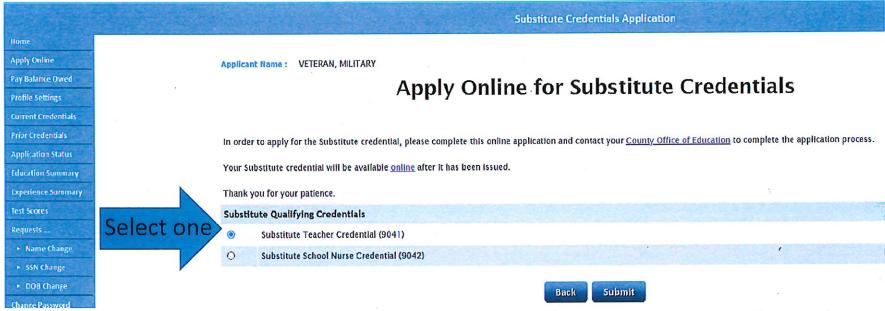
Click on "Substitute Credentials" option from the available options.





Teachers Certification Information System - Online

Department Certification





The candidate can choose from the available substitute credentials (Teachers, or School Nurse) as appropriate and should click on submit.

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B. Oath of Allegiance (Choose one of the following)

Option I:

O I, Military Veteran do solemnly swear, (or affirm) that I will support the Constitution of the United States and the Constitution of the State of New Jersey, and that I will bear true faith and allegiance to the authority of the people, so help me God

Option II

O I, Military Veteran do solemnly swear, (or affirm) that I will support the Constitution of the United States and the Constitution of the State of New Jersey, and that I will bear true faith and allegiance to the authority of the people

C. Certification (Failure to complete these items will result in rejection of the candidate's application for certification)

- 1. Have you ever been convicted of, pled guilty, no contest or nolo contenders to, or had adjudication withheld to a crime or offense, including DUI, in New Jersey or any other state or jurisdiction?
 (If yes, complete and submit a Criminal/Offense Information Form to the address indicated at the end of the form)
- 2. Have you ever had an education or other professional certificate, license or credential revoked, suspended, invalidated or denied for cause in New Jersey or any other state or jurisdiction?
 (If yes, enclose a signed statement providing the pertinent details and any official documentation.) Download Form
- 3. Have you ever surrendered or relinquished an education or other professional certificate, license or credential in New Jersey or any other state or jurisdiction?

(II yes, enclose a signed statement providing the pertinent details and any official documentation.) <u>Download Form</u>

- 4. Are you the subject of any pending action or proceedings against your education or other professional certificate(s), license(s) or credential(s) in New Jersey or any other state or jurisdiction?

 (If yes, enclose a signed statement providing the pertinent details and any official documentation.) <u>Download Form</u>
- 5. Have you ever resigned, retired or been dismissed or suspended from an education-related position in New Jersey or any other state or jurisdiction following allegations of misconduct?

 (If yes, enclose a staned statement providing the pertinent details and any circular documentation.) <u>Degrings Form</u>
- 5. Are you the subject of any civil, criminal or administrative investigation in New Jersey or any other state or jurisdiction?

(If yes, encose a signed statement providing the pertinent details and any official documentation 7 Download Form

D. Verification of Accuracy

i, Military Veteran being a US citizen, certify that all statements and information provided herein are true and accurate.

Applicant's Signature (Initials with Last 4 SSN without spaces)

ate: 01/04/2021



The applicant will have to complete the oath form with any criminal and/or cert revocation details. To sign the oath digitally provide initials and last 4 of SSN.

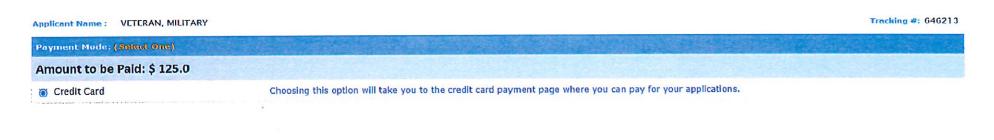


Apply New Certificate(s) Online

Payment Details

Notes:

- · Verify Payment details and click on 'Submit' to proceed further.
- Please be aware that incomplete applications will expire after six months. Note that these fees are non-refundable after expiration pursuant to NJAC 6A:9B-54



Submit

Verify the payment details and click "Submit".

Note: If applicant has previous credit, the forwarding amount will be displayed and automatically applied to the new fee. A credit card must be used to pay the remaining balance.





Customer Information		
Address Military Votoran 123 Main Stroot LAWRENCEVILLE, NJ 08648		Phone Number 111-111-1111
Country United States		Email Address TLAPTECHASSIST@DOE.NJ.GOV
Payment Information		
Credit Card Number [∞]	Credit Card Type	
41111111111111	VISA DISCOVER	
Expiration Month ^a	Expiration Year *	
03 - March 💙 📀	2023 🕶 🙋	
Security Code *		4
123		
Name on Credit Card *		
test		

Once redirected to payment page, enter credit card details and click "Submit".



Tracking #: 6

Application Confirmation - Substitute Credentials

Applicant Name: VETERAN, MILITARY

Your application has been submitted.

Your Tracking Number: 646213 Your Application Number: 11 Your 55N: xxx-xx-x777

Your Address: 123 Main Street LAWRENCEVILLE , NJ, 08648

YOUR APPLICATION AND ANY CREDIT CARD PAYMENT ARE CONFIRMED, DO NOT GO BACK TO THE CREDIT CARD PAYMENT PAGE AND CLICK 'SUBMIT' AGAIN, OR YOU WILL BE BILLED AGAIN.

To complete your substitute certificate application, please contact your County Office of Education

Notes:

- 1. Please be aware that incomplete applications will expire after six months. Note that these fees are non-refundable after expiration pursuant to NJAC 6A:98-5.4
- 2. If you are eligible for the certificate, it will be issued and all the information about certificates will be available online, including certificate name, certificate ID number, date of issuance, and expiration date if applicable. Please see instructions to view this information. Paper certificates will no longer be issued.
- 3. If your require a change to your online profile, please complete an online request and complete the forms below and email form and supporting documents to : certapplication@doe.nj.gov



Upon successful completion of application and payment, candidate will be provided with this conformation page with the application details.