



## CPS Field Experience Registration Guide (02/2017)

Thank you for your interest in the CPS Field Experience program! Field experience includes students completing observational/pre-clinical hours, and practicum experiences primarily in the field of education. Field experience is not the same as student teaching. The Field Experience registration process consists of three easy steps which are outlined below.

### Step One: Submit Field Experience Application

Candidates must complete the online registration, which is electronically submitted to the CPS Talent Office. It is **required** by all applicants in order to gain CPS approval to begin field experience in the district, including active CPS employees. The application is located at [CPS Field Experience Program](#) page.

\*Completing the requirements out of sequence may cause a delay in the process.

### Step Two: Complete Background Check

Field experience candidates must be fingerprinted using the CPS Field Experience Background Check form at any Accurate Biometrics location. Results are sent directly to the CPS Safety and Security department. For detailed instructions on how to obtain your criminal background check, review the page two.

### Step Three: Receive approval

Once the CPS Talent Office has received the online registration form and the CPS Safety and Security team receives your background check results, your request will be reviewed. Within two weeks you will receive a response via email regarding your request to complete field experience with CPS.

If you are approved, please print the *Approval Notice* immediately upon receipt. A copy of the *Approval Notice* is to be presented to each school at the start of your placement. **The CPS Talent Office will not supply duplicate approval notices if lost or misplaced.** Your CPS Field Experience approval will be valid through all semesters until you reach the point of student teaching; at which time you will complete the student teaching application process.

**Special Note:** Though registration for CPS Field Experience is open year round, we ask that you follow the directions of your university relative to any specific timelines that have been set for registration and submission of required documents.

Please note that acceptance to complete Field Experience within CPS does not supersede your university's field experience requirements. **Applicants must have University and CPS approval to complete field experience within Chicago Public Schools.**



## Background Check Guide

Chicago Public Schools requires prospective Field Experience candidates to undergo a fingerprint-based criminal background check. Please carefully review the guidelines and procedures below for proper submission of your background check reports.

Fingerprinting can be completed at any Accurate Biometrics location using the CPS Field Experience Background Check form found at [www.cps.edu/fieldexperience](http://www.cps.edu/fieldexperience). This method ensures that you are fingerprinted for both required agencies (Illinois State Police and FBI). It also ensures that your results are transmitted directly to CPS.

Please do not complete a criminal background check until you have completed the online registration. Completing the requirements out of sequence may cause a delay.

### Fingerprinting Procedures

CPS fingerprinting service is provided by Accurate Biometrics. For a list of locations and hours of operation please visit <http://www.accuratebiometrics.com> or call 866-361-9944. The charge for fingerprinting is **\$54.50** and can be paid by company check, money order, cashier's check or MasterCard/Visa. (No cash or personal checks are accepted.)

You will be required to present a valid state-issued photo identification card along with the CPS Field Exp Form found at [www.cps.edu/fieldexperience](http://www.cps.edu/fieldexperience). **Please read the form carefully and provide an accurate response to all questions.**

Once processed, your state and federal background check results will be transmitted directly to CPS. **It is important to save the Accurate Biometrics receipt.** It will contain a tracking number that may be needed for future reference.

**Important Note:** If you are aware of any arrests/charges/convictions on your background check report, please be prepared to provide court certified dispositions for each to CPS if requested. Background check reports that indicate prior arrests may be required to go before the CPS Criminal Background Review Committee along with the accompanying certified disposition(s). The CPS Criminal Background Review Committee will make the final decision regarding field experience approval.



## Frequently Asked Questions

### **What if I have already been fingerprinted and will background checks from other background check vendors be accepted for CPS field experience registration, i.e. a university background check?**

CPS does not accept third party background checks. You must be fingerprinted at an Accurate Biometrics location using the CPS field experience fingerprinting process and associated fingerprinting form, so that we receive these results directly.

PLEASE NOTE: If you are aware of any arrests/charges on your background report, please be prepared to provide Certified Dispositions to CPS when requested. Any background check that produces a "HIT" result will be required to go before the CPS Criminal Background Review Committee along with certified dispositions submitted from the candidate.

### **What do I do after my fingerprinting is completed?**

Your fingerprints will be processed at the state and federal levels and the results will be sent directly to CPS. Please retain your Accurate Biometrics receipt.

### **If I did not receive an Approval Notice, can I still start observing for field experience hours?**

**No.** To ensure the highest level of safety for our students and school communities, an Approval Notice is required from every prospective student teacher. If you have not received an Approval Notice, you may not begin volunteering in the district. Please contact your university program manager for next steps.

### **Do I have to register for field experience more than once?**

**No.** You only register for field experience once. It is important to keep your Approval Notice since it is required to submit a copy of your Notice at each observation site.