

**OFFICE OF THE SUPERINTENDENT  
PASCACK VALLEY REGIONAL H.S. DISTRICT  
28 West Grand Avenue, Suite 2  
Montvale, NJ 07645**

**PROCEDURE TO OBTAIN COUNTY SUBSTITUTE CERTIFICATION**

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For issuance of a county substitute teacher's (or nurse) certificate, the following items should be returned to the Superintendent's Office at the above address:

- Complete County Substitute Application
- Complete Oath of Allegiance with signature notarized
- **\$125 personal check UNDATED** payable to **Commissioner of Education**
- Have official transcripts for all colleges/universities attended sent to **Dyane Guardino** at the above address. (Transcripts must have at least 60 credits)
- **Complete** fingerprinting process (including Fingerprint Approval Letter with Seal) (Superintendent's office to supply instructions)
- Current Mantoux Tuberculosis test (5 years or less)
- Interview with Assistant Principal at either Pascack Hills or Pascack Valley H.S.
- Board approval
- Written notification sent to applicant of Board approval
- Superintendent's office will forward all materials to county office for substitute certificate
- Upon receipt Superintendent's office will send original Substitute Teaching Certificate to you and retain copy for our file

**SCHOOL NURSE APPLICANT**

It is a state requirement that the Superintendent's office must have a copy of your current New Jersey RN License and an up-to-date CPR & AED Card before your certification papers can be processed.

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**PROCEDURE TO RENEW COUNTY SUBSTITUTE CERTIFICATE**

Return the following to this office at least two weeks prior to expiration date:

- Complete County Substitute Application
- Complete Oath of Allegiance with signature notarized
- **\$125 personal check UNDATED** made payable to **Commissioner of Education**
- Original expired substitute certificate
- Fingerprint Approval Letter with Seal from State

**NOTE: If your substitute certification has expired, and it has been more than six months after the expiration, you will need to also include your transcripts.**

**School Nurse** – Return the following to this office at least two weeks prior to expiration date:

- Complete County Substitute Application
- Complete Oath of Allegiance with signature notarized
- **\$125 personal check UNDATED** made payable to **Commissioner of Education**
- Copy of Current New Jersey RN License
- Copy of Current CPR & AED Card
- Original expired substitute certificate
- Fingerprint Approval Letter with Seal from State

**IF CANDIDATE HOLDS A STANDARD TEACHING CERTIFICATE, A COUNTY SUBSTITUTE CERTIFICATE IS NOT NECESSARY.**