



State of New Jersey

DEPARTMENT OF EDUCATION
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May 24, 2016

TO: Chief School Administrators
Charter School Lead Persons
Private Schools for Students with Disabilities
Nonpublic Schools

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

SUBJECT: Criminal History Review Unit – Memorandum of Understanding with Private Career Schools

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 PROCEDURES ARE NOT REQUIRED FOR KINDERGARTEN PROGRAMS OPERATED BY LICENSED CHILD CARE CENTERS.

The New Jersey Department of Education (DOE), Criminal History Review Unit (CHRU) will be entering into a Memorandum of Understanding (MOU) with Private Career Schools (PCS) approved by the Office of Career and Technical Education to request and obtain criminal history record checks for their directors and instructional staff.

PCS will be assigned county, district and school codes to allow their employees to file for the criminal history record checks as do the educational facilities. The employee will be issued the CHRU Approval Letter and the specific PCS will be notified of the approval information through the weekly computer approval information available on the Department Web site. 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 educational facility under the supervision of the DOE or any participating nonpublic school. The PCS will then notify the CHRU in writing as to the date the employee was terminated from service with the educational facility.

Private Career Schools will comply with the same procedures as an educational facility under the supervision of the DOE. The same procedure and process will apply to the employees of PCS.

RJC/CHC/cc/chief.school.admin.ltr.private.career.schools

c: Members, State Board of Education
Senior Staff

Marie Barry
Executive County Superintendents
Executive Directors for Regional Achievement Centers
Executive County School Business Administrators
NJ LEE Group
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