



## WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT

321 Village Road East  
West Windsor, New Jersey 08550  
Phone: (609) 716-5000  
Fax: (609) 716-5012

### WWP SUBSTITUTE APPLICANT CHECKLIST

#### **Substitute Who Holds a New Jersey Teaching Certificate(s):**

- Copy of certificate(s)
- Substitute Teacher Online Application
- Fingerprints Criminal History Review: New Applicant/Archive/Transfer

#### **Substitute Who Holds a County Substitute Certificate:**

- Copy of County Substitute Certificate
- Substitute Teacher Online Application
- Fingerprints Criminal History Review: Archive/Transfer

#### **Substitute Who Is Applying for a County Substitute Certificate:**

- A college degree **OR** a minimum of **30** college credits
  - Substitute Teacher Online Application
  - Fingerprints Criminal History Review: New Applicant/Archive
  - Create an account in the New Jersey Educator Certification Platform (NJEdCert)  
<https://njedcert.force.com/manage/s/>
    - Submit a **Credential Application** and complete the **Oath of Allegiance**
    - **Pay the \$125 Fee (waived by Governor Murphy for the 23-24 School Year)**
    - Provide the School District with your **NJEdCert Credential Application Details**
    - Download your **Fingerprint Approval History** using this link:  
<https://homeroom5.doe.state.nj.us/chrs18/?app-emp-history>. Then, upload the record to your NJEdCert Credential Application under **Background Check**.
  - Official Undergraduate Degree Transcript or Original Copy of the Transcript Evaluation** of your Foreign Undergraduate Degree showing Credits Earned and Grade Point Average (GPA). Please have the Academic Institution email your transcript **directly** to the Mercer County Department of Education (DoE) at [certapplication@doe.nj.gov](mailto:certapplication@doe.nj.gov). For Transcript Evaluations, please order a hard copy addressed to the Board of Education Receptionists, which will be shared with the DoE on your behalf.
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#### **All Substitute Teacher applicants must submit an online application:**

<https://westwindsorplainsboro.tedk12.com/hire/ViewJob.aspx?JobID=3575>

**Upon hiring, all substitutes, regardless of the type(s) of certificates held, must complete all assigned tasks on the Unified Talent (TalentEd) platform.**

**To provide appropriate work authorization documentation, please review the List of Acceptable Documents on the Form I9. You will need to upload your records into the TalentEd platform and also bring them to the Board of Education for in-person verification.**