

## INSTRUCTIONS FOR STUDENT TEACHERS

1. Access the Office of Student Protection's direct web address at <https://nj.gov/education/crimhist/>. Click on the link **"File Authorization and Make Electronic Payment"** on the right-hand side.

The Office of Student Protection Unit (OSP) conducts criminal background checks of applicants for positions in New Jersey's public schools, private schools for students with disabilities, charter schools, and nonpublic schools, as well as for authorized vendors and authorized school bus contractors, by working through the New Jersey State Police (NJSP) and the Federal Bureau of Investigation (FBI).

### Read this before you apply...

To complete this application, a Microsoft internet browser like Internet Explorer or Edge is recommended. All other operating systems and internet browsers are unreliable with this program. Do not use Smart phones, tablets, iPads or other mobile devices.

### Applicants - Online Systems


- ▶ Applicant Approval Employment History
- ▶ Weekly Listing of Approved Applicants
- ▶ **File Authorization and Make Electronic Payment**

### Contact Us

There are three different types of applications to select from to complete the Criminal History record check. Please read the descriptions below to determine which of the applications is correct for you.

2. Select the first option: **"New Administration Fee Request (New Applicants Only)"** and enter your Social Security number and click **"Continue."** Select **#1 - All Job Positions, except School Bus Drivers and Bus Aides, for Public Schools, Private Schools for Students with Disabilities and Charter Schools.**

### On-Line Applicant Authorization and Certification (AA&C)



- ▶ **New Administration Fee Request (New Applicants Only)**  
File Authorization, make electronic payment and print IdentoGO NJ Universal Fingerprint form.
- ▶ **Archive Application Request (Applicants Previously Fingerprinted for the Department of Education and Approved Subsequent to February 2003)**  
You must have been previously printed through the Department of Education subsequent to February 21, 2003 and the state print image retained by the State Bureau of Identification to be eligible for the Archive process. If you were fingerprinted as a College Student or as a Volunteer and paid a reduced fingerprinting fee, you are not eligible for the archive process.
- ▶ **Transfer Request (Only Substitutes & Bus Drivers are eligible)**

### NEW APPLICATION REQUEST



### Please select an AA&C form:

1. **All Job Positions, except School Bus Drivers and Bus Aides, for Public Schools, Private Schools for Students with Disabilities and Charter Schools**
2. **All School Bus Drivers and Bus Aides, for Public Schools, Private Schools for Students with Disabilities, Charter Schools and Authorized School Bus Contractors**
3. **All Job Positions, except School Bus Drivers and Bus Aides, for Non Public Schools**
4. **All School Bus Drivers and Bus Aides, for Non Public Schools and Other Agencies**

3. Complete the requested applicant information making sure to choose **“Substitute Teacher”** for the Job Category and choosing the **SPONSORS** for School Info, then **Rutgers University – Newark (137285001)** 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.

The screenshot shows a web form with the following fields and options:

- State\*: ---select---
- Zip\*: [ ]
- Job Category\*: **Substitute Teacher (04)** (indicated by a red arrow)
- Position Name (Position Code): [ ]
- School Info. \*:
  - Public School Selection (with three dropdown menus)
  - Other School Selection (with three dropdown menus)
  - Contractor/Vendor (with two dropdown menus)
  - Sponsors
    - RUTGERS UNIVERSITY - NEWARK(137285001)** (indicated by a red arrow)
- Email \*: [ ]
- Telephone Number\*: [ ] - [ ] - [ ] (Numbers only)

4. Please complete the required payment information. There is a \$11.00 administrative fee for the department to process the request. 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. View and/or print your IdentoGO NJ Universal Fingerprint Form
  3. Click here to schedule your fingerprinting appointment with IdentoGO
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.
7. Next select the second option **“View and/or print your IdentoGO NJ Universal Fingerprint Form”** to open and print the IdentoGO NJ Universal Fingerprint Form. You must reference the information on the form when scheduling your fingerprinting appointment, especially **Box 7** which is the Contributor’s Case Number (**137285001**) that must be used.
8. Access the Idemia web page by selecting the third option **“Click here to schedule your fingerprinting appointment with Idemia.”**
9. **About two weeks after you get fingerprinted, you will be able to view and print** your **“Applicant Approval Employment History”** by accessing the Office of Student Protection’s website shown above.

TO APPLY ONLINE FOR A SUBSTITUTE CREDENTIAL, PLEASE CLICK THIS LINK  
<https://www.nj.gov/education/certification/substitutes/index.shtml>