TO DO

In order to begin your observation in schools (observation and service hours should be completed in a Chicago public school), all EDFN students must:

1. complete the Chicago Public School’s (CPS) Field Experience Registration Process (EDFN 307/407 students who have done this already do not need to complete this again) (give screen image of completed on-line form to your EDFN professor);

2. complete a federal fingerprint-based background check (give Accurate Biometrics receipt to your EDFN professor);

3. complete the Waiver of Confidentiality form (give signed form to your EDFN professor);

4. join NEIUport CEST Group 7 (give proof of membership to your EDFN professor);

5. pass a TB test (give TB test results to the CEST Office);

6. print proof of CPS Approval Email (give CPS Approval Email to the CEST Office); and

7. get the EDFN Observation Field Packet from the CEST Office (EDFN students are not to begin their observation or service hours before they receive their field packet from the Clinical Experiences and Student Teaching (CEST) Office in Lech Walesa Hall 4023).

1) CPS FIELD EXPERIENCE REGISTRATION

1. To successfully complete the CPS Field Experience Registration process, you must first submit the on-line CPS Field Experience Registration form. Once you have completed the on-line registration, you may then proceed forward and have your fingerprint-based federal background check conducted.

2. ALL EDFN students must complete the on-line registration form. Current CPS employees also must complete this on-line registration profile.

3. If you completed this process for another course, you do not need to repeat the CPS Field Experience Registration again. Simply present a copy of your CPS Field Experience Approval email to the CEST Office.

4. If you completed a fingerprint-based federal background check within the past twelve months and your background check results are already on file with the College of Education, you may use these for your CPS Field Experience Registration. Please send an email to cestdept@neiu.edu
and request that your background check results be forwarded to the CPS Field Experience Program.

5. The CPS Field Experience On-Line Registration Form must be completed before having your fingerprint-based federal background check conducted.

6. You may access the on-line form via the CPS Student Teaching website link at www.cpsstudentteachprogram.com

7. Upon entering the CPS Student Teaching website, scroll down approximately half a page until you reach the section titled “Attention Field Experience Candidates (Pre-Clinical Students, Observers, Practicum Students).”

8. Click onto the “Field Experience Registration Page” which is marked in red font. After clicking onto this, you will enter the On-line Field Experience Registration.

9. In the “Applicant Information” section:
   - Enter your formal Last Name, First Name and Middle Initial if you have one. If you do not have a Middle Initial, you may leave this space blank.
   - Enter the last 4 digits of your social security number. If you prefer not to enter the last 4 digits of your social security number, please enter “0000” or another series of numbers.
   - Enter your NEIU email address. Please note that this will be email address to which your CPS Field Experience Approval email will be sent.
   - Enter your personal email address if you have one
   - Your primary and secondary telephone numbers. If you only have one telephone number, please enter this in both spaces.

10. In the “University Information” section:
    - Enter Northeastern Illinois University or the name of the university you currently attend
    - Enter your University Student Identification Number. If you do not have a student identification number, enter “NA.”
    - Enter “Catherine Wycoff” as the Field Placement Coordinator Name
    - Enter “(773) 442-5350” as the Field Placement Coordinator Telephone Number
    - Enter the name of the CPS school at which you will conduct your observation hours. If you do not yet know the name of the CPS school at which you will conduct your hours, write “Unknown” in this space.
    - Select “Education/Teaching” in the drop-down box for the “Current Field of Study” section
    - Select “Undergraduate” or “Graduate” for your “Program Level”

11. In the “Employment Information” section:
    - Answer “Yes” or “No” to whether you are a current CPS employee.
    - If you answered “No,” please skip the remainder of this section and click “Submit” at the bottom of the on-line page.
If you answered “Yes,” please complete the remainder of this section. Then click “Submit” at the bottom of the on-line page.

12. Print the screen image of the completed on-line CPS Field Experience Registration form.

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2) CPS Approval Notice Email

1. You will receive a CPS Field Experience Approval Notice email upon final CPS approval within approximately 4-5 weeks of completing the CPS on-line field experience registration form and conducting your federal fingerprint-based background check.

2. The CPS Field Experience Approval Notice email will be sent to your NEIU email account.

3. You should print this email notice upon receipt and retain a copy for your records. You will need to present it to the CPS school office on the first day of your observation/service/clinical hours. You will not be allowed into a CPS school without this CPS Field Experience Approval Notice email.

