MCPS Districtwide Compliance 2019-2020
for College/University Student Interns

***IMPORTANT***

Each year, all college/university student interns, as well as, all MCPS employees, are required to complete the districtwide online compliance training. The purpose of compliance training is to educate student interns and employees about the rules, regulations, and policies that apply to the day-to-day responsibilities when interacting with the students, staff, and school community in MCPS.

The directions for enrolling and completing the compliance training are outlined below:

- College/University students may **NOT** begin any field experience in MCPS until their background review and compliance training are completed and verified by the MCPS Office of Human Resources and Development (OHRD).

- College/University interns **MUST** use their **full legal name** that is consistent with the name used for their MCPS profile. Variations with the use of name may cause delays in clearance.

- **IMPORTANT**: College/University interns **MUST** use the unique link (see below) in order to complete the compliance training. Do **NOT** complete the MCPS website compliance training for volunteers.

**To Access the Required MCPS Annual Compliance Training for 2019-2020**

1. **IMPORTANT**: All Student Teacher Interns who will complete a student teaching internship at any point during the 2019-2020 school year **MUST** complete **ALL 11** compliance modules. This includes all interns for speech, school counseling, occupational and/or physical therapy.

2. Copy and paste this compliance training link into a web browser (Google is recommended) >>


3. Forgot password? Need troubleshooting support? Here is a [support guide](#).

4. College/University interns should provide a copy of the compliance completion sheet to their college/university coordinator(s). Interns should print and keep a copy of the compliance completion sheet for their records.

5. **Please Note**: College/University students who will **only** complete an observation/practicum field experience for 2019-2020, may complete just the **one** module: **FY 20 Recognizing and Reporting Child Abuse and Neglect**. This typically includes students who are underclassmen, high school students in dual enrollment programs, and MC Field Experience students.

6. **MCPS employees** should complete annual compliance training using their MCPS log-in credentials. **MCPS employees** on leave for their internships should use a personal email account to enroll in the compliance modules.

Should you have questions regarding the completion of MCPS compliance training, please contact **Sydney Pinkard** at [Sydney_K_Pinkard@mcpsmd.org](mailto:Sydney_K_Pinkard@mcpsmd.org).