AACPS Instructions for Part-Time and Full-Time Interns

1. Complete the Google Form at this link: AACPS Intern Registration Form so we can check the intern’s background status and set up computer access/Blackboard if appropriate.

2. The AACPS background check process requirements differ for part-time and full-time interns. Part-time intern placements vary from several hours to up to 3 days per week. Part-time interns must have a successful commercial background check prior to starting their placement. Full-time student interns are at their placement schools 5 days per week. Full-time interns must have a successful fingerprint-supported background check prior to starting their 5 day a week placement.

a. **Part-time Interns** (Placed at an AACPS school 3 days a week or less)
   Successful completion of a criminal history background check is required before any person has unsupervised access to students, either on or off school property. Unsupervised access to students is defined as a person having responsibility for a student or students while not in the direct and continuous view of an AACPS employee. This can occur over extended periods, such as a group of students being overseen by a chaperone during a field trip, or for brief periods, such as when a teacher steps out of the room while a volunteer provides reading mentorship, or overnight field trips. A commercial background check is required of all interns without one-on-one unsupervised or unrestricted access to students. A request for a commercial background investigation must be completed online* (link is below), with a minimum of ten (10) business days allowed for processing.

   **APPLY FOR A BACKGROUND CHECK**
   
i. The intern will need to enter his/her first name, last name, and email address.
   ii. Under “Select a School,” the intern will pull the menu down to Student Intern Carver – Student (see below), not his/her placement site.

   Select a School:* 
   STUDENT INTERN CARVER - STUDENT

b. **Full-time Interns** (Placed at an AACPS school 5 days a week)
   The Fingerprinting Office is open by appointment only. Interns must schedule an appointment for a fingerprint-supported background check through the Fingerprinting Office at 410-222-5045. The Fingerprinting Office is located at the Central Office (2644 Riva Rd., Annapolis, MD 21401). The cost of fingerprinting is $58.25, and it includes the commercial background check. Fingerprint-support background check should be completed at least 3 weeks prior to the beginning of the school placement. As a reminder, all placements are contingent upon completion of a successful background check. Each applicant requiring a fingerprint-supported background check is provided with a blue Fingerprint Verification Card. The card should be kept with the applicant while on school grounds and should be displayed to an administrator upon request. All questions regarding this process, or to confirm results of a fingerprint-supported background check should be directed to the Office of Investigations at 410-222-5287. Background checks or fingerprints from other agencies will not be accepted.

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3. View the required Human Resources videos online. This is now done through self-registration. Click on this link [AACPS Safe Schools Self Registration Instructions](#) for instructions on creating your username and logging in. If you have problems with that process, please contact Matt Scofield ([mscofield@aacps.org](mailto:mscofield@aacps.org)). Once logged in, you will see the training modules you must complete. Please disregard the posted due dates, which are for AACPS employees. Interns must view all of the required modules prior to their start date which will be delayed if the videos have not been viewed.

**Exceptions:**

a. **Current AACPS Employees:** Please go to the [SafeSchools Login Page](#), log in with your employee username and check to see if there are any updates for you to view.

b. **Returning Interns:** If you were an intern in AACPS last year and are returning for a second rotation, you may go to the [SafeSchools Login Page](#), log in with the username you created previously, and check to see if there are updated or new modules for you to view.