Further, it is important to retain a copy of the CPS Field Experience Approval notice for subsequent EDFN courses that require observations in schools, as well as part of the requirements for entry into the Northeastern Illinois University COE.

4. Once you have received CPS field experience approval, this approval is valid for all future PK-12 school observations and clinical experiences, excluding student teaching.

5. Please make certain to keep copies of the CPS field experience approval email you receive as you will need to present it to any CPS school site before beginning any observation/service/clinical hours.

6. With regard to observation placements, Educational Foundations (EDFN) mandates that all students complete their required observation and service hours in Chicago Public Schools (CPS).

   • If the Chicago Public Schools Field Experience Program requests that you submit a certified court disposition due to an item that appears on your federal background check results, you must follow the instructions they provide and complete all required steps. You also must immediately contact Ms. Catherine Wycoff (Director of the Clinical Experiences and Student Teaching Office) at c-wycoff@neiu.edu.

   • In the rare event that CPS denies the student a field experience approval, the student should inform her/his EDFN professor and immediately contact Ms. Paola Vargas (p-vargas@neiu.edu) in the College of Education (COE) to schedule an appointment with the COE Associate Dean. It is the student's responsibility to inform her/his EDFN instructor as to the outcome of this meeting with the Associate Dean as soon as possible.
Sometimes, even if CPS has not granted approval for the student to enter CPS schools, the COE will grant approval for the student to enter non-CPS schools.

- Should the student be denied CPS field experience approval for entry into CPS schools, but obtain approval from the COE to enter non-CPS schools, the student should do the following two things:

  1) Show the EDFN instructor the observation packet from the CEST Office which allows them entry into schools.

  2) Upon approval from the EDFN instructor, begin contacting non-CPS schools in order to secure an observation placement and fulfill her/his observation requirement.

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2) FEDERAL BACKGROUND CHECK

1. All EDFN students who will complete observation and service hours must complete an Illinois State Police and federal fingerprint-based criminal background check.
   
   a. If you are a current CPS employee, you do not need to have a new federal fingerprint-based criminal background check. You must, however, complete the on-line CPS Field Experience Registration form.
   b. If your Illinois State Police and federal background check results are less than a year old and already on file with the College of Education, you may use these for your CPS Field Experience Registration. Please send an email to cestdept@neiu.edu and request that your background check results be forwarded to the CPS Field Experience Program.

2. If you do not have current Illinois State Police and federal background check results on file with the College of Education, you must conduct a federal and state fingerprint-based criminal background check through Accurate Biometrics.

3. Go to [www.accuratebiometrics.com](http://www.accuratebiometrics.com) for a list of Accurate Biometrics locations.

4. At Accurate Biometrics, present the attached “CPS Fingerprinting Background Investigation Authorization and Release Form,” (which will instruct Accurate Biometrics to conduct both a federal and state background check) with a current state photo identification card.

5. Please note that there is a $58 charge which may be paid by cash, money order, or credit card. Accurate Biometrics will not accept personal checks.

6. If you prefer not to provide your social security number and/or birth place on the “CPS Fingerprinting Background Investigation Authorization and Release Form,” please contact Dr. Effie Kritikos at (773) 442-5585.
7. You will receive a receipt from Accurate Biometrics when you have your federal fingerprint-based criminal background check conducted.
   
a. Please make certain to keep this receipt for your own records.
   b. Submit a copy of your Accurate Biometrics receipt to your EDFN professor by the second class.

8. Your federal fingerprint-based criminal background check results will be sent directly to the CPS Field Experience Registration Program by Accurate Biometrics.

9. Students can obtain a copy of their federal background check results from CPS. To obtain a copy of your Illinois State Police and federal background check results from the CPS Field Experience Registration Program, please follow the below instructions.
   
a. From your NEIU email account, send an email request to the CPS Field Experience Program at fieldexperience@cps.edu.
   
b. In your email to the CPS Field Experience Program, politely request a copy of your Illinois State Police and federal background check results. Please include your formal name, NEIU email address and telephone number, mailing address, and that you are a NEIU student in your email request.
   
c. Within approximately 3 weeks of your request, the CPS Field Experience Program will mail your Illinois State and Federal background check results to the address you provided.
   
d. If you have not yet been accepted into the College of Education, you may request a copy of your federal background check results from the Chicago Public School Field Experience Program.

