

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, including active CPS employees. 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 in the field of Teaching. 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.

The on-line registration form consists of:

- CPS Field Experience Guidelines and Procedures
- Basic Identification and Contact Information
- University Name and Student ID Number
- CPS Employee Information (if applicable)

Step Two: Criminal Background Check Report

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 will be responsible for obtaining results on their own. Please be sure to carefully read the fingerprint directions within the registration form.

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

Upon successful completion of the online registration form, you will receive an automated confirmation message on your screen.

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 request to complete field experience with CPS.

Field Experience Response Email

A response email will be sent to you and your university upon final CPS approval/denial. Please print the *Approval 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 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 approval 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.k12.il.us.

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