

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.

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).

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 to schedule your fingerprinting appointment.*
- **Job Category: "Substitute Teacher"**

Criminal History Clearances (*Applicant Approval Employment History Form*) must be uploaded into the [Criminal History \(Background\) Clearance Google Form application](#) by the deadline listed below. Only PDF files will be accepted on the application.

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

Criminal History Clearance Download Instructions

Following a fingerprinting visit, **it is the responsibility of each student** to check the *NJ Department of Education* website for their completed Application Approval Employment History clearance certificate. Criminal History Clearances are **NOT** sent directly to Rowan.

Criminal History Clearances are usually processed within 2 weeks after you are fingerprinted. **Keep checking!** 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.

1. Go to the NJ DOE website: <https://homeroom6.doe.state.nj.us/chrs/app-emp-history>
2. Enter your social security number and date of birth.
3. Select Download/Print PDF Document.
4. Upload the PDF document (your background clearance) to the [Criminal History \(Background\) Clearance Google Form application](#).

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. **NOTE: Your TB Test must include Your Name, Date Administered, Date Read, Doctor's information and Results.**

TB tests must be uploaded into the [TB Test Google Form application](#) by the deadline listed below. Only PDF files will be accepted on the application.

Semester	TB Test Due
Entering Field in Spring	December 1
Entering Field in Fall	August 1
Entering Field in Summer	April 1

All fees associated with the criminal history clearance and Mantoux/TB test are the responsibility of the student. If you have any questions regarding this process, please email OCE@rowan.edu.