

Criminal History Review Rules

A. Applicants for Administrative, Teaching, Aide, Secretarial, Custodial/Grounds, Transportation, or Security positions

1. If you have been fingerprinted for the *Department* of Education through Sagem Morpho Inc. (now known as MorphoTrak) or were, prior to 2/21/03, you must arrange for your live-scan fingerprinting as follows:
 - >- Log on to <http://www.nj.gov/education/educators/crimhist>
 - >> Select "Criminal History Record Check On-Line Fee Payment"
 - >> Select "New Application Request"
 - >> Select 1. All Job Positions, except School Bus Drivers, for Public Schools.....etc."
 - >> Complete form. "Job Category" is the position for which you are being hired; "Public School Selection" is County then District
 - J> Complete STEP 2. Payment and STEP 3. Submit
 - J> Log on to MorphoTrak website at www.bioapplicant.com/nj to schedule fingerprint scan and make payment
 - J> Refer to enclosed MorphoTrak *form* for codes, "(25) Occupation" is the position for which you are being hired
 - >> Bring completed form and photo ID to be printed
 - >> In 4 to 6 weeks you will receive a Criminal History Approval letter from the State of New Jersey Department of Education
2. If you were fingerprinted for the Department of Education through Sagem Morpho Inc. after 2/21/03:
 - >- log on to <http://www.nj.gov/education/educators/crimhist/>
 - >> Select "Criminal History Record Check On-Line Fee Payment"
 - J> Select- Archive Application Request"
 - J> Select- 1. All Job Positions, except School Bus Drivers, for Public Schools.....etc."
 - J> Complete form. From the Sagem Morpho Inc. form that you retained when first fingerprinted, locate the "PCN" that was written on the form; "Job Category" is the position for which you are being hired; "Public School Selection" is County and District
 - >> Complete STEP 2. Payment and STEP 3. Submit
 - >> In 4 to 6 weeks you will receive a new Criminal History Approval letter from the State of New Jersey Department of Education

B. Applicants for Substitute Teaching

1. If you are applying for a substitute certificate for the first time, follow the directions in A. 1, above. After you submit a copy of the CHR letter to the Business Office, it will be attached to your application and forwarded to the Cape May County Office of the NJ Department of Education for issuance of your certificate.
2. If you are currently approved to work as a substitute teacher in a NJ public school district, provide a copy of your CHR letter and the fax # of one of the school districts that originally employed you.
3. If you have a NJ teaching certificate or a valid substitute certificate, have had a break in service and were fingerprinted for the NJ Department of Education through the Sagem Morpho System prior to 2/21/03, you must: follow the directions in A. 1, above.
4. If you have a NJ teaching certificate or a valid substitute certificate, have had a break in service and were fingerprinted for NJ Department of Education through the Sagem Morpho System after 2/21/03, follow the directions in A. 2, above.