



State of New Jersey

DEPARTMENT OF EDUCATION

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June 21, 2016

TO: Chief School Administrators
Charter School Lead Persons
Renaissance School Project Lead Persons
Private Schools for Students with Disabilities
Nonpublic Schools
School Bus Contractors and Authorized Vendors

FROM: Robert J. Cicchino, Director
Office of Fiscal Accountability and Compliance

SUBJECT: Criminal History Review Unit – Access Applicant Approval Employment History Online

IMPORTANT UPDATE INFORMATION CONCERNING CRIMINAL HISTORY FINGERPRINTING PROCEDURES – PLEASE INFORM STAFF RESPONSIBLE FOR PROCESSING THE BACKGROUND CHECKS OF THE UPDATED CHANGES TO THE PROCEDURES.

The New Jersey Department of Education's Criminal History Review Unit is revising the method for issuing approval to applicants and employees of educational facilities, school bus contractors and authorized vendors. Currently, approval letters are generated on Wednesday evening, processed at the Department and then sent to the U.S. Postal Service for mailing. This process can take eight to ten days or longer.

The new approval process, effective June 27, 2016, will be online and reflect the individual's employment history dating back to when the system was created in 1986. The employee/applicant will access the Department's secure website and access 'Criminal History Review.' Once at the site, the employee/applicant must select 'Approval Employment History' and then enter his/her Social Security number and date of birth. The employee/applicant will have access to his/her employment history records displaying the Applicant Name, Process Control Number (PCN), Approval Date, County Code, District Code, School Code, Contractor Code and Job Position. The report history will also contain a watermark of the State of New Jersey (center of page if printer allows), a unique identifying document number that cannot be replicated and the seal of the State of New Jersey with the Department's address in the lower left corner. The applicant/employee will be able to print the employment history that replaces the approval letter and validates that the applicant/employee has successfully completed the criminal history record-check process. The new process will be more cost effective and expedite notification to the applicant or employee.

c: Members, State Board of Education
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