STUDENT TEACHER & INTERNSHIP APPROVAL PROCESS

Applicant must apply online through AppliTrack

- Log on to: www.flboe.com - Select Employment Tab.
- Select start an application for employment.
- When in application under job/position desired select:
  - Other (Student Teaching/Practicum/Field Work) - Job ID #1518.
- The applicant must upload a typed letter addressed to the Superintendent of Schools requesting to fulfill his/her Student Teaching, Practicum, or Internship in the Fort Lee Public School District.
- The applicant must upload a copy of an official letter/form from their school detailing the program requirements.
- The applicant must upload a copy of his/her resume.
- The applicant must upload a copy of their substitute certification (for student teaching only).

Mantoux Test

- The applicant will be directed to have a mantoux test and upload the results onto their AppliTrack Application. The date of the mantoux test results must be within a year of starting the placement (we will accept a copy from their college).

Fingerprinting Process

- The applicant must complete the fingerprinting process and upload the appropriate documentation to their AppliTrack Application. Fingerprint results can be viewed at http://www.nj.gov/education/crimhist/ (Click on "Applicant Approval Employment History" and enter your SSN and DOB). Print results and upload to Applitrack.

Placement Process

- Once all steps are completed the applicant must email Margaret Alcon at malcon@flboe.com to indicate completion and to verify receipt of documentation for processing of placement.
- Once the Superintendent has reviewed the request (subject to board approval), Central Office will reach out to the principals to request a cooperating staff member, only after the student has completed all of the required documentation.
- Documentation is subject to completion of all required documentation prior to beginning any assignment. (All documentation must be completed 3 weeks prior to scheduled board meeting in order to be considered for Board approval.

Board Approval

- Once a cooperating staff member agrees to work with the applicant, the school/applicant will be notified via email. Interview with building principal is required prior to board approval.
- Ms. Alcon will then move the information forward to the Office of the Superintendent for the Fort Lee Board of Education to approve.
- No Student Teachers or Interns can begin their assignment until they are approved by the Fort Lee Board of Education.

Class Observations

- Observations under 20 hours do not require board approval.
  - Applicant must complete an application on AppliTrack.
  - The applicant must upload a copy of an official letter/form from their school detailing the observation requirements.
  - Interview with building principal is required prior to placement.
- All observations are required to be approved by Central Office.
FINGERPRINTING PROCESS
PUBLIC SCHOOL

Step 1 - Access www.nj.gov/education/crimhist/ and select “File Authorization & Make Electronic Payment for Criminal History Record Check.”

Step 2 - Select one of the following options:
- “New Administration Fee Request” (new applicants only) *
- “Archive Application Request” (previously fingerprinted for public school employment only) **
- “Transfer Request” (substitutes and bus drivers only) ***

Step 3 - Select the appropriate AA&C form that is suitable to your job position and employer.

Step 4 - Complete the requested application as prompted: Input Information and Legal Certification; Payment (credit or debit card); Submit. You will need the following information — ORI Number: NJ930100Z; Contributor Case Number: 03-1550; Category: EDK; Document Type: RBI; State Statue Requiring Fingerprinting: N.J.S.A. 18A:6-7.2; Reason for Fingerprinting: Public School Employment.

Step 5 - (for new applicants only) - After completing the transaction, you will be presented with three required steps.

1) Click “View and/or print your New Administration Fee Payment Request confirmation page.” Print two copies of confirmation page; one copy to submit to the HR once and one copy for your records.

2) Select , “Complete and/or print your IndentoGO NJ Universal Fingerprint Form.” Complete any unpopulated blocks on the IndentoGO NJ Universal Fingerprint form. Once the form is complete, click on the “Submit” button and print form. A printed copy of this form is to be presented to Idemia (formally known as Morpho Turst) at the time of the LiveScan Fingerprinting appointment.

3) Click “Schedule an Appointment” to be redirected to the Indemia appointment page (www.bioapplicant.com/nj) to schedule appointment and pay the fee. If you have a question regarding appointment, call 1-877-503-5981 to reach Indemia.

Fingerprint results can be viewed at http://www.nj.gov/education/educators/crimhist/ (click on “Applicant Approval Employment History” and enter your SSN and DOB). Print results and up-load to Applitrack.

FEES INVOLVED:
- New—approximate fee of $72.70 (includes Administrative Fee + Fingerprint Fee)
- Archive—approximate fee of $28.50 (includes Administrative Fee + Archival Fee)
- Transfer —$6.00

For more information you may visit the following website:
http://www.nj.gov/education/crimhist/

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