

## **CPS FIELD EXPERIENCE REGISTRATION GUIDE**

Thank you for your interest in completing your field experience hours with the Chicago Public Schools! The following is a guide to assist you in completing the CPS Field Experience registration process. The registration process consists of two easy steps which are outlined below. Registration is **REQUIRED** for those planning to complete Field Experience within the CPS. Please take a moment to review these steps before you begin the registration process. Please note field experience includes students completing observational hours, pre-clinical hours and practicum experiences. Field Experience is not student teaching.

### **Step One: On-Line Registration Form**

Students must complete the online registration form which is electronically submitted to the CPS Talent Office. This online form is required by all applicants in order to gain CPS approval to begin field experience in any Chicago Public School. Current CPS employees planning to complete field experience with CPS should also complete this on-line form. The link to the on-line registration form can be found at:

<https://docs.google.com/spreadsheets/viewform?formkey=dDJneWZ2bkh2Z3czamIPQ01neGxic2c6MQ>

#### **The registration form consists of:**

- Basic Contact Information
- University Name
- CPS Employee Information (if applicable)

### **Step Two: Criminal Background Check**

The online form provides detailed instructions on how to obtain and submit your criminal background check (CBC) results to the CPS Talent Office. Field experience students are either fingerprinted through their respective universities or will be responsible for obtaining results on their own. **Note that CPS will not accept Field Experience applicant CBC results directly from Accurate Biometrics.** Please be sure to carefully read the fingerprint directions within the registration form to see which protocol applies to you.

#### **The criminal background check section consists of:**

- The CBC submission processes for both CPS employees and non-CPS employees
- The specific background check documents to be submitted
- The valid date criteria for all results submitted

Upon successful completion of the online registration form, students will receive an automated confirmation message that will direct them to proceed to Step Two (if applicable)

Once the CPS Talent Office receives the online registration form AND the criminal background checks from both the FBI and the Illinois State Police your request will be reviewed. Within 2 weeks you will receive an email response regarding your approval to begin field experience with CPS.

### **Approval Notice Email**

A CPS Field Experience *Approval Notice* email will be sent to the student upon final CPS approval. Students should print this notice upon receipt. A copy of the *Approval Notice* should be presented to the school at the start of placement. This approval will be valid through all semesters until you reach the point of student teaching, at which time you will go through their appropriate registration process.

**Special Note:** There is no registration period or deadline related to applying for Field Experience with CPS. We understand that each university has their own criteria and timelines for their respective programs and we ask that you follow the directions of your university. If you are interested in student teaching there is a separate registration process. Details can be found at [www.cpsstudentteachprogram.com](http://www.cpsstudentteachprogram.com).

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 the Chicago Public Schools.** Students may email the program at any time with questions or concerns at [FieldExperience@cps.k12.il.us](mailto:FieldExperience@cps.k12.il.us).

Thank you for your interest in CPS Field Experience!