CHICAGO PUBLIC SCHOOLS | CPS

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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 registration process. The process consists of two easy steps which are outlined below. Registration is **REQUIRED** for those planning to complete Field Experience within the CPS, including active CPS employees. Please take a moment to review these steps before you begin the registration process. Field experience includes students completing observational/pre-clinical hours, and practicum experiences primarily in the field of Education. Field Experience is not student teaching or an internship. For information on student teaching and counseling or clinical internships please visit www.cpsstudentteachprogram.com.

Step One: *On-Line Registration Form*

Candidates must complete the on-line registration form which is electronically submitted to the CPS Talent Office. This 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 must also complete the form. The Field Experience on-line registration form can be accessed at www.cpsstudentteachprogram.com or by clicking the attached link: Field Experience Registration Page

The on-line registration form consists of:

- CPS Field Experience Guidelines and Procedures
- Basic Identification and Contact Information
- CPS Employee Information (if applicable)

IMPORTANT: Please do not proceed to step two until you have completed step one.
Completing the requirements out of sequence may cause a delay in the processing of your request.

Step Two: *Criminal Background Check*

The on-line form provides detailed instructions on how to obtain and submit your criminal background check reports to the CPS Talent Office. Field experience candidates are either fingerprinted through their respective universities or will be responsible for obtaining results on their own. Please be sure to carefully read the fingerprint directions within the registration form to see which procedure applies to you.

The criminal background check section consists of:

- Information on how to obtain a copy of your background check report
- The specific background check documents to be submitted and the information that each report must display
- The background check submission processes for both CPS employees and non-CPS employees

Step Three: *Field Experience Response Email*

Once the CPS Talent Office has received the online registration form AND the criminal background check reports from both the FBI and the Illinois State Police your request will be reviewed. Within 2 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. For this reason, please save and file the email for future use. 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 the Chicago Public Schools.**

For more information please email the program at FieldExperience@cps.edu.

Thank you for your interest in Chicago Public Schools Field Experience!