

Criminal History (Background) Clearance Instructions

ALL education students MUST complete a New Jersey Department of Education Criminal History (Background) Clearance using the College of Education's codes prior to any clinical experience. No student will be permitted to begin a clinical practice or clinical experience placement without the correct criminal history (background) clearance being completed and submitted by the College of Education deadlines.

Only criminal history (background) clearances using Rowan University's College of Education codes and job category as listed below will be accepted:

- County ID 15
- District ID 7270
- School ID 001
- Job category "Substitute Teacher"

Instructions for obtaining the New Jersey Department of Education's Criminal History clearance can be found here: <https://nj.gov/education/crimhist/>. Please print the instructions and read thoroughly prior to beginning the application process. When scheduling your fingerprinting appointment, the website will ask you to enter the service code, please choose the code for "Public School Employment".

Once completed, you must download the Applicant Approval Employment History form from the NJ DOE website: <https://homeroom5.doe.state.nj.us/chrs18/?app-emp-history> and upload the PDF version into your Tk20 application. If you have any questions regarding the Criminal History Clearance process, please contact the NJ Department of Education's Office of Student Protection directly at officeofstudentprotection@doe.nj.gov or (609) 376-3999.

Tuberculosis (TB) Testing Instructions

All students must provide a copy of a current TB test result prior to the start of their first clinical/field placement. It must be dated within 6 months of the clinical/field placement start date. Students will receive notification from the Office of Clinical Experiences if the TB test must be updated after the initial submission.

TB tests can be obtained at Rowan University's Wellness Center, your physician's office or most Urgent Care/Minute Clinic locations. Call ahead to your preferred site for scheduling information and costs.

College of Education Deadlines for Submission

Criminal History Clearances and TB tests must be uploaded into the "Background (Criminal History) Clearance and TB Test Submission" application on Tk20 by the deadlines listed below.

Entry into Fall Clinical Experiences Courses	August 1st
Entry into Spring Clinical Experience Courses	December 1st
Entry into Summer Clinical Experience Courses	April 1st