

CPS STUDENT TEACHING REGISTRATION FORMS

Dear Prospective CPS Student Teacher:

Thank you for your interest in the CPS Student Teaching Program! We are excited you chose CPS as your potential school district for completion of your student teaching experience. The Program **requires** prospective student teachers to complete the registration process to be granted final placement approval. Please note that your university must have a formal partnership with CPS before you are eligible to begin the registration process or student teach with our district.

Please Read Over This Entire Packet Carefully!

CPS Fall 2012 Student Teacher Registration Opens April 1, 2012 and Closes June 30, 2012.

Below are the required **3-registration items** that you must complete for placement approval:

- **CPS TB Test Result Form:** A medical professional must complete this form or in lieu of the form, please provide documentation from a medical professional indicating negative TB test results. **TB Test Results must be completed within the 90-day window for CPS Fall 2012 Registration: April 1 – June 30.** You will be required to upload results to your CPS Student Teacher On-line Registration Profile.
- **CPS Fingerprint Instructions & Background Authorization Forms:** Please read the fingerprint instructions very carefully and follow the directions to ensure your fingerprints are completed accurately. Please retain a copy of your Accurate Biometrics receipt as you will be required to enter receipt information into your CPS Student Teacher On-line Registration Profile. **Fingerprints must be completed within the 90-day window for CPS Fall 2012 Registration: April 1 – June 30.** Fingerprints completed outside this window will not be accepted. It is strongly recommended that students get printed in **April** to allow time for processing.
- **Complete CPS Student Teacher On-line Registration Profile:** www.cpsstudentteachprogram.com Please be sure to complete the STUDENT TEACHER Registration Profile, NOT the Field Experience Registration Profile. **You must complete your TB Test and Background Check prior to registering on-line with CPS.** Registration dates are: **OPENS:** April 1, 2012 **CLOSES:** June 30, 2012

Current CPS Employees - Current/Active CPS employees do NOT need to complete the TB test form or criminal background check. Employees MUST complete the on-line registration profile for CPS. Employees should also contact the Talent Office about taking a Student Teaching Leave of Absence.

Special Note: Please follow the submission timelines and guidelines set by your university, in addition to the CPS requirements. Many universities set deadlines earlier than June 30 – Please comply with your university's due dates. In addition, some universities will require that you be fingerprinted through the university, not through CPS.

Please check with your university prior to completion of the CPS Student Teacher Registration procedures.

For more information e-mail the program at:
studentteach@cps.k12.il.us

Thank you for your interest in the Chicago Public Schools Student Teaching Program!

CERTIFICATION OF FREEDOM FROM TUBERCULOSIS

*Form must be completed by a medical professional --- Results must be within 90 day registration window.
The CPS Student Teacher Program will accept legible results on medical professional's form in lieu of ours.*

This is to certify that _____ of
 _____ (Full Name)
 _____ is free of tuberculosis based on the following:
 _____ (Address)

1. TUBERCULIN TEST given on

_____ at _____
 _____ (Date) _____ (Name of Facility)

_____ RESULTS OF TEST:
 _____ (Address of Facility) Negative _____
 Positive _____

2. CHEST X-RAY (Only if Positive Results Above) taken on:

_____ at _____
 _____ (Date) _____ (Name of Facility)

_____ Film Number: _____
 _____ (Address of Facility) Negative _____
 Positive _____

 (Signature of Radiologist)

PLEASE PRINT:

Practitioner Name (print) _____

Practitioner Address _____

Practitioner Signature _____

Date Test Read _____

The Chicago Public Schools requires prospective student teachers undergo a fingerprint-based criminal background check. **Registration window is April 1 – June 30 for the Fall 2012 Semester.**

Fingerprinting completed outside of our 90-day registration window will not be accepted.

