

IN ORDER TO BECOME A SUBSTITUTE IN THE HADDON HEIGHTS SCHOOL DISTRICT,
PLEASE SUPPLY THE FOLLOWING DOCUMENTATION:

RESUME

**COPY OF TEACHER CERTIFICATION OR
COPY OF SUBSTITUTE CERTIFICATION**

If you do not have a substitute certification, please supply original transcripts with at least 60 credits along with an undated certified check or money order for \$125.00 made payable to the Commissioner of Education

PHYSICAL EXAM, MANTOUX (TB) TEST, DRUG SCREENING

To be done by School Doctor (instructions will be given later)

COPY OF FINGERPRINTING

If you have never been fingerprinted through a school district:

- The employer must provide the applicant/employee with the county (Camden 07) and district (Haddon Heights 1880) names and codes along with the following information:
- All applicants must submit their Applicant Authorization and Certification by going to the Criminal History website at <http://www.nj.gov/education/educators/crimhist> and clicking on the line "File Authorization and Make Electronic Payment for Criminal History Record Check."
- Applicant/Employee shall select the first choice "New Administration Fee Request" and then select one of the four options depending on their job position and employer.
- Applicant/Employee must complete the Applicant Authorization & Certification (AA&C) form and make the required administrative fee payment with a credit or debit card. If you will be applying for a sub cert, please choose "Substitute Teacher" under the job category tab.
- After the administrative fee payment has been approved, the applicant will be presented with three choices:
 1. View and print their Applicant Authorization & Certification (AA&C) confirmation page.
 2. Complete and print their Identogo NJ Universal Fingerprint form.
 3. Schedule their MorphoTrust fingerprinting appointment.

If you have been fingerprinted through another school district and have been continually substituting in that district, you can simply transfer your prints. If there has been a break in service, you must go through the archive process. Either way, please visit www.nj.gov/education/educators/crimhist and click on "File Authorization and Make Electronic Payment for Criminal History Record Check" to submit online.

Once everything is received, your paperwork will be forwarded to one of the school principals who will set up an interview with you. After the interview is completed and you are recommended by the principal, you will be placed on our board agenda for approval.

Should you need further clarification, please feel free to contact
Rebecca Kitchmire, Administrative Assistant to the Superintendent
Haddon Heights Board of Education
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