

Prospective Student Teacher Guidelines to apply for a Criminal Background Check (CBC)

You will need a **credit card** and your **social security number** before you begin.

IMPORTANT: It is the student's responsibility to ensure they take care of their CBC/substitute teacher certificate in a timely manner in order to secure their placement. Even if you have been placed, a school/district can deny entrance without your CBC paperwork.

CRIMINAL HISTORY INSTRUCTIONS FOR **NEW APPLICANTS**

- 1.) Access the Office of Student Protection's direct web address: <http://www.nj.gov/education/educators/crimhist>
Click on "[new applicant](#)" and

The screenshot shows the official website of the Office of Student Protection. At the top, there is a navigation bar with the Department of Education logo and the text "Department of Education". Below this is the "Office of Student Protection" logo and a navigation menu with links for "Instructions", "Forms", "Chief School Administrator Letters", "Pre-Employment Resources P.L. 2018, c. 5", and "Questions and Answers". A breadcrumb trail reads "Home / Office of Student Protection".

The main content area contains the following text:

The Office of Student Protection Unit (OSP) conducts criminal background checks of applicants for positions in New Jersey's public schools, private schools for students with disabilities, charter schools, and nonpublic schools, as well as for authorized vendors and authorized school bus contractors, by working through the New Jersey State Police (NJSP) and the Federal Bureau of Investigation (FBI).

Read this before you apply...

To complete this application, a **Microsoft internet browser like Internet Explorer or Edge is recommended**. All other operating systems and internet browsers are **unreliable with this program**. Do not use Smart phones, tablets, iPads or other mobile devices.

There are three different types of applications to select from to complete the Criminal History record check. Please read the descriptions below to determine which of the applications is correct for you.

If:

- You have never worked for a school, a bus contractor, or a vendor, or
- You were fingerprinted by Office of Student Protection **before** March 2003, and are changing school districts, bus contractors or vendors, or
- You were originally fingerprinted as a College Student or as a Volunteer and paid a reduced fingerprinting fee, or
- You were previously disqualified by Office of Student Protection and have had your criminal record expunged...

Then you are a **new applicant**.

If:

On the right side of the page, there are two sidebars. The first is titled "Applicants - Online Systems" and contains three links: "Applicant Approval Employment History", "Weekly Listing of Approved Applicants", and "File Authorization and Make Electronic Payment". The second sidebar is titled "Contact Us" and provides the following information:

NJ State Department of Education
Office of Student Protection
PO Box 500
Trenton, New Jersey 08625-0500

Phone: 609-376-3999
Fax: 609-777-4016
Email: OfficeofStudentProtection@doe.nj.gov

Office of Student Protection Manager
Carl H. Carabelli, Manager

A red arrow points to the text "Then you are a new applicant."

- 2.) then click on "[New Applicant process](#)"

The screenshot shows the "New Applicant Request" page on the Office of Student Protection website. The breadcrumb trail reads "Home / Office of Student Protection / New Applicant Request". The page title is "New Applicant Request".

The main content area contains the following steps:

1. Access the Office of Student Protection Review's [New Applicant process](#).
2. Select the first option: "**New Administration Fee Request (New Applicants Only)**".
3. Enter your Social Security number to ascertain whether you are eligible for the process. Click "**Continue**".

A red arrow points to the link "New Applicant process" in step 1.

3.) Select the first option listed: "New Administration Fee Request (New Applicants Only).

On-Line Applicant Authorization and Certification (AA&C)

- ▶ **New Administration Fee Request (New Applicants Only)**
File Authorization, make electronic payment and print Identogo NJ Universal Fingerprint form.
- ▶ **Archive Application Request (Applicants Previously Fingerprinted for the Department of Education and Approved Subsequent to February 2003)**
You must have been previously printed through the Dept. of Education to access the Archive process.
- ▶ **Duplicate Approval Letter Request**
You cannot request a Duplicate Approval Letter within 14 days of your last fingerprinting.
- ▶ **Transfer Request (Only Substitutes & Bus Drivers are eligible)**
- ▶ **Reprint Your Confirmation or Identogo Fingerprinting Form**

[Web Site](#)

4.) Next, Enter your social security number and click

NEW APPLICATION REQUEST - Social Security Check For Eligibility

Please Enter Your Social Security Number for Eligibility:

SSN: - -

NEW JERSEY STATE DEPARTMENT OF EDUCATION
P.O. BOX 500
TRENTON, NEW JERSEY 08620-0500
609-380-0907

1. Select Option #1: "All Job Positions, except School Bus Drivers and Bus Aides, for Public Schools, Private Schools for Children with Disabilities and Charter Schools"

**APPLICANT AUTHORIZATION AND CERTIFICATION (AA&C)
NEW ADMINISTRATION FEE PAYMENT REQUEST**

A user of the CHRU ePayments process will be asked to fill out an on-line Applicant Authorization and Certification (AA&C) form.

NEW APPLICANT REQUEST

Please select an AA&C form:

1. [All Job Positions, except School Bus Drivers and Bus Aides, for Public Schools, Private Schools for Students with Disabilities and Charter Schools](#)
2. [All School Bus Drivers and Bus Aides, for Public Schools, Private Schools for Students with Disabilities, Charter Schools and Authorized School Bus Contractors](#)
3. [All Job Positions, except School Bus Drivers and Bus Aides, for Non Public Schools](#)
4. [All School Bus Drivers and Bus Aides, for Non Public Schools and Other Agencies](#)

NOTE: A School Bus Driver is defined as an individual holding or applying for a Motor Vehicle "S" Endorsement.

