



State of New Jersey  
DEPARTMENT OF EDUCATION  
PO Box 500  
TRENTON, NJ 08625-0500

CHRIS CHRISTIE  
*Governor*

KIM GUADAGNO  
*Lt. Governor*

DAVID C. HESPE  
*Commissioner*

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 or employee will be able to print the employment history that replaces the approval letter and validates that the applicant or 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
- David C. Hespe, Commissioner
- Senior Staff
- Marie Barry
- Carl Carabelli
- Executive County Superintendents
- Executive Directors for Regional Achievement Centers
- Executive County Business Officials
- NJ LEE Group
- Garden State Coalition of Schools

# Applicant Approval Employment History

Name: JANE DOE

SSN: XXX-XX-1111

Date of Birth: October 01, 9999

Document Id: 84735d50f7c9f172dfdb74b8c0deedca  
 Number of Approvals: 4

## List of all Approval(s) Issued by the NJ Dept. of Education Criminal History Review Unit, as of 06/10/2016

Approval Date	County Code	District Code	School Code	Contractor Code	Job Position	PCN	Transfer (Y/N)
06/07/2016	01	6139	000	6139	SUBSTITUTE TEACHER	4999999999992	Y
06/07/2016	35	0350	000	0000	SUBSTITUTE TEACHER	4999999999992	N
02/06/2006	01	0110	000	0000	CLERICAL	4999999999993	N
01/07/1999	02	0010	020	0000	SCHOOL BUS DRIVER	4999999999996	N



New Jersey Department of Education  
 Criminal History Review Unit  
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 Trenton, NJ 08625-0500