CPS Student Teaching Guide (03/2019)

Student Teaching is defined by Chicago Public Schools (CPS) as required full-time internship experience set by an Institution of Higher Education (IHE) for students seeking an education degree and/or an education state licensure. Prospective student teachers must submit the CPS Student Teaching Online Application one semester before their anticipated start date.

Prospective student teachers must have both their IHE and CPS approval to begin student teaching with CPS. Additionally, the IHE must be an affiliated student teaching partner with CPS.

All of the following steps are **required**. Completing the requirements out of sequence may cause a delay in the process.

**Effective January 2018, active CPS employees are required to complete all the steps indicated below prior to the start of student teaching.**

**Step One: Submit Student Teaching Online Application**

- **Apply Here!**
  
  - Fall Semester (September - December): Application opens on the first Tuesday in April and close on the last Friday in May.
  - Spring Semester (January - June): Application opens on the first Tuesday in September and close on the last Friday in October.

**Step Two: Complete Required Tests**

Prospective student teachers are required to complete the Certification of Freedom from Tuberculosis form and CPS Fingerprinting Background Investigation Authorization & Release form. This method ensures that prospective student teachers are fingerprinted for both required agencies (Illinois State Police and FBI). After the online application closes (either the last Friday in May or October), both forms and specific instruction will be emailed to prospective student teachers. Upon receiving the forms, students have **30 days** to complete both the tuberculosis test and the background check.

**PLEASE NOTE:**

1. Save your Accurate Biometrics receipt with your TCN (transaction control number).
2. Scan and send a copy of the completed Certification of Freedom from Tuberculosis form and Accurate Biometrics receipt to your IHE coordinator. Please keep a copy for your records. IHE coordinators will submit the document to the CPS Student Teaching Program.

**Step Three: Receive Approval**

*The Report to Service notification (Approval Notice) is contingent on submitted application (Step One) and clear background check results (Step Two).* This document authorizes the student to begin student teaching. The Approval Notice will be issued to the student email, IHE coordinator email, and principal of school placement listed on the student’s application.
To ensure the highest level of safety for our school communities, students who have not received an Approval Notice cannot begin student teaching. If an Approval Notice is not received within 30 days of fingerprinting, please contact your IHE coordinator and studentteach@cps.edu for next steps.

Special Circumstances

If you are aware of any arrests/charges/convictions on your background check report, please be prepared to provide court certified dispositions of etc. Any background check that produces a “HIT” result will be required to go before the CPS Criminal Background Review Committee. The Committee will make the final decision regarding student teaching approval.

Out-of-State Participants: All out-of-state participants (physically out-of-state) are advised to take the following steps to ensure their fingerprints are properly submitted to Accurate Biometrics:

✓ Go to a local Police Station and request an FBI Fingerprint Card-Form 258. The Police Station will take your fingerprints and affix them to the card.

✓ Mail the following 4 items to:

  Accurate Biometrics  
  500 Park Blvd., Suite 1260  
  Itasca, IL 60143  
  RE: CPS Student Teaching Program

1. The Fingerprint Card (Form 258)
2. A money order in the amount of $59.25 (made payable to “Accurate Biometrics”)
3. The Identity Certification Statement (completed by the Officer performing the fingerprinting)
4. The CPS Fingerprinting Background Authorization & Release Form- provided during Step 2
Frequently Asked Questions

Will background checks from other vendors be accepted?
No. CPS cannot accept background checks from outside vendors and agencies. You must fingerprint at an Accurate Biometrics location using the CPS Fingerprinting Background Authorization & Release Form.

If I completed a tuberculosis test and fingerprints for field experience and/or pre-clinical hours in the district and/or for another school district, do I need to complete the requirements again?
Yes. Since January 2016, Illinois School Code requires new tuberculosis and fingerprint documents completed within 90 days of the student teaching state date.

If I did not receive a Report to Service approval notice, can I start student teaching?
No. To ensure the highest level of safety for our students and school communities, an Approval Notice is required from every prospective student teacher.

Do I have to complete the entire process by the last Friday in May or October?
No. The above dates are the deadlines only to submit the application (Step 1). All three steps must be completed prior to the start of student teaching.

I'm completing a year-long student teaching program. Do I need to submit separate applications for both semesters?
No. You only submit one student teaching application. Plan to complete your application and required test results during the application window one semester before you start student teaching.

If I submitted an application, completed the required tests, and then deferred my student teaching to another semester, do I need to complete the process again?
Yes. You will be required to submit a new application and complete new test results for the upcoming semester. All documents must be dated within the given application window for which you are applying.

Can I obtain my background check results even though the results go to CPS?
Yes. You may request a copy of your background check results up to a year of your fingerprints being processed. To request your results, please contact your institute of higher education coordinator who will partner with CPS to obtain a copy.

Do I complete another background check if I preformed field experience and student teaching in successive (back-to-back) semesters at the same school?
No. CPS considers this situation a "linked placement." The field experience background check results are valid, and another background check is not required.