All college and university students who are placed in Harford County Public Schools for their full-time student teaching experience must be fingerprinted in our Human Resources Department. Students who are in a one/two day per week placement or an observation placement will be under the direct supervision of a teacher, and thus they do not need to be fingerprinted until their final full-time student teaching semester. As an exception, students in school counseling placements (practicum or internship) must be fingerprinted before they begin any experience.

A student teaching placement in Harford County Public Schools is contingent upon the completion of a satisfactory background check, including fingerprinting in our Department of Investigations. Students may not make an appointment for fingerprinting until their full-time student teaching placement has been confirmed. Upon confirmation, they should make an appointment for fingerprinting according to the following schedule:

Students who will complete their counseling internship, counseling practicum, or full-time student teaching in the Fall 2020 semester should schedule an appointment between April 23, 2020, and July 31, 2020. Students who have not been fingerprinted by July 31 risk having their offer of placement rescinded.

Students who will complete their counseling internship, counseling practicum, or full-time student teaching in the Spring 2021 semester should schedule an appointment between September 28, 2020 and December 18, 2020. Students who have not been fingerprinted by December 18 risk having their offer of placement rescinded.

To schedule fingerprinting, students should go to www.hcps.org and click on the STAFF button on the blue ribbon. Then, select Fingerprint/ Background Checks from the drop down menu. Click on the Background Check-Fingerprint Information Link to open up the details about how to schedule an appointment and what to bring. It is imperative that you read this information and bring the Child Protective Services forms and appropriate identification. Questions regarding the fingerprinting process should be directed to the Department of Investigations at 410-588-5247. There is a charge for fingerprints/background checks. Student interns should refer to the website for the current cost of fingerprinting. Payment must be made by check or money order, payable to Harford County Public Schools. No cash will be accepted. All fingerprinting will be done at our central office building, the A.A. Roberty Building, at 102 S. Hickory Avenue, Bel Air, Maryland 21014. Parking is available in the garage across from this building. Please bring quarters for the meters in that garage.