

## **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:

- **Rowan University (157270001) - - listed under *Sponsors* on the NJ DOE website. PLEASE NOTE: This number will also be used as the Contributor's Case number in order to schedule your fingerprinting appointment.**
- **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" (2F1FB1).

Once completed, you must download the *Applicant Approval Employment History form* (criminal history clearance) from the NJ DOE website: <https://homerom6.doe.state.nj.us/chrs/app-emp-history>. Enter your SSN and DOB to access your clearance form. Click the 'print' button on the top of the screen and when the print box appears, use the drop down menu for printer selection to 'save as a PDF' to save the form on your computer. You can then upload the PDF to TK20. 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](mailto:officeofstudentprotection@doe.nj.gov) or (609) 376-3999.

Criminal History Clearances (*Applicant Approval Employment History Form*) must be uploaded into the "Criminal History (Background) Clearance" application on Tk20 by the deadline listed below.

<b>Semester</b>	<b>Criminal History Clearance Due</b>
Entering Field in <b>Spring</b>	November 15
Entering Field in <b>Fall</b>	April 30
Entering Field in <b>Summer</b>	March 15

---

## **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.

TB tests must be uploaded into the "TB Test Submission" application on Tk20 by the deadline listed below.

<b>Semester</b>	<b>TB Test Due</b>
Entering Field in <b>Spring</b>	December 1
Entering Field in <b>Fall</b>	August 1
Entering Field in <b>Summer</b>	April 1