- **Student teachers should first check with their university programs to ensure if they are to be printed through CPS or through the university's fingerprinting vendor.**
- Student teachers must submit to a fingerprint-based criminal background check that provides our program with both **Illinois State Police and Federal Bureau of Investigation Fingerprint Reports.**
- Fingerprinting should be done through Accurate Biometrics (AB) using the CPS Background Authorization Form in this packet unless otherwise directed by your university.
- Results will be sent directly to the CPS from Accurate Biometrics.
- Fingerprinting must be completed within the 90-day registration window as set by the CPS Student Teaching Program. Results outside of this 90 day window will not be accepted.
- **Students should retain a copy of the Accurate Biometrics receipt for their records. Information from Receipt will be required in the CPS On-line Registration process.**

Fingerprints are taken Monday through Friday at any Accurate Biometrics location. For a list of locations, please visit www.accuratebiometrics.com or call 866-361-9944. You will need to present the **Talent Office Fingerprinting Background Authorization & Release Form** with a current state photo identification card. Please read this form carefully and be sure to respond to questions accurately. There will be a \$50 charge which is paid by Cash, Company Check, Money Order, Cashier's Check or MasterCard/Visa. No personal checks accepted.

PLEASE NOTE: If you are aware of any arrests/charges/convictions on your background report, please be prepared to provide Certified Dispositions to the CPS Talent Office when requested. Any background check that produces a "HIT" result will be required to go before the CPS Criminal Background Review Committee along with certified dispositions submitted from the candidate. The Background Committee will make the final decision regarding CPS student teaching approval.

WHAT IF I HAVE ALREADY BEEN FINGERPRINTED?

The CPS Student Teaching Program can accept results directly from your university. These results must still be within our 90-day registration window and contain both FBI and Illinois State Police results.

SPECIAL INSTRUCTIONS FOR OUT-OF-STATE STUDENT TEACHERS ONLY:

All out-of-state student teachers ("**physically out-of-state**") are advised to take the following steps to ensure that their fingerprints are submitted properly:

- ✓ Go to your local Police Station and request a **FBI Fingerprint Card-Form 258**. The Police Station will take your fingerprints and affix them to the card.
- ✓ Take the Fingerprint Card (Form 258), a money order in the amount of \$50 dollars (please make the money order out to "Accurate Biometrics") along with the **CPS Talent Office Fingerprinting Background Authorization & Release Form** in this packet and mail these 3 items to the following address:

**Accurate Biometrics
4849 N. Milwaukee, Suite 101
Chicago, IL 60630
ATTN: CPS Student Teacher**

Once mailed, students should contact Accurate Biometrics to obtain tracking information including TCN (Tracking Control Number) and date fingerprints were processed.



Fingerprinting Background Investigation Authorization & Release Form

This form gives the Chicago Public Schools (CPS) authorization to conduct a criminal background investigation. All candidates must have a valid, unexpired government issued or school issued photo ID at the time of fingerprinting.

| | | |
|--|---|--|
| <input type="checkbox"/> Vendor (list company name) _____ _____ ILL13998S | <input type="checkbox"/> Teacher _____ <input type="checkbox"/> Substitute Teacher <input type="checkbox"/> Miscellaneous Employee <input type="checkbox"/> Educational Support Personnel _____ ILL13690S (Type of Position or Project) | <input type="checkbox"/> Local School Council <input type="checkbox"/> Volunteer <input type="checkbox"/> Charter School <input checked="" type="checkbox"/> Student Teacher <input type="checkbox"/> Program (if any): _____ IL016299S |
|--|---|--|

Last Name: _____ First Name: _____ Middle Initial: _____

Address: _____
Number Street City State Zip

Day Phone: () _____

Date of Birth: _____ Sex: Male Female Race: _____
MM/DD/YY

Race Key: C = Caucasian H = Hispanic B = Black/
 African American A = Asian/Pacific Islander
 I = Native American/Alaskan U = Unknown

Height: _____ Weight: _____ lbs Eye Color: _____ Hair Color: _____
Ft. In.

Social Security Number: _____ - _____ - _____ Birth Place: _____
City State

School/Department: _____ Special Program or Company Name: **CPS STUDENT TEACHER**
(If Applicable)

REQUIRED CRIMINAL RECORDS DISCLOSURE: The existence of a criminal record does not automatically disqualify you for employment consideration, unless it is a conviction for an enumerated crime. (Please see the back of this form for a listing of enumerated crimes.) However, it is important that the Board know your complete criminal history to properly evaluate your application. You must disclose it in full. Failure to disclose each conviction may result in disqualification of your application or termination of employment.

