

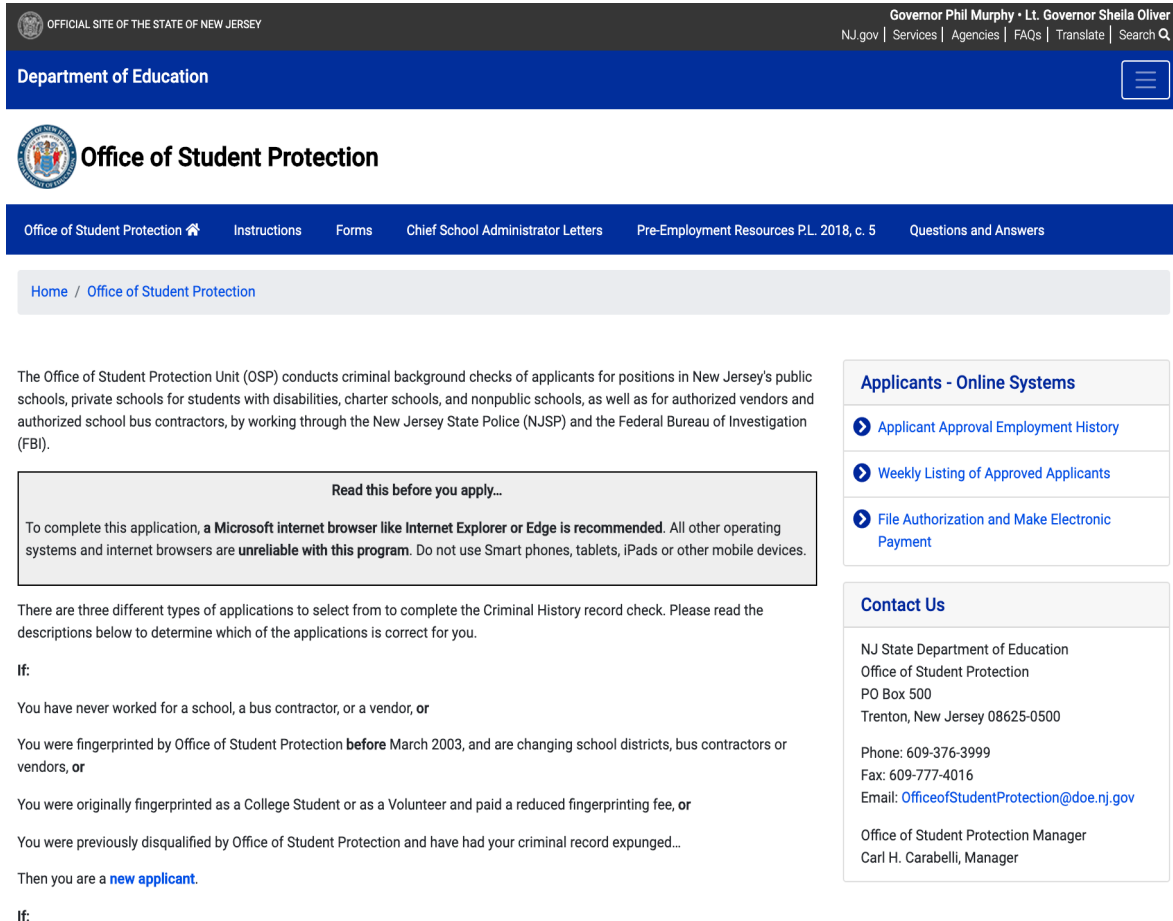
# Prospective Student Teacher Guidelines to apply for a Criminal Background Check (CBC)

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



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Department of Education

Office of Student Protection

Office of Student Protection Instructions Forms Chief School Administrator Letters Pre-Employment Resources P.L. 2018, c. 5 Questions and Answers

Home / Office of Student Protection

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:

**Applicants - Online Systems**

- Applicant Approval Employment History
- Weekly Listing of Approved Applicants
- File Authorization and Make Electronic Payment

