

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, it identifies the site as the official site of the State of New Jersey, with the Department of Education header. The main navigation includes links for 'Instructions', 'Forms', 'Chief School Administrator Letters', 'Pre-Employment Resources P.L. 2018, c. 5', and 'Questions and Answers'. A breadcrumb trail shows 'Home / Office of Student Protection'. The main content area features a box titled 'Read this before you apply...' which states that a Microsoft internet browser like Internet Explorer or Edge is recommended. Below this, there are three 'if' conditions for applicants. A red arrow points to the second condition: 'You were previously disqualified by Office of Student Protection and have had your criminal record expunged... Then you are a **new applicant**.' To the right, there are two sidebars: 'Applicants - Online Systems' with links for 'Applicant Approval Employment History', 'Weekly Listing of Approved Applicants', and 'File Authorization and Make Electronic Payment'; and 'Contact Us' with contact information for the Office of Student Protection Manager, Carl H. Carabelli.

- 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 is 'Home / Office of Student Protection / New Applicant Request'. The main heading is 'New Applicant Request'. Below the heading, there are three numbered 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)**". A red arrow points to this second step. 3. Enter your Social Security number to ascertain whether you are eligible for the process. Click "**Continue**".

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 08620-0500
609-262-0927

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*: Position Name (Position Code)

School Info.*:

Public School Selection

Contractor/Vendor

Sponsors

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.

Job Category Selection

select **Substitute Teacher**

School Info Selection

Toggle to select school codes from the section and dropdown your chosen school is listed under.

You may select Rider University from the sponsor section if you don't already have a specific school to select yet. You may also transfer or archive to County/District codes and/or Contractor/Vendor codes as needed. *If you already have a background check with the NJ DOE, you will need to transfer or archive if dated more than 5 months ago in order to apply for a substitute credential.*

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.

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://homerom6.doe.state.nj.us/chrs/app-emp-history> to view and print. Please note that it takes approximately 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 \$6.00.

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 approximately \$30.00

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

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. More information about applying for the substitute credential is found at rider.edu/substitute