



State of New Jersey

DEPARTMENT OF EDUCATION

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Date: June 1, 2024
To: All approved Private Career Schools
From: Kathleen Paquette, Director *KP*
Office of Career Readiness
Subject: Criminal Background Check Procedures for Private Career Schools
Contracting with School District

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 a criminal background check 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 PCS's 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 the OfficeofstudentProtection@doe.nj.gov
2. The OSP will enter into a Memorandum of Understanding (MOU) with the PCS to request and obtain criminal history record 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 offence 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 MOU's with all the applicable PCS's the NJDOE is requiring all PCS's that are contracting with school districts to complete the attached sheet and return it to private@doe.nj.gov immediately.

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

**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