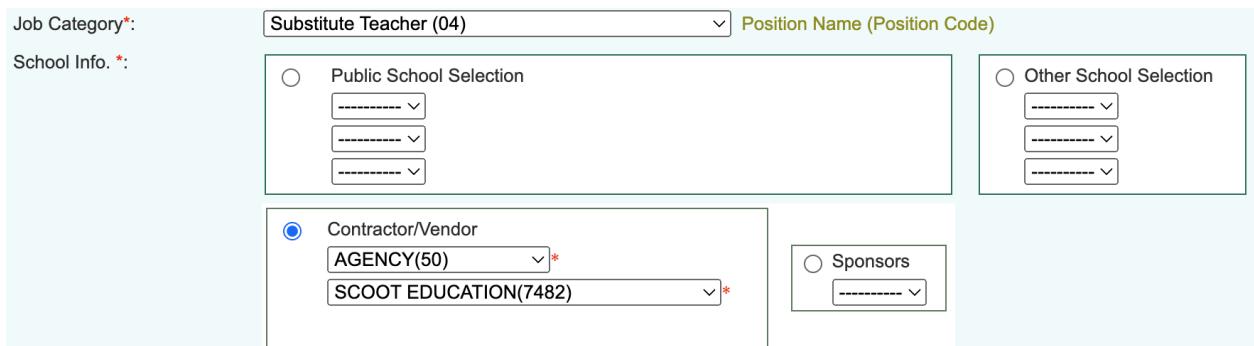


Instructions for new applicants

Please ensure you utilize the correct service code **2F1FB1** and Scoot's contributor case number **507482** when having your fingerprints taken.

1. Go to the [Office of Student Protection's website](#).
2. Click on "[File Authorization and Make Electronic Payment.](#)"
3. Select the first option: "**New Administration Fee Request (New Applicants Only)**"
4. Enter your Social Security number and click "**Continue.**"
5. **Select option 1:** All Job Positions, except School Bus Drivers and Bus Aides, for Public Schools, Private Schools for Students with Disabilities and Charter Schools.
6. Complete the requested applicant information, making sure to use the employer codes provided to you (see below). Fill out these sections as shown:



The screenshot shows a form with the following fields and selections:

- Job Category*:** Substitute Teacher (04)
- Position Name (Position Code):** (Empty)
- School Info.*:**
 - Public School Selection (with three dropdown menus)
 - Contractor/Vendor (with dropdowns for AGENCY(50) and SCOOT EDUCATION(7482))
 - Other School Selection (with three dropdown menus)
 - Sponsors (with one dropdown menu)

- In 'Job Category' ➔ Select 'Substitute Teacher (04)'
- In 'New School Info' ➔ Select the 'Contractor/Vendor' option
- Under 'Contractor/Vendor,' click the 'Select County' dropdown ➔ Select 'Agency (50)'
- Under 'Contractor/Vendor,' click "Select Contractor/ Vendor" ➔ Select 'Scoot Education (7482)'

7. Proceed to the Legal Certification. To continue with the ePayment process, read and accept the terms of the AA&C by checking the box.
8. Submit your credit card payment.
 - There is a \$10 administrative fee for the department to process the request plus an additional \$1 convenience fee charged by the private vendor, NicUSA.
 - Methods of payment are Visa, MasterCard, American Express or Discover credit cards.
 - You MUST click the "Make Payment" button **only one time** to complete the transaction.
9. Stay on this page! After completing the transaction, you will see three required steps:
 - 1) View and/or print your New Administration Fee Payment Request confirmation page
 - Click on this. Print a copy of the receipt by clicking the print button in the upper right corner of the page and present a copy to the employing entity.
 - 2) View and/or print your IdentoGO NJ Universal Fingerprint Form
 - Click on this. Print the IdentoGO NJ Universal Fingerprint Form.
 - You must reference the information in **Box 7** which is the Contributor Case Number that is asked for when scheduling your fingerprint appointment.
 - 3) Click here to schedule your fingerprint appointment
 - Click here to access the IdentoGO web page.
 - You can also call [1-877-503-5981](tel:1-877-503-5981) to schedule your appointment, but you will need to get your Service Code from your employer.
SCOOT SERVICE CODE: 507482
 - Present your completed fingerprint form at your appointment, including Scoot's service code. **Keep and upload both your**

completed form and receipt. Scoot reimburses up to \$50 towards this expense in your first paycheck, once you've started working.

10. In about two weeks after you get fingerprinted, **view and print your "Applicant Approval Employment History"** by accessing it on the [OSP website](#). Provide a copy to your employer.