



## State of New Jersey

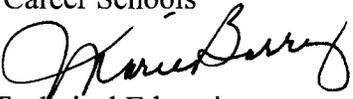
DEPARTMENT OF EDUCATION  
PO Box 500  
TRENTON, NJ 08625-0500

CHRIS CHRISTIE  
*Governor*  
KIM GUADAGNO  
*Lt. Governor*

DAVID C. HESPE  
*Acting Commissioner*

September 2, 2014

**TO:** All Approved Private Career Schools

**FROM:** Marie Barry, Director   
Office of Career and Technical Education

**SUBJECT:** Procedures for Developing Contracts between School Districts and Private Career Schools

In accordance with N.J.A.C. 6A:19-2.4(a)5, when a private career school (PCS) contracts with a school district to offer a program or portion of a program on an individual or group basis, the PCS must conduct criminal background checks on all employees who have regular contact with students pursuant to N.J.S.A. 18A:6-7.1. Effective immediately, new procedures have been implemented for employees of PCSs that have contracted with school districts. The procedures streamline the criminal background check process and ensure that PCSs are kept up to date regarding any criminal activity of employees. The new procedures are detailed below:

1. Once a school district decides to contract with a PCS, the PCS must contact the New Jersey Department of Education (DOE), Criminal History Review Unit (CHRU) at (609) 292-0507.
2. The CHRU will enter into a Memorandum of Understanding (MOU) with the PCS to request and obtain criminal history records checks for employees of the PCS who will have regular contact with students.
3. The PCS will be assigned a code to allow their employees to file for the criminal history record checks.
4. The employees will be issued a CHRU Approval Letter and the specific PCS will be notified of the approval information and any changes in approval through a weekly computer printout.
5. Should an applicant/employee be disqualified, rendered ineligible or have a disqualifying crime or offense added to their criminal history record, the PCS will immediately remove the individual from employment with any education facility under the supervision of the DOE. The PCS will then notify the CHRU in writing as to the date the employee was terminated from service with the education facility.

To help expedite this process and ensure that CHRU has MOUs with all the applicable PCSs, the DOE is asking all PCSs that are currently contracting with school districts to complete the attached information sheet and return it to [privatecareerschools@doe.state.nj.us](mailto:privatecareerschools@doe.state.nj.us).

If you have any questions regarding these new procedures, you may contact Natasha Palmer at (609) 777-2139.

#### Attachment

MB/SM/NP:s:\private career schools\memos\memo to pvs re contracts with school districts 9 2 14 final.docx

c: Susan Martz  
Robert Cicchino  
Robert Higgins  
Carl Carabelli  
David McNair  
Natasha Palmer  
Robert Grimmie  
Sandy Fountain

**New Jersey Department of Education  
Office of Career and Technical Education  
Contracted Private Career School Information Form**

This form should be completed by private career schools that currently or plan to contract with school districts to provide career and technical education (CTE) programs for public school students.

**Private Career School Information**

Private Career School Name: \_\_\_\_\_ Email address: \_\_\_\_\_

Last Name of Contact Person: \_\_\_\_\_ First Name of Contact Person: \_\_\_\_\_

Title: \_\_\_\_\_ Phone number: \_\_\_\_\_

Private Career School Address: \_\_\_\_\_

**Public School Information**

In the table below, list each public school you are contracting with, along with your point of contact, the CTE program(s) you are contracted to provide and indicate whether or not the program is being offered at the public school site, off-site, or both (add additional rows if needed). If you will be offering multiple programs, list each program on a separate line.

Name of Public School	Address	School Contact Name	School Contact Phone Number	CTE Program to be Provided (each program should be listed on a separate line)	Estimated # of students to be served per year	Is the CTE program being offered at the public school site? (yes, no, both on-site and off-site)

Please return completed form via e-mail to [privatecareerschools@doe.state.nj.us](mailto:privatecareerschools@doe.state.nj.us)