

Dear Teacher Candidate:

All students in an initial licensure program must successfully complete the CPS Field Experience Registration process prior to completing any observation, service, or pre-student teaching clinical hours.

The CPS Field Experience Registration is a two step process: 1) submission of a short on-line form, and 2) completion of a CPS Field Experience background check. Please follow the below instructions for how to complete these two steps.

Upon successful completion of both steps, students will receive a CPS Field Experience Approval. This Approval does not expire and is valid for all observation/service hours and pre-student teaching clinical experiences.

Candidates, if they so choose, may use their CPS Illinois State Police and federal background check results for their College of Education application requirements. They will need to request copies of their results directly from CPS following the instructions given on page 3.

CPS Field Experience Registration Instructions

To successfully complete the CPS Field Experience Registration process, you must first submit the on-line CPS Field Experience Registration form. Once you have completed the on-line registration, you may then proceed forward and have your fingerprint-based federal background check conducted.

STEP 1: On-Line Registration Form

1. You may access the on-line form via the CPS Career Opportunities website link at <https://www.teach.cps.edu/student-teacher>
2. Upon entering the CPS Career Opportunities website, scroll down approximately half a page until you reach the section titled “Field Experience Program” on the left hand side.
3. Click onto the “Field Experience Registration Form.” After clicking onto this, you will enter the On-line Field Experience Registration Form.
4. In the “Applicant Information” section:
 - Enter your formal Last Name, First Name and Middle Initial if you have one. If you do not have a Middle Initial, you may leave this space blank.
 - Enter your Date of Birth
 - Enter your NEIU email address as your PRIMARY EMAIL. Please note that this will be email address to which your CPS Field Experience Approval email will be sent.
 - Enter your primary telephone number.
 - Select Northeastern Illinois University as the name of the university you currently attend.
 - Enter your NEIU email address as your University Email.

- Enter “Catherine” for the IHE Coordinator First Name.
 - Enter “Wycoff” for the IHE Coordinator Last Name.
 - Enter cestdept@neiu.edu as the IHE Coordinator Email Address
 - Answer “Yes” or “No” to the Chicago Public Schools alum question.
 - Enter January 11, 2021 as your estimated start date for field experience hours
 - Enter May 2, 2021 as your estimated end date for field experience hours
 - Since you do not yet have a Spring 2021 clinical placement, write “Unknown” in the space which asks you to list your CPS placement site.
 - Choose your answer in the Drop Down box for how you heard about CPS
 - Click on the box “I understand”
 - Provide your legal name in the space provided
 - Provide the date in the space provided
5. Click “Send”
 6. Print the screen image of the completed on-line CPS Field Experience Registration form.
 7. You must submit a copy of the screen image of the completed on-line CPS Field Experience Registration form to the CEST Office by November 1, 2020.

STEP 2: Illinois State Police and Federal Criminal Background Check

1. As part of the CPS Field Experience Registration process, you must complete a CPS Illinois State Police and federal fingerprint-based criminal background check.
 - If you are a current CPS employee, CPS now requires you to conduct a new Illinois State Police and federal background check using the CPS Field Experience Background Check form.
 - If you already received a CPS Field Experience Approval, you do not need to have a new CPS Field Experience Background Check conducted.
 - Please note that CPS will not accept background check results from any other institution, including NEIU.
2. You must conduct a federal and state fingerprint-based criminal background check through Accurate Biometrics. For a list of Accurate Biometrics locations, please visit www.accuratebiometrics.com.
3. **At Accurate Biometrics, you will need to present the attached CPS Fingerprinting Background Investigation and Authorization Release form. You must use this CPS background check form to have your background check conducted correctly. Failure to use the CPS Fingerprinting Background Investigation and Authorization Release form will result in you having to complete a new background check at additional cost.**

4. Present a current state photo identification card with the CPS Fingerprinting Background Investigation and Authorization Release form.
5. Please note that there is a \$59.25 charge which may be paid by money order or credit card. Accurate Biometrics will not accept cash or personal checks.
6. You will receive a receipt from Accurate Biometrics when you have your federal fingerprint-based criminal background check conducted. Please make certain to keep this receipt for your own records.
7. Neither the CEST Office nor the Daniel L. Goodwin College of Education will receive your CPS background check results. You are not required to submit your background check results to the CEST Office. If you would like a copy of your Illinois State Police and federal background check results from CPS, please follow the below instructions.
 - a. Email the CPS Background Check Department at backgroundcheck@cps.edu.
 - b. In your email to the CPS Background Check Department, please include your formal name and specify that you are a NEIU student. You also need to state that you have received your CPS Field Experience Approval and are now politely requesting your CPS fingerprint background check results be sent to you via email.
 - c. CPS will email you instructions for how to view your background check results.
 - d. Please follow the CPS instructions for how to access you results as soon as you receive them. There is a time limit to complete them.
 - e. After you download the actual fingerprinting background check results (FBI and Illinois), please save for your records. You now will be able to forward them to a requesting department (including GCOE Office of Admissions).

STEP 3: Approval Notice Email

1. You will receive a CPS Field Experience Approval Notice email within approximately 3-4 weeks of conducting your CPS background check and completing the on-line CPS Field Experience Registration form.
2. **The CPS Field Experience Approval Notice email will be sent to your NEIU email account.**
3. Once you have received CPS field experience approval, this approval is valid for all future PK-12 school observations and clinical experiences, excluding student teaching. **Please make certain to maintain the CPS Field Experience Approval email you receive as you will need to present it to any CPS school site before beginning any clinical hours.**

NOTE: If the Chicago Public Schools Field Experience Program requests that you submit a certified court disposition due to an item that appears on your federal background check results, you MUST immediately email Ms. Catherine Wycoff at c-wycoff@neiu.edu.

You also must meet with and provide a copy of your federal background check results and certified court disposition to the Goodwin College of Education. Please contact Ms. Marlena Kruk in the Goodwin College of Education at m-kruk@neiu.edu to schedule your meeting.

Please remember that you must have both CPS and NEIU College of Education approval before you may begin any observation, service, or pre-student teaching clinical hours.