

Due to recent changes in state regulations, school districts are now requiring criminal background clearances for students completing clinical (field) experiences at any level in their districts. In order to ensure compliance, all College of Education students (both undergraduate and graduate) will be required to complete a New Jersey Department of Education (NJ DOE) criminal history clearance as a substitute teacher utilizing the College of Education's clearance codes. This clearance must be completed prior to taking any courses requiring placement in a public or private school setting. In addition, all students must have a current Mantoux/TB test on file with the Office of Clinical Experiences prior taking any courses requiring placement in a public or private school setting.

NOTE: If you have never obtained the NJ DOE criminal history clearance, follow the instructions for New Applicants. If you already have an existing NJ DOE criminal history clearance in another district, you MAY be eligible to utilize the Transfer or Archived instructions. Visit the FAQ page for additional information.

CRIMINAL HISTORY INSTRUCTIONS FOR NEW APPLICANTS

1. Access the Criminal History Review Unit's direct web address to begin the process. The web address is: <http://www.nj.gov/education/educators/crimhist>. Click on **"File Authorization and Make Electronic Payment for Criminal History Record Check."** Enter your Social Security number and click **"Continue."**
2. Select the first option: **"New Administration Fee Request (New Applicants Only)"** – Please select and enter your Social Security number to ascertain if you are eligible for the process. The screen displays four (4) options as to the job position(s) and employer. Please select **Option #1** and proceed to next screen.
 1. All Job Positions, except School Bus Drivers and Bus Aides, for Public Schools, Private Schools for Students with Disabilities and Charter Schools
3. Complete the requested applicant information choosing **"Substitute Teacher"** as the Job Category. For School info, click on the Public School Selection option and choose **"Gloucester (15)"** for the County, **"Rowan University (7270)"** for the District, and **"Rowan University (001)"** for the School and proceed to the Legal Certification. In order to continue with the ePayment process, read and accept the terms of the AA&C by checking the box.
4. Please complete the required payment information. There is a \$10.00 administrative fee for the department to process the request and issue an approval letter. 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.
5. After completing the transaction, you will be presented with three required steps:
 1. View and/or print your New Administration Fee Payment Request confirmation page
 2. Complete and/or print your IdentoGO NJ Universal Fingerprint Form
 3. Click here to schedule your fingerprinting appointment with MorphoTrust
6. 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.
7. Next select the second option **"Complete and/or print your IdentoGO NJ Universal Fingerprint Form"** to complete the IdentoGO NJ Universal Fingerprint Form. Type the missing information into the seven highlighted boxes (*height, weight, maiden name if applicable, place of birth, country of citizenship, hair color, and eye color*). After the form is complete, you must click on the **"Submit"** button at the bottom of the page. When the form has been submitted, you must view and print the IdentoGO NJ Fingerprint Form and present it to MorphoTrust at the time of LiveScan fingerprinting.
8. Access the MorphoTrust web page by selecting the third option **"Click here to schedule your fingerprinting appointment with MorphoTrust"** or call 1-877-503-5981 to schedule a fingerprinting appointment.
9. In about two weeks, you will be able to view, print, and download your **"Applicant Approval Employment History"** by accessing the Criminal History Review Unit website <https://homeroom5.doe.state.nj.us/chrs18/?app-emp-history> to download your clearance form. Please return to the Tk20 system to upload your updated clearance form.

TRANSFER REQUEST

1. Access the Criminal History Review Unit's direct web address to begin the process. The web address is: <http://www.nj.gov/education/educators/crimhist>.
2. Click on "**File Authorization and Make Electronic Payment for Criminal History Record Check.**"
3. Select the third option: "**Transfer Request (Only Substitutes & Bus Drivers are eligible).**"
4. Please enter the Social Security number to ascertain if the applicant is eligible for the process. Click "**Continue.**"
5. The screen will display two options:
 1. For All Bus Drivers ONLY
 2. For All Other Job Categories
6. Select the option for the position for which you are requesting the transfer, Substitute Teacher. Complete the requested application information and choose "**Gloucester (15)**" for the County, "**Rowan University (7270)**" for the District, and "**Rowan University (001)**" for and click on the "**Next**" button.
7. Review your information and submit your credit card payment. Total payment is \$6.00 (\$5.00 plus a \$1.00 convenience fee charged by the private vendor). Click "**Continue**" and then click "**Make Payment**" at the bottom of the next page.
8. The Payment Confirmation page will state "**Your ePayment transaction has been processed successfully.**" You may print a copy of this receipt.
9. This transfer may take a few days to be completed.
10. Please visit the NJ DOE website at <https://homerom5.doe.state.nj.us/chrs18/?app-emp-history> to download your clearance form after the transfer is complete.
11. Please return to the Tk20 system to upload your updated clearance form.

ARCHIVE APPLICATION REQUEST

1. Access the Criminal History Review Unit's direct web address to begin the process. The web address is: <http://www.nj.gov/education/educators/crimhist>. Click on **"File Authorization and Make Electronic Payment for Criminal History Record Check."**
2. Select the second option: **"Archive Application Request (Applicants Previously Fingerprinted for the Department of Education and Approved Subsequent to February 2003)."**
3. Please enter your Social Security number to ascertain if you are eligible for the process. Click **"Continue."**
4. Select the appropriate Applicant Authorization and Certification form (AA&C) that is suitable to your job position and employer.
5. Complete the requested application information and choose **"Gloucester (15)"** for the County, **"Rowan University (7270)"** for the District, and **"Rowan University (001)"** for the School Code and proceed to the Legal Certification. In order to continue with the ePayment process, read and accept the terms of the AA&C by checking the box. Click **"Next"**.
6. Submit your credit card payment. Total payment is \$31.25 (\$30.25 plus a \$1.00 convenience fee charged by the private vendor). Click **"Continue"** and then click **"Make Payment"** at the bottom of the next page.
7. The Payment Confirmation page will state **"Your ePayment transaction has been processed successfully."** You should print a copy of this receipt.
8. In about two weeks, you will be able to view and print your **"Applicant Approval Employment History"** by accessing it on the Criminal History Review Unit website <https://homeroom5.doe.state.nj.us/chrs18/?app-emp-history>.
9. Please return to the Tk20 system to upload your updated clearance form.