How to Complete the Security Compliance Requirements for Field Experience in MCPS from Montgomery College

*Are you a **RETURNING STUDENT WHO WAS CLEARED** for a field placement in MCPS in **Fall 2019**?*

You DO NOT need to repeat the entire clearance process. HOWEVER, you DO need to do the following:

Login to access the **Student Intern Requisition** in the MCPS online system
- **Apply** to **Spring 2020 Montgomery College Field Experience**
- Review/Update any profile information as appropriate
  (Note, if you have an account already, and forgot your password, reset it rather than creating a new account.)
- Submit the changes
- Wait for your clearance email to arrive

Not cleared in Fall 2019??

ATTEND OUR COMPLIANCE EVENT!

On **Thursday January 30, from** 2:00 – 6:00 pm, , we have planned a Compliance Event in the Computer Science Building at the Rockville Campus with opportunities to complete all four compliance requirements at one time.

- Computer labs will be open for you to complete your online MCPS profile.

- The vendor American Identity Solutions will come to the Rockville Campus to process your **fingerprinting**. The cost per person is $60.00; they will accept all major credit cards, money orders, or cash. (For credit card transactions, there is an additional $2 service charge.) **Each person being processed MUST provide a government issued ID such as a driver's license or passport.**

  You MUST schedule your appointment in advance using the link provided below:
  https://www.signupgenius.com/go/20F0944A8AA2EAAFE3-fingerprinting

- Computer labs will be open for you to complete and print your **CPS document**, and notaries will be available.

- Computer labs will be open for you to complete the **required compliance training**.

IF YOU ARE UNABLE TO ATTEND THE COMPLIANCE EVENT:

First and Foremost: Complete an MCPS PROFILE!!

➢ Use **full legal name** as it appears on your government issued identification.
➢ Use proper capitalization when completing profile information.
➢ <u>Use your MC email address</u> **and plan to access it regularly**.

Step 1: Click here>> Login to access the Student Intern Requisition
a) Select ***New User*** to register if you do not have an account. *(Note, if you have an account already, and forgot your password, reset it rather than creating a new account.)*
b) Create a username and password. **Make a special note of the email address used for this profile. (MC email strongly recommended)**
c) *MCPS Employees only*:
   i) Login to the MCPS Careers Site using your Outlook credentials
   ii) Click the *Job Field* drop down menu—Select *Student Interns*
   iii) Click Search for Jobs `

Step 2: Apply to the Field Experience "job"
Select **Spring 2020 Montgomery College Field Experience**

Step 3: Create a Profile for MCPS – Enter the relevant information. Questions marked with an asterisk (*) are required
- Upload a resume—this action is NOT required but if you have one available the system can extract relevant information from a resume
- Personal Information
- Complete MCPS Questionnaire
- List relevant educational experience
- Attachments – No attachments are needed at this time.
- Diversity Information
- Review and Submit

THEN and only THEN: Complete the three components below:
✓ Fingerprint Background Review and MCPS Information Sheet
✓ Child Protective Services/Adam Walsh Background Review (CPS Form)
✓ Online Compliance Training

Fingerprinting for Background Checks:
Method 1:
A VERY LIMITED NUMBER of appointments are available at the MCPS Office of Human Resources and Development, located near the Rockville Campus at the corner of Route 355 and Gude Drive, to get your fingerprinting done by MCPS staff. Appointments are REQUIRED. Full information is available at this link.

Method 2:
There are four locations for American Identity Solutions at which you can also complete fingerprinting; you **MUST** make an appointment in advance to use these options:

Bethesda	Germantown	Rockville	Silver Spring
6701 Democracy Blvd.	12800 Middebrook Rd	7361 Calhoun Place	12501 Prosperity Drive
Suite 110	Suite 112-B	Suite 485	Suite 200
Bethesda, MD 20817	Germantown, MD 20874	Rockville, MD 20855	Silver Spring, MD 20904
(301) 571-9479	(301) 383-9651	(301) 296-4499	(240) 670-7952

Make appointments at these locations by either calling the number provided or going online to https://www.americanident.com/ When asked why you appeared for fingerprinting, tell them you are an MC student intern and need the results reported to MCPS,   **BE SURE THEY KNOW the authorization number for MCPS is 0000084571 and the ORI is #MD004455Y.**

> **IMPORTANT!**
> If you are fingerprinted at *American Identity Solutions*, you **MUST bring your fingerprint receipt,** in person, to the MCPS Office of Human Resources and Development (OHRD) in order to complete the fingerprint process. As an alternative, you may **bring this receipt** to your **campus field experience orientation** and submit it to the coordinator with an information sheet which will be provided.

Child Protective Services/Adam Walsh Background Review (often just referred to as the **CPS form**):
This form MUST be **COMPLETED ONLINE**, printed and then signed in front of a notary public. You can seek a notary at your bank, credit union, or numerous other locations. Handwritten forms will be returned to the student and a new one will need to be created.
This notarized form should then be **turned in** no later than your campus orientation.

NOTE: CPS Forms can be notarized at no cost at MCPS OHRD and submitted at that time.

FY20 Recognizing and Reporting Child Abuse and Neglect

Go to https://bit.ly/internscompliance, enroll in the course and then select **only THIS module.** For more direction on the process, see the support guide.