



Instructions for Obtaining a Substitute Certificate

The following is required to apply for a Bergen County Substitute Certificate

- Completed [County Substitute Certificate Application](#)
- Notarized** [Oath of Allegiance Form](#)
- Money order** in the amount of \$125.00 made payable to:
 - "NJ Commissioner of Education"
- [Criminal history approval](#) listing:
 - District Code - **3710**
 - Position - **Substitute Teacher**
- Official** transcripts reflecting a minimum of 60 college credits
 - Hardcopies in a sealed envelope only - electronic transcripts will not be accepted. In order to speed up this process you may want to have your transcripts mailed directly to:
Christine Saljanin
NVRHS - Admin Bldg
162 Knickerbocker Road
Demarest, NJ 07627

**Call Christine Saljanin at 201-768-2200 ext 12324 to schedule an appointment to return and review all completed documents.
Applicants will only be seen with a scheduled appointment.**