

Security Compliance Requirements for Field Experience in MCPS

NOTE: Use your full legal name as it appears on your government issued identification, and your MC email address, as you complete ALL of these forms and registrations.

Save this document in your email for easy access to the correct links below.

Checklist: (Complete all five steps before you leave today!)

_____ **STEP 1: Complete an MCPS PROFILE!! (Computer Lab HU Bldg., Rm. TBA)**

To access the Student Intern Requisition Click here>> [Login](#)

Apply to the position -- "Fall 2022 Early Field Experience"

Create a Profile-- Enter the relevant information.

Questions marked with an asterisk (*) are required

_____ **STEP 2: Fingerprinting for Background Check (HU Bldg., Rm. TBA)**

Complete MCPS Information Sheet (copies available on site or [here](#).)

Fill out completely and have it ready for the fingerprint technician.

Report for fingerprinting at your scheduled time, and make payment

_____ **STEP 3: MCPS Districtwide Compliance Training 2022-2023 (Computer Lab HU Bldg., Rm. TBA)**

Go to <https://bit.ly/internscompliance>, enroll in the course and then complete **only this ONE** module:

- Recognizing and Reporting Child Abuse and Neglect

_____ **STEP 4: Child Protective Services (CPS)/Adam Walsh Background Review (Computer Lab HU Bldg., Rm. TBA)**

[This form](#) MUST be **COMPLETED ONLINE** and printed.

_____ **STEP 5: CPS Form NOTARIZED and SUBMITTED**

We have a notary on duty today; thank Prof Schwanger when you turn in your forms! And then pick up a small gift for your use during the field experience.