

## ATTENTION- ALL STUDENTS SEEKING FIELDWORK PLACEMENT IN SCHOOLS

### REQUIRED CRIMINAL HISTORY REVIEW

**Prior to placement in any form of School of Education fieldwork, a student must successfully complete the NJDOE required Criminal History Review Process and have documentation of the review on file with the Stockton School of Education. A valid NJ Substitute Teacher Certification is accepted as documentation of this process.**

*Please refer to the Handbook of the Teacher Education Program*

#### BACKGROUND STATEMENT


In the past, because the schools were not focused on the background checks, students desiring to begin our Teacher Education Program by taking Educational Psychology completed a simple one page Applicant Authorization and Certification form which was notarized and signed in the Office of the School of Education. By signing this form, the student affirmed that he/she had not been convicted for any of the crimes or offenses listed. The form was placed in the student's file and retained for future reference.

Due to New Jersey Department of Education regulation changes, all individuals that are to spend an extended period of time in any preK-12 school must now go through a full, federal level criminal history background check. This process must be done immediately in order to insure your ability to complete fieldwork and student teaching in a school district. Schools have the right to deny students if this criminal history background check is not completed. This can mean your fieldwork being delayed or postponed until the next semester.

There are two options available to you. One option is to apply for a substitute teaching certificate. This process includes the necessary criminal history background check. This application will cost approximately \$200. Though the cost is more than the other option, this will allow you to substitute teach while working towards certification. By substituting, you have a chance to network in schools and gain experience working with children. Keep in mind that it is also a good thing to do once you are complete our teaching program and in the process of job hunting.

The other option is to complete just the criminal history background check through a company called Morphotrak. This process is significantly less costing approximately \$85. The steps for getting this check complete is similar to the substitute teaching process but with less paperwork and fees. However, this does not qualify you substitute. If you wish to substitute, you will have to apply for that separately.

Regardless of the option selected, it is essential that you complete this federal level criminal history background check. In the past we've been able to do this on Stockton campus. **Due to state regulation changes you must initiate this process yourself.** Further, **you must do so by going to a school district.** This cannot be completed online without getting the necessary codes from the school that starts the application process for you. The first step is going to any school district's Human Resources Department. When doing so remember to be courteous and clear about your reason for your visitation.

***See the back of this form for an explanation of your two options and the fees associated with each.*** 

### Substitute Teaching Certificate

Fees associated with certification:

- \$125.00 (official bank check or money order only) made payable to the Commissioner of Education in the county where the certificate is processed
- \$70.25 (money order or credit card) goes to MorphoTrak for the fingerprinting and background check
- \$11.00 (credit card) an administrative fee that goes to the state of NJ

*\*fees may vary*

#### Steps

*This is to help you understand the process you will be asked to complete. You should follow the directions given to you by the school district. This is simply a guide and may vary slightly.*

1. Visit the Human Resources Department in the school district where you wish to apply for the substitute teaching certificate.
2. Fill out the packet you are given. Part of the packet is the NJAPS2 MorphoTrak form. The district will fill out the designated sections of the form (1-7 & 26). You enter your personal information from 9-25 on the NJAPS2 form.
3. Once the NJAPS2 form is complete you must submit a request for an online criminal history review at the following website: [www.nj.gov/education/educators/crimhist/](http://www.nj.gov/education/educators/crimhist/).
4. Next you need to schedule an appointment with MorphoTrak for live scan fingerprinting at [www.bioapplicant.com/nj](http://www.bioapplicant.com/nj) or by calling (877) 503-5981 (if you don't have web access).
5. At the location and time designated, you report to the licensed MorphoTrak center to complete the finger printing process. At this time you will be given a completed copy of the NJAPS2 form and a receipt verifying the completion of the MorphoTrak process.
6. A copy of the NJAPS2 form and the MorphoTrak receipt should be kept for your records. Also, **bring a photocopy of these papers to the School of Education as verification this process has been completed.**
7. After all of these steps are completed, the NJDOE will mail you a letter stating whether you have been cleared for school employment or visitation.
8. To complete your substitute teaching certificate process you will need to bring this letter to the human resources supervisor of the school you went to. From there, the district will finish processing your application so a substitute teaching certificate can be issued.
9. When the substitute teaching certificate is mailed to you **make a copy and also file this with the School of Education.**

### Criminal History Background Check

Fees associated with process:

- \$26.25 (money order or credit card) payable to MorphoTrak If, at any time at a later date, you decide to get your substitute teaching certificate or certification, you will have to reapply and pay the full amount of \$206.25, losing the \$37.25 already paid for this.
- \$11.00 (credit card) administrative fee payable to the state of NJ

*\*fees may vary*

#### Steps

*This is to help you understand the process you will be asked to complete. You should follow the directions given to you by the school district. This is simply a guide and may vary slightly.*

OR

1. Visit the Human Resources Department in the school district where you wish to have your criminal history check completed.
2. The district will fill out the NJAPS2 MorphoTrak form in the designated sections listed on the form (1-7 & 26). You enter your personal information from 9-25 on the same form.
3. Once the NJAPS2 form is complete you must submit a request for an online criminal history review at the following website: [www.nj.gov/education/educators/crimhist/](http://www.nj.gov/education/educators/crimhist/).
4. Next you need to schedule an appointment with MorphoTrak for live scan fingerprinting at [www.bioapplicant.com/nj](http://www.bioapplicant.com/nj) or by calling (877) 503-5981 (if you don't have web access).
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6. A copy of the NJAPS2 form and the MorphoTrak receipt should be kept for your records. Also, **bring a photocopy of these papers to the School of Education as verification this process has been completed.**
7. After all of these steps are completed, the NJDOE will mail you a letter stating whether you have been cleared for school employment or visitation.
8. When you have this letter, be sure to **bring a copy of the letter to the School of Education office as proof that you have been cleared to do fieldwork in schools.**