

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 <http://www.cps.edu/careers/pages/careers.aspx>.
2. Upon entering the CPS Career Opportunities website, scroll down approximately half a page until you reach the section titled “Field Experience Program.”
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 NEIU email address. Please note that this will be email address to which your CPS Field Experience Approval email will be sent.
 - Enter your primary telephone number.
 - Enter your “Date of Birth”
 - Answer “Yes” or “No” to the Chicago Public Schools alum question.

- Since you do not yet have a school placement, write “Unknown” in the space which asks you to list your CPS placement site.
 - Please select your own beginning and end dates in the appropriate spaces.
5. In the “Invitation to Self Identify” section:
 - Respond to self-identifying questions using the CPS prompts.
 6. In the “University Information” section:
 - Select Northeastern Illinois University as the name of the university you currently attend.
 - Select your anticipated degree. If you are a Teacher Licensure Program (TLP), please select “Bachelors.”
 - Select your academic major/licensure area.
 - Enter “Wycoff” for the IHE Coordinator Last Name.
 - Enter “Catherine” for the IHE Coordinator First Name.
 - Enter (773) 442-5347 as the IHE Coordinator Contact Number.
 - Enter cestdept@neiu.edu as the IHE Coordinator Email Address
 7. Click “Submit”
 8. Print the screen image of the completed on-line CPS Field Experience Registration form for your own records.

STEP 2: CPS Field Experience Registration 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 \$58 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 fingerprint-based criminal background check conducted. Please make certain to keep this receipt for your own records.
7. You also must submit a copy of your Accurate Biometrics receipt to the CEST Office within 72 hours of having your background check conducted. CPS requires NEIU to provide them with students' Accurate Biometrics receipts. This will facilitate the processing of your background check and CPS Field Experience Approval.
8. Neither the CEST Office nor the Daniel L. Goodwin College of Education will receive your CPS background check results. To obtain a copy of your Illinois State Police and federal background check results from CPS, please follow the below instructions.
 - a. From your NEIU email account, send an email request to the CPS Background Check Department at backgroundcheck@cps.edu.
 - b. In your email to the CPS Background Check Department, politely request a copy of your Illinois State Police and federal background check results. Please include your formal name, NEIU email address and telephone number, and that you are a NEIU student in your email request.
 - c. The CPS Background Check Department will process your request within 2-3 weeks of receiving your email. Once your background check results are ready for pick up, you will be contacted via email by the CPS Background Check Committee.
 - d. CPS will not mail, fax, or email your background check results. You must obtain them in person at CPS located at 42 West Madison Street, Chicago after you are notified to do so by the CPS Background Check Department. Students may only obtain their results at CPS on Thursdays and Fridays.
 - e. You must bring an Illinois Driver's license or Illinois State identification card with you to CPS to obtain copies of your Illinois State Police and federal background check results.

STEP 3: Approval Notice Email

1. You will receive a CPS Field Experience Approval Notice email within approximately 4-5 weeks of conducting your federal fingerprint-based 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. **You should print this email notice upon receipt. You will need to submit it to the CEST Office.**
4. 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 College of Education prior to the start of the Fall 2019 semester. Please contact Ms. Marlena Kruk in the 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.