

**THANK YOU FOR YOUR INTEREST IN BECOMING A
SUBSTITUTE IN THE NORTHVALE SCHOOL DISTRICT**

Requirements for All Substitute Personnel

Step One: Complete Criminal History Review Check Process

Criminal History Review

All employees hired by the Northvale Public School District who have regular contact with students, must submit to a criminal history background check through the **Office of Student Protection Unit (OSP)** system.

A. Go to <https://www.nj.gov/education/crimhist/check>

Select New Applicant, Archive Applicant or Transfer Applicant

Pay administrative fees for the **criminal History background clearance** and print out the IdentoGO New Jersey Universal Fingerprint Form from the NJ Department of Education Office of Student Protection. <https://homerom4.doe.state.nj.us/chr/> **Fee: \$11.00**

County Code: #03 – District Code: #3730 - Job Code: Substitute Teacher (04)

Reason for Fingerprinting: Public School Employment – Service Code: 2F1FB1

B. Go to IdentoGo Website <https://uenroll.identogo.com/> to schedule an appointment and pay fingerprinting fees. (\$66.05 for first time fingerprints in the State of NJ, or \$29.75 if you were previously printed through the NJDOE subsequent to March 2003).

C: Schedule an appointment to be fingerprinted. Make sure to bring the following to your scheduled appointment.

- Picture Identification (ID) Note: Foreign passports will no longer be accepted as proof of identification;
- IdentoGo New Jersey Universal Fingerprint Form; and
- Verify criminal history status form: <https://www.nj.gov/education/crimhist/>

Step two: Apply for a Substitute Credential Online – (If you do not possess a NJ Teaching Certificate)

Apply online in the Teacher Certification Information System (TCIS) for the substitute credential <https://nj.gov/education/license/tcis/index.html> and pay the \$125.00 application fee. Questions concerning the technical use of the TCIS may be resolved by emailing TCISchassist@doe.nj.gov.

Upon completion of the online application, applicants should record their individual Tracking Number generated by TCIS during the application process Please send tracking number to: kayan@nvnet.org

Step Three: Send College Transcripts and Applicant Approval Employment History form to Northvale Public School.

A. Official Sealed College Transcripts from an accredited college reflecting a minimum of 60 college credits mailed to Mrs. Pat Kayan. (Transcripts from the applicant will not be accepted)

Or: Electronically sent from the College to:

kayan@nvnet.org

B. Applicant Approval Employment History form.

<https://homerom5.doe.state.nj.us/chrs18/?app-emp-history>

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