Convictions include *all* felony or misdemeanor convictions, whether by pleas of guilty, *nolo contendere* or no contest or after bench or jury trial. Convictions that result in sentences of probation, conditional discharge or imprisonment must be reported. Convictions of driving while intoxicated or under the influence (DUI), and driving on a revoked or suspended license must be reported. But, convictions that resulted in sentences of supervision in Illinois or traffic offences other than DUI or driving on a revoked or suspended license should not be reported (i.e. speeding tickets, running a red light or stop sign, driving without insurance, etc.). Finally, you are not obligated to disclose sealed or expunged records of conviction or arrest.

Have you ever been convicted of any type of crime? Yes No

If yes, describe each conviction below (attach separate sheets if necessary):

| Date | State | Conviction |
|------|-------|------------|
| | | |
| | | |

I, the undersigned,

1. acknowledge and verify that all information provided above is true and accurate and that I am the person named above.
2. supply this information to authorize and enable the CPS to perform a background investigation, which may include, but not limited to, a Criminal Conviction Information check and fingerprinting.
3. understand and agree that the information obtained through the background investigation will be used to determine whether employment by the CPS will be offered or continued or whether volunteer or compensated service will be approved.

Signature: _____ Date: _____

DO NOT WRITE BELOW THIS LINE

| | |
|---|---|
| <p style="text-align: center;">Fingerprinting Provider Use Only</p> Date Printed: _____ Verified By: _____ TCN # _____ | <p style="text-align: center;">Human Capital Use Only</p> Date Printed: _____ Date Results Returned: _____ Fingerprints Clear <input type="checkbox"/> Yes <input type="checkbox"/> No Verified By: _____ |
|---|---|

Enumerated Offenses in Illinois School Code, 105 ILCS 5/34-18.5 referencing 105 ILCS 5/21-23a

- (1) **Any offense defined in Sections 11-6 inclusive** (720 ILCS 5/11-6 = indecent solicitation of a child);
- (2) **Any offense defined in Section 11-9 through 11-9.5, inclusive** (720 ILCS 5/11-9 = public indecency, sexual misconduct, etc.);
- (3) **Any offense defined in Sections 11-14 through 11-21, inclusive** (720 ILCS 5/11-14 = prostitution; 11-15 = solicitation for a prostitute; 11-16 = pander (prostitution); 11-17 = keeping a place of prostitution; 11-18 = patronizing a prostitute; 11-19 = pimping; 11-20 = obscenity; 11-20.1 = child pornography; 11-21 = harmful material (prurient interests);
- (4) **Any offense defined in Sections 11-23 (if punished as a Class 3 felony)** (720 ILCS 5/11-23 = Posting of identifying or graphic information on a pornographic Internet site or possessing graphic information with pornographic material);
- (5) **Any offense defined in Section 11-24** (720 ILCS 5/11-24 = child photography by a sex offender);
- (6) **Any offense defined in Section 11-25** (720 ILCS 5/11-25 = grooming);
- (7) **Any offense defined in Section 11-26** (720 ILCS 5/11-26 = traveling to meet a minor);
- (8) **Any offense defined in Section 12-4.9** (720 ILCS 5/12-4.9 = Drug induced infliction of aggravated battery to a child athlete);
- (9) **Any offense defined in Section 12-13** (720 ILCS 5/12-13 = criminal sexual assault);
- (10) **Any offense defined in Section 12-14** (720 ILCS 5/12-14 = aggravated criminal sexual assault);
- (11) **Any offense defined in 12-14.1** (720 ILCS 5/12-14.1 = predatory criminal sexual assault of a child);
- (12) **Any offense defined in 12-15** (720 ILCS 5/12-15 = criminal sexual abuse);
- (13) **Any offense defined in 12-16** (720 ILCS 5/12-16 = aggravated criminal sexual abuse);
- (14) **Any offense defined in 12-32** (720 ILCS 5/12-32 = ritual mutilation);
- (15) **Any offense defined in 12-33** (720 ILCS 5/12-33 = ritualized abuse of a child);
- (16) **Any offense defined in the Cannabis Control Act, except those defined in Sections 4(a), 4(b) and 5(a) of that Act** (720 ILCS 550/1 *et seq.*, except those defined in 720 ILCS 550/4(a) and (b), and 720 ILCS 550/5(a) (see attached)). Individuals placed on 1410 probation pursuant to this Act that do **not** successfully complete probation are **not** eligible for this exception;
- (17) **Any offense defined in the Illinois Controlled Substances Act** (720 ILCS 570/100 *et seq.*). Individuals placed on 1410 probation pursuant to this Act that do **not** successfully complete probation are **not** eligible for this exception;
- (18) **Any offense defined in the Methamphetamine Control and Community Protection Act** (720 ILCS 646/1 *et seq.*). Individuals placed on probation under the provision of Section 70 of that Act, provided that if the terms and conditions of probation required by the court are not fulfilled, the offense is **not** eligible for this exception;
- (19) **Perpetrator of sexual or physical abuse of any minor under 18 years of age pursuant to proceedings under Article II of the Juvenile Court Act of 1987** (705 ILCS 405/2-1, *et seq.*);
- (20) **First degree murder;**
- (21) **Attempted first degree murder;**
- (22) **Conspiracy to commit first degree murder;**
- (23) **Attempted conspiracy to commit first degree murder;**
- (24) **Class X felony;**
- (25) Any **attempt to commit** any of the foregoing offenses; and

