



State of New Jersey

DEPARTMENT OF EDUCATION

PO Box 500

TRENTON, NJ 08625-0500

PHILIP D. MURPHY
Governor

SHEILA Y. OLIVER
Lt. Governor

ANGELICA ALLEN-McMILLAN, Ed.D.
Acting Commissioner

Date: November 10, 2020

To: All Approved Private Career Schools

From: Erskine Glover, State Director *ERG*
Office of Career Readiness

Subject: Criminal Background Check Procedures for Private Career Schools
Contracting with School Districts

In accordance with N.J.A.C. 6A:19-2.4(a)5, when a private career school (PCS) contracts with a school district to offer a program or portion of a program to an individual or group, the PCS must conduct criminal background checks on all employees who have regular contact with students, pursuant to N.J.S.A. 18A:6 -7.1b. Mandatory procedures are in place to streamline the criminal background check process and ensure that PCSs are kept up to date regarding any criminal activity of their employees. These procedures are detailed below:

1. Once a school district decides to contract with a PCS, the PCS must contact the New Jersey Department of Education (NJDOE), Office of Student Protection (OSP) at 609-376-3999 or email OfficeofStudentProtection@doe.nj.gov.
2. The OSP will enter into a Memorandum of Understanding (MOU) with the PCS to request and obtain criminal history records checks for employees of the PCS who will have regular contact with students.
3. The PCS will be assigned a code by the OSP to allow PCS employees to file for the criminal history record checks.
4. Approximately two weeks after the employee has been fingerprinted, they can go online to the [Office of Student Protection](#) to view and print their "Applicant Approval Employment History" which will list their approval date with the codes for the PCS that they were fingerprinted for.
5. 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 education facility under the supervision of the NJDOE. The PCS will notify the OSP in writing as to the date the employee was terminated from service with the education facility.

To help expedite this process and ensure the OSP has MOUs with all the applicable PCSs, the NJDOE is requiring all PCSs that are contracting with school districts to complete the attached information sheet and return it to private@doe.nj.gov by November 20, 2020.

If you have any questions regarding these procedures, you may contact Mr. Craig Morris, Program Specialist, Office of Career Readiness at (609) 376-3908.

Attachment

C: Diana Pasculli
Kathleen Paquette
Carl Carabelli
David McNair
Craig Morris
LaShona Burkes

**New Jersey Department of Education
Office of Career Readiness
Contracted Private Career School Information Form**

This form should be completed by private career schools that currently or plan to contract with school districts to provide career and technical education (CTE) programs for public school students.

Private Career School Information

Private Career School Name: _____ Email address: _____

Last Name of Contact Person: _____ First Name of Contact Person: _____

Title: _____ Phone number: _____

Private Career School Address: _____

Public School Information

In the table below, list each public school you are contracting with, along with your point of contact, the CTE program(s) you are contracted to provide and indicate whether or not the program is being offered at the public school site, off-site, or both (add additional rows if needed). If you will be offering multiple programs, list each program on a separate line.

Name of Public School	Address	School Contact Name	School Contact Phone Number	CTE Program to be Provided (each program should be listed on a separate line)	Estimated # of students to be served per year	Is the CTE program being offered at the public school site? (yes, no, both on-site and off-site)

Please return completed form via e-mail to private@doe.nj.gov