6.). Complete the requested applicant information:

School information:
Job Category Selection
Substitute Teacher

Public School Selection
MERCER (21)
RIDER UNIVERSITY (7265)
RIDER UNIVERSITY (001)
Use Rider's codes IF YOU DON'T KNOW YOUR PLACEMENT. If you do know your placement, use those codes.

Proceed to the
Legal Certification:
[In order to continue with the ePayment process, you must read and accept the terms of the AA&C by checking the box.]

New Jersey Department of Education
CRIMINAL HISTORY REVIEW UNIT (CHRU) ePAYMENT

APPLICANT AUTHORIZATION AND CERTIFICATION (AA&C)
NEW ADMINISTRATION FEE PAYMENT REQUEST
All Job Positions, except School Bus Drivers and Bus Aides, for Public Schools, Private Schools for Students with Disabilities and Charter Schools

STEP 1: Input Information and Legal Certification STEP 2: Payment STEP 3: Submit

Applicant Information:

Last Name*: [] --Suffix-- [] First Name*: [] Middle Init.: []
Social Security No.*: [] (Number only without "-")
Date of Birth*: --month-- [] --day-- [] --year-- []
Sex*: --select-- []
Race*: --select-- []
Street Address*: []
City*: []
State*: --select-- [] Zip*: []
Job Category*: Substitute Teacher []
School Info.*:
Public School Selection
MERCER(21) []
RIDER UNIVERSITY(7265) []
RIDER UNIVERSITY(001) []
Contractor/Vendor
--Select County-- []
--Select Contractor/Vendor-- []
Other School Selection
[] [] []
Email: []
Telephone Number*: [] - [] - [] (Numbers only)

Legal Certification:

To continue with the ePayment process read and accept the terms of the AA&C by checking the box:

* I do hereby authorize the New Jersey State Department of Education, its agents and representatives, to submit fingerprint data pertaining to me to the Federal Bureau of Investigation and the New Jersey State Police Bureau of Identification for the purpose of obtaining criminal history record information as required by N.J.S.A. 18A:6-7.2 or N.J.S.A. 18A:12-1.2 or N.J.S.A. 18A:39-19.1.

I swear/affirm that I have not been convicted nor do I have any charges pending for the following crimes or offenses: any crime of the first or second degree; any crime bearing upon or involving sexual offenses or child molestation; any crime of the fourth degree involving a victim who is a minor; an offense involving the possession, manufacture, transportation, sale, distribution, habitual use of a controlled dangerous substance or any violation involving drug paraphernalia, including hypodermic needles; any crime involving the use of force or the threat of force to or upon a person or property including, but not limited to, robbery, aggravated assault, stalking, kidnapping, arson, manslaughter and murder, any crime of possessing weapons; a third degree crime as set forth in Chapter 20 of Title 2C (theft); recklessly endangering another person, terroristic threats, criminal restraint, luring or enticing child into motor vehicle, structure, or isolated area; causing or risking widespread injury or damage; criminal mischief, burglary, usury, threats and other improper influence, perjury and false swearing, resisting arrest, escape; bias intimidation; any conspiracy to commit or attempt to commit any of the crimes described in this act.

(*: Required fields)

Please carefully review and verify the input information above, then click the "Next" button to go to the payment section:

Cancel [] Next []

NEW JERSEY STATE DEPARTMENT OF EDUCATION
PO BOX 500
TRENTON, NEW JERSEY 08625-0500

ePayment Process:

1. Please complete the required payment information. There is a **\$10.00** administrative fee for the department to process the request and issue an approval. There will also be an additional **\$1.00** convenience fee charged by the private vendor, NicUSA for processing the credit card information. Methods of payment are Visa, MasterCard, American Express or Discover credit cards.

You **MUST** click the "Make Payment" button **only one time** to complete the transaction.

2. After completing the transaction, the individual will be presented with three required steps:
 1. View and/or print your New Administration Fee Payment Request confirmation page
 2. Complete and/or print your IdentoGO NJ Universal Fingerprint Form
 3. Click here to schedule your fingerprinting appointment with MorphoTrust

Select the first option "**View and/or print your New Administration Fee Payment Request confirmation page**" and *print a copy of the receipt* by clicking the print button in the upper right corner of the page and presenting a copy to the employing entity.

Next select the second option "**View and/or print your IdentoGO NJ Universal Fingerprint Form.**" You must print the IdentoGO NJ Fingerprint Form and fill in the boxes for Height, Weight, Maiden Name (if applicable), Place of Birth, Country of Citizenship, Hair Color, and Eye Color and present it to MorphoTrust at the time of LiveScan fingerprinting.

Access the MorphoTrust web page by selecting the third option "**Click here to schedule your fingerprinting appointment with MorphoTrust**" to schedule a fingerprinting appointment and submit to LiveScan Fingerprinting or call 1-877-503-5981 to schedule a fingerprinting appointment.

**MAKE SURE THE INFORMATION
ENTERED FOR FINGERPRINT APPOINTMENT
IS EXACTLY AS ON THE IdentoGO NJ Fingerprint Form.**

The NJ DOE no longer sends a paper copy. When the Criminal History Review is completed, the applicant will be able to go to the Criminal History Review Unit's website at <https://homerom5.doe.state.nj.us/chrs18/?app-emp-history> to view and print. Please note that it takes at least 14 days from fingerprinting for approval to be available. At that time, download as a PDF and submit to Canvas.

If your district requests that your CBC be transferred and you've used "Substitute Teacher" as your position (as instructed), you should use the transfer link as it costs less. Archiving may be necessary if your fingerprinting was done more than five months ago.

Call the Office of Student Protection at 609-376-3500 or 609-376-3999 for general directions. You can also email them at officeofstudentprotection@doe.nj.gov if you have any questions.