

ANNOUNCING THE
Office of Pathways to College and Career
K-12 Counseling & Advising Department

School Counselor

PRACTICUM/INTERNSHIP PROGRAM

Dear School Counselor Practicum/Internship Students:

The Office of Pathways to College and Career (OPCC) K-12 Counseling and Advising Department is excited to invite prepared school counseling interns to complete a practicum and/or an internship in Chicago Public Schools (CPS) during the next school year! Our School Counselor Practicum/Internship Program has been developed to assist CPS elementary and high school counselors in partnering with an intern in order to positively impact student achievement while exposing future counseling professionals to evidence-based academic, personal/social, and college and career programming within CPS.

The mission of the OPCC K-12 Counseling and Advising Department is for every school throughout the district to implement a comprehensive developmental guidance program incorporating the evidence-based ASCA National Model framework that promotes success for all students by focusing on academic achievement, college and career planning, and personal/social-emotional development. In order to fulfill this mission, we are seeking highly motivated student school counselor interns with strong communication skills, high levels of critical thinking, and knowledge of counseling theories and activities while ensuring equity and access of all schools across the district to such talent. We are committed to rigorous urban school counselor preparation in order for our future school counselors to meet the extensive needs of our urban school communities. We are committed to recruiting the best candidates for Chicago Public Schools and providing you with a quality supervisory experience in urban education by serving one of our over 400 elementary and 125 high schools!

If you meet the eligibility requirements, are interested in urban education, and wish to apply to be considered for acceptance into the program to obtain placement assistance in CPS, you must first submit the **School Counselor Practicum/Internship Program Application and Security Clearance Packet, including the resume and two letters of recommendation required in the application**. Please contact the School Counselor Education Program/Placement Coordinator at your University to request the Application and Clearance Packet or by contacting us at counselorintern@cps.k12.il.us.

Per CPS Board Report [11-1116-ED3](#) and legal agreements with university partners, the K-12 Counseling and Advising Department has set forth protocols for identifying qualified School Site Supervisors and Practicum/Intern Students that must be followed. An overview of the steps in this process is explained on the next page in more detail. If you have further questions regarding the School Counselor Practicum/Internship Program or application process, you may discuss them with your University Liaison(s), contact us at counselorintern@cps.k12.il.us, or visit www.cpsstudentteachprogram.com for information. Thank you for your interest in serving the students of Chicago Public Schools.

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OFFICE OF PATHWAYS TO COLLEGE AND CAREER K-12 Counseling & Advising Department

SCHOOL COUNSELOR PRACTICUM/INTERN PLACEMENT APPLICATION PROCESS

ELIGIBILITY

In order to apply to the School Counselor Practicum/Internship Program, please review the following eligibility requirements:

- Your college or university must have a partnership with the CPS K-12 Counseling & Advising department. If you are unsure as to whether your college or university has a partnership with CPS, please check with your university or contact us at counselorintern@cps.k12.il.us. If you are not currently enrolled at an approved university, please contact us at counselorintern@cps.k12.il.us.
- Students must meet all college/university requirements in order to intern with the Chicago Public Schools. Without university approval, students may not register to intern within our district.

Step One: K-12 COUNSELING & ADVISING APPLICATION AND SECURITY CLEARANCE PACKET

Students must complete a School Counselor Practicum/Internship Application and Clearance packet prior to the start of field experience. The packet can be obtained from University Counselor Educators/Placement Coordinators or upon request by e-mailing counselorintern@cps.k12.il.us. Current CPS employees planning to intern should also complete this packet. However, current and active CPS Employees do NOT need to complete the TB test or criminal background check for internship. Note: Please follow the submission guidelines and deadlines set by your university.

