

student teaching, or pre

-clinical experience. In a school year, the CPS Talent Office welcomes over 1,500 field experience students and partners with over 50 Institutions of Higher Education (IHE).

The Field Experience Approval Notice is valid for academic terms until the point of student teaching, at which time the student must complete the CPS Student Teaching application/approval process.

***Mandatory self-reporting is required should any incidents/life events arise that could potentially compromise your initial background check. Failure to comply with this will arise in revocation of approval and may impact future hiring.**

The CPS Field Experience Program is for service at CPS district schools and Academy for Urban School Leadership (AUSL) schools. University coordinators work to place students with cooperating teachers who teach in the same content area as the student is earning licensure. The [CPS School Locator](#) is a great resource to learn about local schools and view the governance/management network. For placements at charter, contract, option, or private schools please contact the school directly to inquire about field experience procedures.

Field Experience Registration Prospective field experience students must follow all field experience guidelines established by their institution of higher education (IHE). Additionally, the IHE must be an affiliated student teaching partner.

We review candidates on a rolling basis!

Register at www.teach.cps.edu/student-teacher

Effective January 2018, active CPS employees and CPS volunteers (Level I and Level II) are required to complete all the steps below prior to the start of field experience.

3. The [Identity Verification Certifying Statement \(page 6\)](#). Section 1 should be completed by the candidate. Section 2 should be completed by the authorized provider during the fingerprinting. Section 3 can be left blank since it is not applicable.
4. A **money order** in the amount of **\$53.00** made out to Accurate Biometrics. (This is a discounted rate negotiated by CPS and differs from the rate listed on the Accurate Biometrics website). If you would like to pay by **credit card**, print and mail the [Credit Card Payment Form \(page 7\)](#). Don't forget to include the expiration date and three digit security code of the credit card that you are using.

Frequently Asked Questions

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