

Criminal History Review – NEW Applications

Teacher candidates in clinical experience who are placed in a school district that requires a Criminal History Review as well as all teacher candidates beginning their clinical practice must complete the Criminal History Review. This is the process by which teacher candidates are fingerprinted.

If you have not previously been fingerprinted in the state of New Jersey follow the steps below.

For individuals who have been fingerprinted as a Volunteer or College Student:

The version of the Criminal History Review that must be redone periodically costs \$26, and is not archivable. If you have completed this version previously, you must redo your fingerprints before entering any placement.

If you are a Junior, or if you have 60 credits or more:

Seton Hall recommends that you complete a **substitute teaching certification** because this will ensure that you complete an archivable and more extensive version of the Criminal History Review that is required for Clinical Practice or Student Teaching.

For individuals who have been fingerprinted as a Substitute Teacher:

If you have been fingerprinted before SPECIFICALLY through the New Jersey Department of Education after February 2003, AND indicated in the application, in Job Category, that you are a substitute, you do not need to repeat the process. **Please see the steps to have your Criminal History Review archived.**

You can find more information about this process at http://www.state.nj.us/education/genfo/faq/faq_crimhist.htm

You will need your Social Security Number, a credit card for payment (\$26 or \$70.25)

Go to the address <https://homerom4.doe.state.nj.us/chr/>

1. Click on the first option, "New Administration Fee Request (New Applicants Only)"
2. Enter your Social Security Number.
3. This will bring you to the next page titled "Applicant Authorization and Certification."
4. Click on the first option under "Please select an AA&C form" which states, "All job positions except School Bus Drivers and Bus Aides, for Public Schools for Students with Disabilities and Charter Schools"
5. Fill out the AA&C form.
 - a. Under Job Category, Select Volunteer, or Substitute Teacher.

- i. You can get fingerprinted as a volunteer if you are a Pre-Clinical Intern, however, you will have to redo those fingerprints every time you get a placement.
 - ii. If you are a Clinical Intern, please select Substitute Teacher.
 - iii. If you are a junior or have 60+ credits and wish to be substitute certified, select Substitute Teacher.
 - b. If you're going to a public school, fill out the public school selection under the School Info category. NOTE: You will be selecting the appropriate County, and District, then under the school drop down menu select the only option: NONE (000)
 - c. If you're going to a private school or charter school fill out "Other School Selection." For Charter School, select the county "Charter." NOTE: You will be selecting the appropriate County, District, and School under the drop down menus.
 - d. *Sometimes the districts are listed multiple times with different codes, in this case you can click through the district options until you find your matching school code. Fill out the rest of the info and proceed to payment.
6. Fill out your payment information
7. You will be presented with 3 steps
 - a. View and/or print your New Administration Fee Payment Request confirmation page
 - b. Complete and/or print your Identogo NJ Universal Fingerprint Form
 - c. Click here to schedule your fingerprinting appointment with MorphoTrust
8. Complete all three of the steps identified in Step 8:
 - a. Select the first option, "View and/or print your New Administration Fee Payment Request confirmation page"
 - i. Print the page to keep a copy for yourself
 - ii. This form contains important information you will need in the future if you decide to access this Criminal History Review for a different school that requires a Criminal History Review
 - b. Go back and select the 2nd option, "Complete and/or print your IdentGo NJ Universal Fingerprint Form"
 - i. Complete the form
 - ii. Click Submit
 - iii. Print this form to bring with you to your fingerprinting appointment
 - c. Go back and select the 3rd option, "Click here to schedule your fingerprinting appointment with MorphoTrust"
 - i. Schedule a fingerprinting appointment and submit
9. It will take approximately 2 weeks for the Criminal History Review to be completed. After the 2 weeks, you should be able to access your results by

visiting <http://www.nj.gov/education/educators/crimhist/> and choosing the first option, Applicant Approval Employment History and entering your information. If your results aren't posted yet, call the Criminal History Review Unit at (609) 292-0507

Criminal History Review - ARCHIVING a Previous Criminal History Review

If you have previously been fingerprinted in New Jersey as a **substitute teacher in the past 3 years**, or any other option that cost \$70, follow these directions to access your old review.

1. Obtain your PCN (Process Control Number) from your previous request. This can be found on your Morpho Trust Receipt or by accessing your Applicant Approval Employment History on the Criminal History Review Unit's website: (<http://www.nj.gov/education/educators/crimhist/>) Click on Applicant Approval Employment History, and enter your information.
2. Go to <http://www.nj.gov/education/educators/crimhist/>
3. Select "File Authorization and Make Electronic Payment for Criminal History Record Check"
4. Click on Archive Application Request. Enter your social security number and click continue
5. Click on the first option under "Please select an AA&C form" which states, "All job positions except School Bus Drivers and Bus Aides, for Public Schools for Students with Disabilities and Charter Schools"
6. Fill out the AA&C form.
 - a. Under Job Category, Select College Student
 - b. If you're going to a public school, fill out the public school selection under the School Info category. NOTE: You will be selecting the appropriate County, and District, then under the school drop down menu select the only option: NONE (000)
If you're going to a private school or charter school fill out "Other School Selection." For Charter School, select the county "Charter." NOTE: You will be selecting the appropriate County, District, and School under the drop down menus.

*Sometimes the districts are listed multiple times with different codes, in this case you can click through the district options until you find your matching school code.

c. Fill out the rest of the info and proceed to payment.

7. Enter your information and submit your payment