Field Observation Students and Full-time Student Interns

Steps for Accessing the Orientation and Background Check Materials:

1. Navigate to the Harford County Public School website: [https://www.hcps.org/staff/](https://www.hcps.org/staff/)
2. From the top blue ribbon, select STAFF.
3. From the drop down menu that opens, select RESOURCES FOR HCPS STAFF.
4. Once this page opens, look to the third column of text. Read through the first paragraphs carefully, and then follow the directions for Counseling Interns and Full-Time Interns OR Observation Field Placements and One/Two Day per Week Placements.
5. Make careful note of the due dates and the information regarding where to send completed tasks.
6. If you have any questions, please do not hesitate to reach out to the Coordinator of Teacher Induction Heather Kutcher ([heather.kutcher@hcps.org](mailto:heather.kutcher@hcps.org)).
7. Teacher candidates who may have questions or concerns about their background check status due to past incidents of illegal/criminal conduct should contact Ms. Melanie Wernig, the HCPS Internal Investigator. Candidates with questions regarding their personal background should contact her prior to being fingerprinted at 410-588-5247 or email her at melanie.wernig@hcps.org.

Please note that students in their full-time internship or any school counseling intern must be fingerprinted in our Office of Investigations. The directions provided at the following link ([https://www.hcps.org/Registration/HR_FingerPrint_Registration/Default.aspx](https://www.hcps.org/Registration/HR_FingerPrint_Registration/Default.aspx)) delineate what pieces must be completed PRIOR to the fingerprinting appointment and what must be brought to that appointment. If you have any questions about this information, please call 410-588-5247.

Thank you!