

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.

See the email you received from the Field Experience Coordinator for the [links](#) to each item needed below.

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

_____STEP 1: Complete an MCPS PROFILE!! (Computer Lab HU 317)

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

Apply to the position -- “Spring 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 323)

Complete MCPS Information Sheet

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

Report for fingerprinting at your scheduled time, and make payment

_____STEP 3: Child Protective Services (CPS)/Adam Walsh Background Review (Computer Lab HU 319)

This form MUST be **COMPLETED ONLINE**, printed and then signed in front of a notary public—we have a notary on duty today for your help.

_____STEP 4: MCPS Districtwide Compliance Training 2021-2022 (Computer Lab HU 325)

Go to <https://bit.ly/internscompliance>, enroll in the course and then complete only these TWO modules:

- Recognizing and Reporting Child Abuse and Neglect
- Covid Adaptations (includes uploading vaccination documentation)