

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 up-load 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/>