The Application and Clearance Packet consists of:

- An application requiring a resume and two letters of recommendation that captures basic demographic and contact information along with university and academic GPA information, work experience and skills, and acknowledgement of the CPS Confidentiality and School Counselor Practicum/Internship Policies
- CPS TB test result and criminal background check authorization forms
- Proof of professional liability insurance

TB Test Results and Criminal Background Check:

- TB Test Result Form must be completed and presented to the CPS within 90 days of the date the test was administered.
- Student teachers must submit to a fingerprint-based criminal background check that provides our program with both an Illinois State Police and Federal Bureau of Investigation Fingerprint Reports. Fingerprinting must be done through Accurate Biometrics (AB) using the CPS background authorization form. Results will be sent directly to the CPS from AB.
- Students must provide a copy of the fingerprinting receipt from Accurate Biometrics.
- TB test result form and AB fingerprinting receipt should be submitted at the same time as the CPS does not accept piece mail.

If necessary, K-12 Counseling and Advising may request a phone interview, submittal of additional documentation, etc. depending on application review. Once OPCC has reviewed and approved the application and the Office of Talent has processed the TB test and security clearance successfully, the candidate will complete the next steps outlined below. If the candidate does not pass the application screening and/or security clearance successfully, the candidate will be notified that they are not eligible to continue with application process within Chicago Public Schools.

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Step Two: NOTIFICATION OF ACCEPTANCE & IDENTIFICATION OF POTENTIAL PLACEMENT SITES

Once the K-12 Counseling & Advising Department has reviewed an Application along with supporting documents and the Office of Talent has conducted security clearance successfully, students will receive an automated **Notice of School Counselor Practicum/Internship Program Acceptance** email response that will include next step directions along with a **Notice of Potential School Counselor Practicum/Internship Placement Sites** and a **School Counselor Practicum/Internship Placement Confirmation Form** attached. The intern is responsible for contacting the identified placement sites directly to discuss candidacy further and complete any process that the school might request, including an interview, meeting, or submittal of documents. School sites are required to notify intern candidates of the status of an internship placement and supervision offer within 3 school days of the completion of school site's screening process.

Step Three: CONFIRMATION OF SCHOOL COUNSELOR PRACTICUM/INTERNSHIP PLACEMENT

Once an offer of placement and supervision has been extended by a school site, the intern must contact the school site directly to refuse or accept an offer within 3 school days of receipt. Then the intern will submit the **School Counselor Practicum/Internship Placement Confirmation** form to K-12 Counseling & Advising following the instructions on the document within 5 school days of officially accepting an offer for supervision and placement. This form should include required signatures of Principal, Type 73 School Counselor Supervisor, and Student. Your University Liaison will also have the necessary directions and form if needed. If a student is not offered placement or wishes to decline an offer, contact counselorintern@cps.k12.il.us for assistance. If a school offers placement(s) that are not accepted, the Site Supervisor must also notify K-12 Counseling and Advising as soon as possible.

Step Four: NOTIFICATION OF K-12 COUNSELING AND ADVISING PLACEMENT FINAL APPROVAL

Once the Placement Confirmation form has been received and reviewed, the K-12 Counseling and Advising Department will send a **Notice of School Counselor Practicum/Internship Placement Final Approval** email to the student, university liaison, and school placement site upon final CPS approval that will include information about any relevant professional development scheduled, if available. Students should print the form upon receipt and keep for their records. To receive this, students must have successfully completed the school site's screening process and submitted:

- Application, including supporting documents
- TB Test and Criminal Background Check
- Proof of professional liability insurance

Please note that acceptance into the CPS K-12 Counseling and Advising School Counselor Practicum/Internship Program does not supersede your university's requirements. **Applicants must have university and CPS approval to complete practicum/internship within the Chicago Public Schools. The Intern should also complete any required documentation from university regarding confirmed placements.**

Step Five: COMPLETION OF PRACTICUM/INTERNSHIP PLACEMENT EVALUATION AND REFLECTION

Upon completion of the practicum/internship experience, both the student and supervisor will complete an evaluation of the field experience and performance to assist in improving the School Counselor Practicum/Internship Program and identifying qualified candidates for future employment in Chicago Public Schools.

Current school counselor interns and prospective candidates can submit questions to the OPCC K-12 Advising Department at counselorintern@cps.k12.il.us or visit www.cpsstudentteachprogram.com.

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