



## Lacey Township School District

### APPLICANT CHECKLIST FOR SUBSTITUTE TEACHER CERTIFICATION

Thank you for your interest in Lacey Township School District! After completing your online application and interview, please review the steps below to ensure a smooth process in obtaining your certification.

Applicant Name: \_\_\_\_\_

Applicant Phone Number: \_\_\_\_\_

Applicant email: \_\_\_\_\_

1. Substitute applicant must first complete the criminal history review/fingerprinting process (initial application or archive application; refer to separate “fingerprinting instructions”)

2. Once criminal history review/fingerprinting clearance letter has been received, applicant must also complete/submit the following to the Human Resources Department:

- Substitute Credential application
- Oath of Allegiance (must be notarized)
- Undergraduate transcripts showing 60 credits (must be sealed original with school stamp; not student copy)
- \$125 money order or check made out to “Commissioner of Education”
- Criminal History/Fingerprint clearance letter

3. Upon receipt of above, HR will send the completed application packet to the Ocean County Superintendent’s Office for processing. HR will notify the applicant when the substitute certificate has been approved.

Lacey Township School District HR contact:  
Dina Scala, HR Manager, 609-971-2000 ext. 1013, [dscala@laceyschools.org](mailto:dscala@laceyschools.org)  
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