Welcome to MCPS!

We are delighted to welcome you to Montgomery County Public Schools. The mission of MCPS is to ensure every student has the academic, creative problem solving, and social emotional skills to be successful in college, career, and community, regardless of background.

By completing your internship, clinical, or capstone experiences in MCPS, you will be a part of school communities that will allow you to apply the knowledge and skills you’re acquiring in your research-based teacher/educator preparation programs. Your work will play an integral part in supporting student growth, learning, and achievement. Strive for excellence and be open to feedback and praise.

One of our greatest assets is our workforce who is dedicated to student success and well-being. Together, we can continue to build a brighter future and advance the quality of the teaching profession.

I hope your experiences in MCPS are challenging, meaningful, and rewarding. Welcome again to Montgomery County Public Schools!

Sydney Pinkard
Instructional Specialist,
MCPS Office of Human Resources and Development

PREPARING FOR THE INTERNSHIP

Providing a safe and welcoming learning environment is essential to student success. An important step to providing this environment is to ensure that the adults in our schools are ethical, responsible, and meet our high expectations for professionalism.

This required background review process must be completed and verified before college/university student interns will be permitted to complete any field experience in Montgomery County Public Schools.

*It is very important to carefully review the directions in order to avoid delays with the background clearance verification process.*

Fall 2020
## Step 1

**Apply Online**

The first step is to apply for the field experience. You **MUST** select the appropriate field experiences for your college and university coursework.

- **Returning University Student Intern?** If you completed a field experience in MCPS during the 2019-2020 school year, [login using your username and password](#). Update your profile information—especially your contact information.

- **Forgot your password?** You can [reset](#) your password. Refrain from creating a new profile if you already have an existing profile as having multiple profiles may delay your clearance.

- **New to MCPS?** If this is your **first time** completing a field experience in MCPS, you will need to [create](#) a profile so that we know information about you.

### Link to Apply

- [Fall 2020 Student Teaching Internship](#)

- **Current MCPS Employee?** Login to [MCPS Careers](#) using your MCPS employee username and password. You will need to [keyword search](#) Fall 2020 to locate the link to apply for the internship.

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## Step 2

**Background Review Process**

Effective Monday, June 22, 2020, Montgomery County Public Schools (MCPS), in partnership with our vendor American Identity Solutions, will resume [in-person fingerprinting services](#) for the required background clearance process. Due to the impact of the COVID-19 pandemic, these services will be provided at an alternate MCPS facility, **by appointment only**, to allow for adherence to social distancing requirements.

- **Returning Student Intern?** If your background review was verified during the 2019-2020 school year, you are **NOT** required to re-do the fingerprint review or the CPS review. **Go to Step 3.**

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**Fingerprinting Location**

- **Emory Grove Center**
  - 18100 Washington Grove Lane
  - Gaithersburg, MD 20877

**Hours of Operation**

- Monday-Thursday 9am-4:30pm
★ New to MCPS?

1. **Schedule and complete the Fingerprint Review**. College and university student interns **must** be fingerprinted in Montgomery County for all field experiences. MCPS does **NOT** accept fingerprinting information from other districts, institutions, or agencies.

2. Complete the **Child Protective Service (CPS) Review**. The CPS review requires that you complete a form online and have the form notarized. You can complete the CPS form at the time of your scheduled fingerprint appointment.

★ **MCPS Employee**? If you are a current MCPS employee, your fingerprint review and CPS review information can often be verified using your employment records. Updated fingerprint and CPS information may be required if needed.

Fingerprinting

To schedule your fingerprinting appointment, please click [here](#). There is a fingerprinting fee of $55.25 (cash payment) or $56.45 (credit card payment). Payment is due at the time of your fingerprinting appointment.

**IMPORTANT REMINDER**

Did you complete Step 1?

You **must** complete the actions outlined in **Step 1** in order to avoid delays!

If you are fingerprinted **before** completing Step 1, your fingerprint review may be delayed.

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**Step 3**  
**Compliance Modules**

**After July 1, 2020**

The completion of the **Compliance Modules** is an **annual** action for **all** individuals in the school system including university interns. The compliance modules establish the expectations for creating a safe and respectful school environment.

★ **Returning Student Intern**? **ALL** returning university interns **MUST** complete the required compliance modules **each** school year.

★ **New to MCPS**? **ALL** new university interns completing field experiences in MCPS **MUST** complete the required compliance modules **each** school year.

★ **MCPS Employee**? **ALL** MCPS employees, who are also university student interns, **MUST** complete the required compliance modules **each** school year. **Employees should access the required compliance modules by following the district directions using their employee credentials.**

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Support Guide: University Interns Compliance

[Link to enroll: bit.ly/internscompliance](#)
Step 4

MCPS will verify the completion of the fingerprint review, the CPS review, and the completion of the compliance modules. This verification process may take 7-10 days.

Once your background information is verified, you will receive a background clearance verification certificate via email from MCPS. The MCPS Background Verification Certificate is the document that indicates that you are cleared to begin your internship.

You should:

✔️ provide a copy of the verification certificate to school personnel on your scheduled first day.
✔️ notify your university coordinator that you have received your verification certificate and have been cleared to begin your internship.
✔️ save and organize all copies of the background clearance documents for your records.

You are NOT permitted to begin the internship until MCPS has verified your background clearance information.

IMPORTANT: As a part of the fingerprint review process, you will receive a clearance document from the State of Maryland regarding the results of the fingerprint review for your personal records. The State of Maryland document is NOT the same as the Verification Certificate from MCPS.

✔️ MCPS Background Clearance Verification

This is NOT an MCPS Clearance Verification
This is fingerprint information for your records.