



STATE OF NEW JERSEY DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: March 18, 2026
To: Local Educational Agency Leads
Route To: District Human Resource Personnel, County Transportation Coordinators,
District School Bus Personnel, Contracted School Bus Providers
From: Ambrose F. Duckett III, Assistant Commissioner
Division of Field Support and Services

Criminal History and School Bus Safety Training Program

The Office of Student Safety and School Preparedness, in collaboration with the Office of Student Protection and the Office of School Bus Safety, will be hosting our fourth annual two-part training program. This training is designed to strengthen alignment between criminal history record check requirements and school bus safety regulations, two critical pillars of student protection.

Participants will review procedures for submitting fingerprints through Identigo's LiveScan technology, which is crucial for obtaining timely criminal history record check results. The training will also feature essential aspects of school bus safety, including credentialing, incident reporting, as well as compliance and enforcement strategies. Below is a snapshot of the topics that will be covered during the training series:

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 Identigo 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 violations by bus entities
- Enforcement strategy and process relative to disqualification and prohibition
- Recommended strategies for school districts, transportation coordinators, county superintendents, contractors, and bus drivers

There is no fee to attend this training; however, pre-registration is mandatory. Participants may register for venues closest to their home or work location. Attendance from district administrators, transportation coordinators, human resource personnel, county offices, and private school bus contractors is strongly encouraged to ensure consistent implementation of safety standards statewide.

Training Locations:

Register Online: [Hunterdon-Somerset-Warren](#)
Register by: March 31, 2026
Date: Tuesday, April 7, 2026
Time: 10 a.m. to 1 p.m.
Address: Hunterdon County Office of Education, Conference Room
314 State Route 12, Flemington, NJ 08822

Register Online: [Morris-Sussex-Passaic](#)
Register by: April 3, 2026
Date: Friday, April 10, 2026
Time: 10 a.m. to 1 p.m.
Address: Morris County Public Safety Training Academy
500 West Hanover Avenue, Morris Plains, NJ 07950

Register Online: [Camden-Gloucester-Salem](#)
Register by: April 10, 2026
Date: Friday, April 17, 2026
Time: 10 a.m. to 1 p.m.
Address: Camden County Regional Emergency Training Center
420 Woodbury-Turnersville Road, Blackwood, NJ 08012

Register Online: [Ocean-Burlington](#)
Register by: April 17, 2026
Date: Friday, April 24, 2026
Time: 10 a.m. to 1 p.m.
Address: Ocean County College
1 College Drive, Toms River, NJ 08754

Register Online: [Bergen-Union-Hudson-Essex](#)
Register by: April 21, 2026
Date: Tuesday, April 28, 2026
Time: 10 a.m. to 1 p.m.
Address: Bergen County Community College Innovation Center
1280 Wall Street, Lyndhurst, NJ 07071

Register Online: [Mercer-Middlesex-Monmouth](#)
Register by: April 24, 2026
Date: Friday, May 1, 2026
Time: 10 a.m. to 1 p.m.
Address: Monmouth County Agricultural Building
4000 Kozloski Road, Freehold, NJ 07728

Register Online: [Atlantic-Cape May-Cumberland](#)
Register by: April 28, 2026
Date: Tuesday, May 5, 2026
Time: 10 a.m. to 1 p.m.
Address: Stockton University, Campus Center
101 Vera King Farris Drive, Galloway, NJ 08205

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