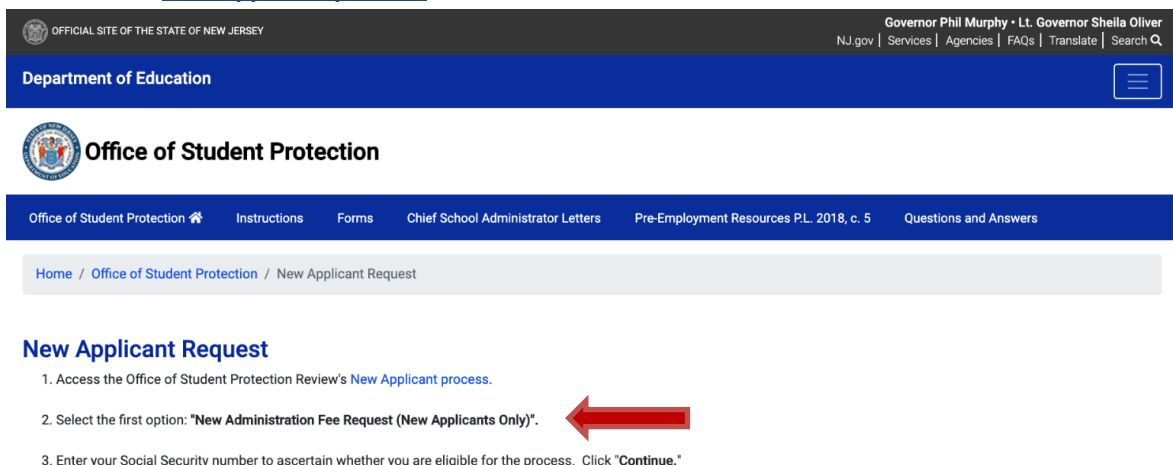
**Contact Us**

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](mailto:OfficeofStudentProtection@doe.nj.gov)

Office of Student Protection Manager  
Carl H. Carabelli, Manager

- 2.) then click on "**New Applicant process**"



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Home / Office of Student Protection / New Applicant Request

### New Applicant Request

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**."

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 **continue**

**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 08620-0000  
609-392-0907

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**:

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\*:  ---Suffix---      First Name\*:       Middle Init.:

Social Security No.\*:  (Number only without "-")

Date of Birth\*: ---month---      ---day---      ---year---

Sex\*: ---select---

Race\*: ---select---

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---

Eye Color\*: ---select---

Street Address\*:

City\*:

State\*: ---select---

Zip\*:

Job Category\*:  Substitute Teacher (04)      Position Name (Position Code)

School Info.\*:

☐ Public School Selection

☐ Contractor/Vendor

☐ Sponsors

☐ Other School Selection

RIDER UNIVERSITY(217265001)

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.

Job Category Selection

**Substitute Teacher**

Select Sponsor

**RIDER UNIVERSITY**

You must use the sponsor Rider.

You may also transfer or archive

to County/District codes and/or

County/Vendor codes as needed.

If you already have a background

check with the NJ DOE, you will

need to add Rider either via transfer

or archive.

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.]

(\*: 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:

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 the following steps:
  1. View and/or print your New Administration Fee Payment Request confirmation page  
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.
  2. **Note that IdentoGO is no longer requiring you to bring your IdentoGO NJ Universal Fingerprint Form to the appointment due to problems with the form.**
  3. schedule your fingerprinting appointment with IdentoGO through the link provided. Access the Idemia (IdentoGO) web page by selecting the third option: “**Click here to schedule your fingerprinting appointment with IdentoGO**” or calling 1-877-503-5981 to schedule a fingerprinting appointment. **The Contributor case Number (CCN) MUST BE ENTERED AT THIS POINT OF THE PROCESS.** (If you are using Rider University as your sponsor, **Rider’s Contributor Case Number (CCN) is 21-7265-001.**) You will pay a one-time \$68.98 fingerprinting fee (all fees are subject to change) during this step. (If a **Service Code** is required, use **2F1FB1**, which is the Service Code for employment in a public school in NJ)

Bring picture ID (driver’s license) to your appointment location. Also, you may be required to wear a mask.

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://homeroom6.doe.state.nj.us/chrs/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

**TIP:** *If you have 30 or more undergraduate-level credits passed, go on to apply for your substitute credential within 5 months of establishing your CBC to avoid the added cost to transfer or archive your CBC in order to obtain your substitute credential prior to determining where you will work. For employment however, you will need to follow your hiring district’s instructions to either transfer or archive your CBC as required.*

**Call the Office of Student Protection at 609-376-3999 for general directions or email them at [officeofstudentprotection@doe.nj.gov](mailto:officeofstudentprotection@doe.nj.gov) if you have any questions.**