

Criminal History (Background) Clearance Instructions

- ❖ ALL education students **MUST** complete a *New Jersey Department of Education* Criminal History (Background) Clearance using the College of Education's codes prior to any clinical experience.
- ❖ No student will be permitted to begin a clinical practice or clinical experience placement without a valid criminal history (background) clearance being submitted to the College of Education by the established deadlines.

Instructions for Completing your NJDOE Criminal History Clearance		✓
1	Visit this NJ Department of Education (NJDOE) website: https://nj.gov/education/crimhist/ to obtain your Criminal History Clearance. Print the instructions and please read the instructions thoroughly before you begin the application process!	
2	<p>Rowan University, College of Education NJDOE Application Codes:</p> <ul style="list-style-type: none"> Rowan University Codes: SPONSOR (Rowan University 157270001) <ul style="list-style-type: none"> *PLEASE NOTE: <i>This number (157270001) will also be used as the Contributor's Case Number to schedule your fingerprinting appointment.</i> Job Category: "Substitute Teacher" (Substitute Teacher Aide not accepted) Service Code: PUBLIC SCHOOL EMPLOYMENT (2F1FB1) 	
3	<p>Following a fingerprinting visit, it is the responsibility of each student to check the NJ Department of Education (NJDOE) website for the <i>Application Approval Employment History</i> clearance certificate.</p> <p>Criminal History Clearances are NOT sent directly to Rowan.</p> <p>Criminal History Clearances are usually processed within 2 weeks after you are fingerprinted.</p> <p>Keep checking!</p>	
4	<p>To retrieve your Criminal History Clearance from the NJDOE:</p> <ol style="list-style-type: none"> Go to the NJ DOE website: https://homeroom6.doe.state.nj.us/chrs/app-emp-history Enter your social security number and date of birth. Select Download/Print PDF Document and save the PDF. 	
5	<p>Only criminal history clearances using Rowan University's College of Education codes and job category will be accepted:</p> <p>Verify your Rowan Criminal History Clearance Codes:</p> <p>County: 15; District: 7270; School: 001; Job Position: Substitute Teacher (Substitute Teacher Aide not accepted)</p> <p>*If your codes are NOT listed as above, contact the NJDOE at: officeofstudentprotection@doe.nj.gov Or (609) 376-3999 for assistance.</p>	
6	<p>SUBMIT/Upload a PDF file of your Criminal History Clearance to the College of Education using this link: go.rowan.edu/CEDCriminalHistoryClearance</p>	
7	<p>Please Note: The Criminal History Clearance is a NJDOE process, through the NJDOE Office of Student Protections website. If you need assistance, OCE can guide you through the NJDOE process. Please contact OCE@rowan.edu to schedule an in-person or virtual appointment.</p>	

TB Test Results Instructions

- ❖ ALL education students **MUST** complete a *Tuberculosis Test (TB Skin Test, PPD, Mantoux, or IGRA/QuantiFERON blood test)* prior to any clinical experience. This is a requirement of the New Jersey Department of Education (NJDOE) per the New Jersey Department of Health (NJDOH).
- ❖ No student will be permitted to begin a clinical practice or clinical experience placement without a valid Tuberculosis Test being submitted to the College of Education by the established deadlines.

Instructions for Completing your Tuberculosis Test		✓
1	<p style="text-align: center;">Schedule a TB TEST appointment with either:</p> <ul style="list-style-type: none"> • Rowan University Wellness Center <ul style="list-style-type: none"> ▪ Appointments can be made through the Rowan OWL (Online Wellness Link) via Self Service Banner, or by calling 856-256-4333. • Primary Healthcare Physician • Urgent Care Facilities • Pharmacy Healthcare Clinics • County Health Department 	
2	<p style="text-align: center;">The TB Skin Test is a 3-Day test! PLAN ACCORDINGLY!</p> <p>If you have a Tuberculosis Skin Test (PPD, Mantoux) administered, you must return to the facility to have the skin test 'read' (injection site examined for a skin reaction). A reading must take place within 48-72 hours from the time the test was administered.</p>	
3	<p style="text-align: center;">Blood Work can take up to a week to receive results. PLAN ACCORDINGLY!</p> <p>If you have a Blood Draw for an IGRA/QuantiFERON GOLD blood test, you must communicate with the facility ordering the blood test (ex. your physician) on how and when you will receive your blood test results (ex. online portal, pick up lab results in the office, etc.).</p>	
4	<p style="text-align: center;">SUBMIT/Upload a PDF file of your Tuberculosis Test Results to the College of Education using this link: go.rowan.edu/CEDTBTest</p>	
5	<p>Please Note: You may incur out-of-pocket expenses for your Tuberculosis Test depending on your insurance and where you go for testing. Please provide yourself extra time to research your testing options to ensure you the established deadlines and avoid added expense.</p>	

The Office of Clinical Experiences (OCE) monitors compliance with the Criminal History Clearance and TB Test requirements.

***OCE does not have the authority to extend deadlines or modify requirements.**

Monitor your Rowan Email regularly for notifications from OCE and please respond to all inquiries immediately.

Please contact the Office of Clinical Experiences if you need assistance.

OCE@rowan.edu