



STATE OF NEW JERSEY

# DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: February 19, 2025  
To: Local Educational Agency Leads  
Route To: Human Resource Personnel  
From: Ambrose F. Duckett III, Assistant Commissioner  
Division of Field Support and Services

## OFAC Criminal History and School Bus Safety Training Program

The New Jersey Department of Education is introducing a comprehensive two-part training program, combining efforts from the Office of Student Protection and the Office of School Bus Safety. This initiative is designed to foster a deeper understanding of and interconnection between the critical areas of criminal history record checks and school bus safety regulations. By exploring these interconnected domains, the training aims to empower district and county personnel, enhancing their ability to offer more effective guidance to their respective stakeholders.

Participants will gain insights into the intricacies of conducting and submitting fingerprinting through Identogo's LiveScan technology, which is crucial for obtaining timely criminal history record check results. Furthermore, the program will delve into essential aspects of school bus safety, including credentialing, incident reporting, as well as compliance and enforcement strategies. This holistic approach ensures that officials are well-equipped to uphold safety and security standards, ultimately benefiting the entire educational community. Below is an outline of the topics that will be covered in this enriching training:

### Part 1: Office of Student Protection

- Evolution and development of the Criminal History Record Check process
- Overview of legal requirements for school staff background checks
- Disqualification criteria linked to criminal records
- Comparison of Criminal History Record Check types
- Step-by-step guide to the Identogo application process
- Follow-up procedures for newly arrested, previously approved employees

### Part 2: Office of School Bus Safety

- Office of School Bus Safety training
- Details on suspensions, demotions, and fines for violating bus entities.
- Enforcement strategy and process relative to disqualification and prohibition
- Recommended strategies for school districts, transportation coordinators, county superintendents, contractors, and bus drivers.

Attendance at this training is complimentary; however, pre-registration is mandatory. We offer multiple regional training sessions to ensure optimal accessibility for participants unable to attend within their designated region.

**Register Online:** [Mercer-Middlesex-Monmouth](#)  
**Register by:** March 21, 2025  
**Date:** Friday, March 28, 2025  
**Time:** 10 a.m. – 1 p.m.  
**Address:** Agricultural Building  
4000 Kozloski Road, Freehold, NJ 07728

**Register Online:** [Bergen-Union-Essex-Hudson](#)  
**Register by:** March 27, 2025  
**Date:** Thursday, April 3, 2025  
**Time:** 10 a.m. – 1 p.m.  
**Address:** Union College of Union County NJ  
1776 Raritan Road, Scotch Plains, NJ 07076

**Register Online:** [Burlington-Ocean](#)  
**Register by:** April 1, 2025  
**Date:** Tuesday, April 8, 2025  
**Time:** 10 a.m. – 1 p.m.  
**Address:** Burlington County Office of Education (Human Services Building)  
795 Woodlane Road, Westampton, NJ 08060

**Register Online:** [Somerset-Warren-Hunterdon](#)  
**Register by:** April 10, 2025  
**Date:** Thursday, April 17, 2025  
**Time:** 10 a.m. – 1 p.m.  
**Address:** Hunterdon County Office of Education Conference Room  
314 State Route 12, Flemington, NJ 08822

**Register Online:** [Camden-Gloucester-Salem](#)  
**Register by:** April 17, 2025  
**Date:** Thursday, April 24, 2025  
**Time:** 10 a.m. – 1 p.m.  
**Address:** Camden County Regional Emergency Training Center  
420 Woodbury-Turnersville Road, Blackwood, NJ 08012

**Register Online:** [Sussex-Morris-Passaic](#)  
**Register by:** April 22, 2025  
**Date:** Tuesday, April 29, 2025  
**Time:** 10 a.m. – 1 p.m.  
**Address:** Morris County Public Safety Training Academy  
500 West Hanover Avenue, Morris Plains, NJ 07950

**Register Online:** [Atlantic-Cape May-Cumberland](#)  
**Register by:** May 8, 2025  
**Date:** Thursday, May 15, 2025  
**Time:** 10 a.m. – 1 p.m.  
**Address:** Stockton University, Alton Auditorium  
101 Vera King Farris Drive, Galloway, NJ 08205

For any questions regarding the Criminal History Record Check Training Program, please contact Marisol Medina at [Marisol.medina@doe.nj.gov](mailto:Marisol.medina@doe.nj.gov) or (609) 376-3643.

c: Members, State Board of Education  
NJDOE Staff  
Statewide Parent Advocacy Network  
Garden State Coalition of Schools  
NJ LEE Group