

ABCs of College and University Field Experiences in MCPS

Montgomery College Field Experience

Do First

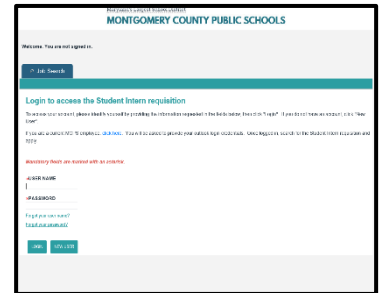


Apply Online

The first step is to apply for the field experience. You **MUST** select the appropriate field experiences for your college and university coursework.

Create your profile so that we know information about you. If you have a profile, update your profile as needed.

CLICK HERE>> [APPLY FOR FALL 2019 FIELD EXPERIENCE IN MCPS](#)



MCPS employees should login to [MCPS Careers](#) and keyword search: **Fall 2019**

Do Next

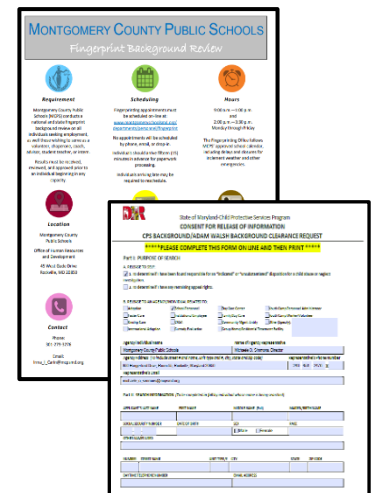


Background Review Process

1. Complete the [Fingerprint Review](#). College and university student interns must be fingerprinted for all field experiences in MCPS. The cost is \$55.25. Student interns can be fingerprinted in MCPS or [American Identity Services](#) (AIS).

IMPORTANT: If you are fingerprinted at AIS, you **MUST** bring your fingerprint receipt, **in person**, to MCPS OHRD in order to complete the fingerprint review.

2. Complete the [Child Protective Service \(CPS\) Review](#). The CPS review requires that you complete a form online and have it notarized. You can complete the CPS form at the MCPS OHRD free of charge. **Please note: Handwritten forms are not accepted.**



Do Last



Compliance Modules

After July 1, 2019

The **Compliance Modules** are an **annual** action that requires **all** student interns to complete online learning modules. The compliance modules establish the expectations for creating a safe and respectful school environment.







The background clearance process in MCPS takes time to verify and complete. It is very important that college/university students follow all directions carefully and completely.



ATTENTION!

Providing a safe and welcoming learning environment is essential to student success. An important step to providing this environment is to ensure the adults in our schools are ethical, responsible and meet our high expectations for professionalism. This process must be completed and verified before college/university students will be permitted to complete any field experience including in Montgomery County Public Schools.

 PRINT & 	<p>Once all required background clearance documents have been submitted, reviewed, and verified in MCPS, college/university students will receive clearance letter via email.</p> <p>Student interns <u>must</u>:</p> <ul style="list-style-type: none">✓ Forward the clearance email to your college/university coordinator✓ Print the clearance email and provide the clearance email to school personnel on the scheduled first day at the school✓ Save a copy of all background clearance documents and the clearance email for their own records
	<p>Office Location:</p> <p>Montgomery County Public Schools Office of Human Resources and Development (OHRD) 45 West Gude Drive Rockville, Maryland 20850</p>
	<p>Questions:</p> <ol style="list-style-type: none">1. Contact your college or university coordinator for clarification on the requirements for the field experience.2. Email Sydney K Pinkard@mcpsmd.org for clarification on the background clearance process. Include your name, the name of your college/university, and the name of your college/university coordinator.