

Criminal History Clearance

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. They are usually processed within 2 weeks after you are fingerprinted. Keep checking!

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 Tk20.

Getting Started in TK20

The Tk20 system will be utilized to collect the required documents. Please follow the instructions below to access the system and upload your documents.

Please note: there are two separate applications. One for your Criminal History Clearance and one for the TB test results. You are only required to upload your correct Criminal History Clearance one time. You may access your “TB test Submission” application any time to update your results.

1. To log into your TK20 account click [here](#).
2. You will log on using your Rowan user name and password. Please note: If you do not have a Tk20 account, please email Tk20@rowan.edu. Provide your full name and banner ID number when requesting access to the Tk20 system.
3. After logging in, click on “Applications” on the left.
4. Click the green “Create New Application” button at the top of the page.
5. You will see a pull-down for applications.
6. Click on the application titled “**Criminal History Clearance Process**” to upload your Applicant Approval Employment History and click next. Click on “**TB Test Submission**” to upload your most recent TB test results and click next.
7. Follow the instructions found within the application, including uploading the required documents.
8. You may save a draft and exit the system as many times as necessary prior to your final submission.
9. After all of the required documents have been uploaded, submit the application.
10. Please periodically return to your Tk20 application to determine if your application has been accepted. If your application has not been accepted, please open the review form located with your application in the Tk20 system for details.

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.

Sincerely,
Office of Educator Support and Partnerships