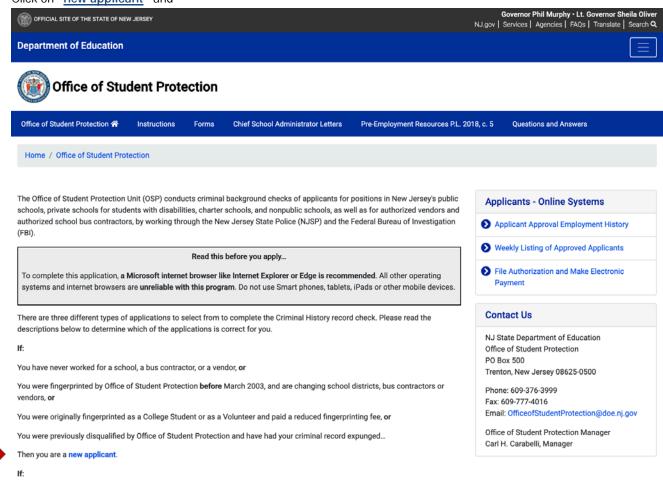
Prospective Student Teacher Guidelines to apply for a Criminal Background Check (CBC)

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

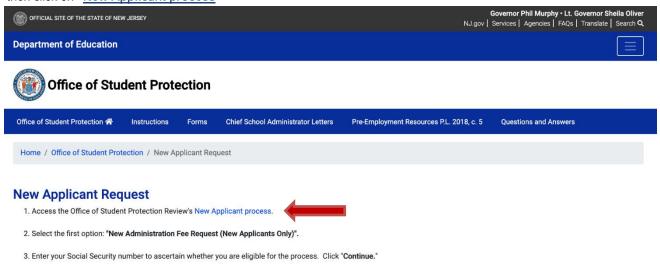
IMPORTANT: It is the student's responsibility to ensure they take care of their CBC/substitute teacher certificate in a timely manner in order to secure their placement. Even if you have been placed, a school/district can deny entrance without your CBC paperwork.

CRIMINAL HISTORY INSTRUCTIONS FOR NEW APPLICANTS

Access the Office of Student Protection's direct web address: http://www.nj.gov/education/educators/crimhist Click on "new applicant" and



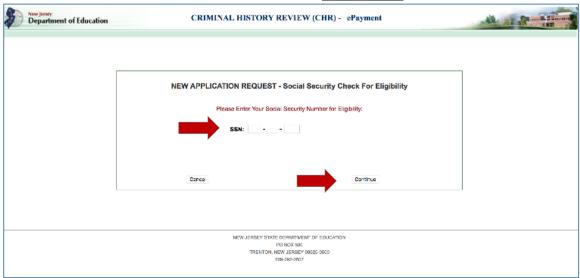
2.) then click on "New Applicant process"



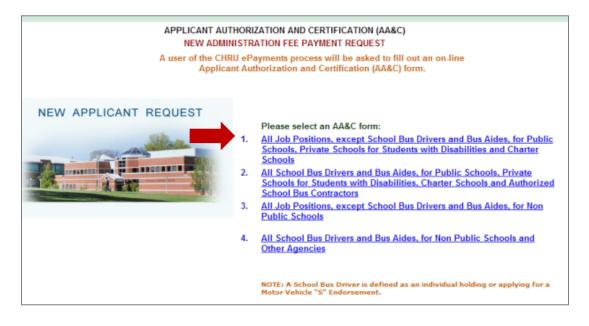
3.) Select the first option listed: "New Administration Fee Request (New Applicants Only).



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



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"



 $\hbox{6.). Complete the requested } \textbf{applicant information} :$

OFFICE OF STUDENT PROTECTION 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*: First Name*: Middle Init.:
	Social Security No.*: (Number only without "-")
	Date of Birth⁺:month ✓day ✓year ✓
	Sex*: Select
	Race*:
	Height*: (such as: 6 ' 1")
	Weight*: (lbs, number only)
	Maiden or alias Last Name :
	Place of Birth *: (US State if US Citizen, Country for all others)
	Country of Citizenship*: (USA, or others)
	Hair Color*: select V
	Eye Color*: select V
h Catamani Calantina	Street Address*: City*:
b Category Selection	City . ——select V Zip*:
Substitute Teacher	Job Category Substitute Teacher (04) Position Name (Position Code)
elect Sponsor	School Info. *:
DER UNIVERSITY	Public School Selection Selection
ou must use the sponsor Rider.	
ou may also transfer or archive	○ Contractor/Vendor
County/District codes and/or	Sponsors
ounty/Vendor codes as needed.	RIDER UNIVERSITY(217265001)
you already have a background	
neck with the NJ DOE, you will	Email *: Telephone Number*: - (Numbers only)
eed to add Rider either via transfer	Telephone Number*: (Numbers only)
archive.	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 the Investigation are required by N. I.S. A. 180-131.2 at 180-131.3 at
oceed to the	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.
egal Certification:	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 first or second degree; any crime bearing upon or involving sexual offenses or child molestation; any crime of the fourth degree
order to continue with the	involving a victim who is a minor; an offense involving the possession, manufacture, transportation, sale, distribution, habitual u 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
ayment process, you must	assault, stalking, kidnapping, arson, manslaughter and murder, any crime of possessing weapons; a third degree crime as set fo in Chapter 20 of Title 2C (theft); recklessly endangering another person, terroristic threats, criminal restraint, luring or enticing of
ad and accept the terms of	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
e AA&C by checking the	commit or attempt to commit any of the crimes described in this act.
ix 1	

(*: Required fields

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

Cancel

Next

ePayment Process:

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 to use when making your fingerprint appointment and to present it to Idemia at the time of the LiveScan Fingerprinting.

Access the Idemia web page by selecting the third option "Click here to schedule your fingerprinting appointment with Idemia" or calling 1-877-503-5981 to schedule a fingerprinting appointment. Choose Service Code 2F1FB1 for Public School Employment when choosing your Service Code to schedule the appointment. If you have reason to believe you will not be teaching in a public school, contact our office first. If you are being fingerprinted using Rider University as your sponsor, Rider's Contributor Case Number (CCN) is 21-7265-001.

In about two weeks after you get fingerprinted, you will be able to view and print you "Applicant Approval Employment History" by accessing the Office of Student Protection website at https://homeroom5.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.

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. Links to TRANSFER and/or ARCHIVE may be found further down the web page: https://nj.gov/education/crimhist/ A TRANSFER usually takes only about 24 hours and costs approximately \$7.00.

If you have a CBC with the NJDOE but it is in another job category (such as "aide" or coach) or your CBC was done a while ago, you can **ARCHIVE** your CBC to add a new district and change the job category to "Substitute Teacher". You will NOT need new fingerprints taken for this process. Some districts request an ARCHIVE (instead of a transfer) because it prompts the NJDOE to re-run the background check instead of just adding the district. The ARCHIVE process takes up to two weeks and costs about \$29.00

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