Any offense committed or attempted in **any other state** or against the laws of the United States which, if committed or attempted in this State, would have been punishable as one or more of the foregoing offenses.

STUDENT TEACHER REGISTRATION CHECKLIST

Please utilize the checklist below to ensure you have successfully completed the registration process. The CPS Student Teacher Program cannot approve student teachers without successful completion of all steps.

REGISTRATION PROCESS

_____ TB Test Results – *Chest X-Ray if needed* (Results must be within 90 day registration window).

_____ Background Check (Results must be within 90 day registration window)

_____ CPS On-line Registration Profile (Complete student teacher profile, NOT field experience!)

PLEASE RETAIN A COPY OF THE TB TEST RESULTS AND FINGERPRINTING RECEIPT FOR YOUR RECORDS.

All of the above must be completed between April 1 – June 30 for Fall 2012 Student Teaching in CPS.

REMINDER! Current/active CPS Employees need to complete on-line registration ONLY.

WHEN IS EACH ITEM DUE?

All three items must be completed within our 90-day registration window (April 1 – June 30). Results outside of this window will not be accepted. **TB Test and Criminal Background Check should be completed first!** Once completed, you will go on-line and complete the CPS Student Teacher Registration Process. Remember, you will be required to upload your TB Test results to your on-line registration profile, as well as enter fingerprint information from your Accurate Biometrics fingerprinting receipt. You won't be able to complete the on-line registration profile without entering the TB and fingerprint information unless you are a current CPS Employee.

HOW DO I SUBMIT MY HARD –COPY FORMS?

The CPS Student Teaching Program no longer accepts hard-copy forms of your TB Test Results and/or Accurate Biometrics Receipt. This information should be entered in the CPS on-line STUDENT TEACHER registration profile. The only hard-copy item we accept are fingerprint results from your university. CPS has agreed to accept fingerprint results from those universities that already print students as long as they meet our 90-day fingerprinting requirement. If your university does not fingerprint you or results are outside of our 90-day window, please utilize our fingerprint directions and forms to be re-printed.

HOW WILL I KNOW IF I AM APPROVED?

Upon successful completion of the on-line registration profile, TB test and criminal background check, you will receive a **Report to Service** email from the CPS Student Teaching Program. Please print and be prepared to present the day you report to your student teaching assignment within CPS.

For questions about the CPS Student Teaching Program or for more information,
please email us at: studentteach@cps.k12.il.us

Thank you for your interest in the Chicago Public Schools Student Teaching Program!