10. Once you have received CPS field experience approval, this approval is valid for all future prekindergarten to twelfth grade school observations and clinical experiences, excluding student teaching.

11. If you have already received CPS field experience approval, you do not need to repeat the background check process.

12. Keep the CPS field experience approval email you receive as you will need to present it to any CPS school site before beginning observation hours.

13. Court Dispositions:
   • If the Chicago Public Schools Field Experience Program requests that you submit a certified court disposition due to an item that appears on your federal background check results, you
must follow the instructions they provide and complete all required steps. You also must immediately contact Ms. Catherine Wycoff (Director of the Clinical Experiences and Student Teaching Office) at c-wycoff@neiu.edu.

- In addition, you must provide a copy of your certified court disposition to Ms. Paola Vargas in the College of Education (LWH 4045) along with a copy of your federal background check results obtained from the CPS Field Experience Registration Program (please see above instructions).
- You also must meet with Dr. Effie Kritikos, the Associate Dean of the College of Education. To schedule a meeting with Dr. Kritkos, please contact Ms. Paola Vargas at p-vargas@neiu.edu.

3) CPS Approval Notice Email

7. You will receive a CPS Field Experience Approval Notice email upon final CPS approval within approximately 4-5 weeks of completing the CPS on-line field experience registration form and conducting your federal fingerprint-based background check.

8. The CPS Field Experience Approval Notice email will be sent to your NEIU email account.

9. You should print this email notice upon receipt and retain a copy for your records. You will need to present it to the CPS school office on the first day of your observation/service/clinical hours. You will not be allowed into a CPS school without this CPS Field Experience Approval Notice email.

Further, it is important to retain a copy of the CPS Field Experience Approval notice for subsequent EDFN courses that require observations in schools, as well as part of the requirements for entry into the Northeastern Illinois University COE.

10. Once you have received CPS field experience approval, this approval is valid for all future PK-12 school observations and clinical experiences, excluding student teaching.

11. Please make certain to keep copies of the CPS field experience approval email you receive as you will need to present it to any CPS school site before beginning any observation/service/clinical hours.

12. With regard to observation placements, Educational Foundations (EDFN) mandates that all students complete their required observation and service hours in Chicago Public Schools (CPS).

- If the Chicago Public Schools Field Experience Program requests that you submit a certified court disposition due to an item that appears on your federal background check results, you must follow the instructions they provide and complete all required steps. You also must immediately contact Ms. Catherine Wycoff (Director of the Clinical Experiences and Student Teaching Office) at c-wycoff@niu.edu.
• In the rare event that CPS denies the student a field experience approval, the student should inform her/his EDFN professor and immediately contact Ms. Paola Vargas (p-vargas@neiu.edu) in the College of Education (COE) to schedule an appointment with the COE Associate Dean. It is the student's responsibility to inform her/his EDFN instructor as to the outcome of this meeting with the Associate Dean as soon as possible. Sometimes, even if CPS has not granted approval for the student to enter CPS schools, the COE will grant approval for the student to enter non-CPS schools.

• Should the student be denied CPS field experience approval for entry into CPS schools, but obtain approval from the COE to enter non-CPS schools, the student should do the following two things:

  1) Show the EDFN instructor the observation packet from the CEST Office which allows them entry into schools.

  2) Upon approval from the EDFN instructor, begin contacting non-CPS schools in order to secure an observation placement and fulfill her/his observation requirement.

4) WAIVER OF CONFIDENTIALITY FORM

  1. Carefully read and then sign in ink the attached Waiver of Confidentiality form attached in this packet.

  2. The CEST Office must have your written permission to release your federal background check results to other schools and school districts if needed.

5) JOIN THE CEST GROUP

  1. If you have not already done so, become a member of NEIUport CEST Group 7.

  2. Follow the instructions below on how to join CEST Group 7.

    1. Login to NEIUport (see #1 in the “ACCESS” Section below)
    2. Click the GROUPS icon (top right)
    3. Click the GROUPS INDEX tab
    4. Click the Student Group link under "Categories"
    5. Click on CEST 7
    6. Click JOIN GROUP

  3. How to access the CEST Group after joining.
1. Login to NEIUport (two options)
   a. http://www.neiu.edu (locate NEIUPORT in the drop-down menu) - OR –
   b. http://neiuport.nieu.edu
2. Click the GROUPS icon (top right)
3. Select CEST Group 7

4. Print your CEST Group Profile for documentation of your membership in the CEST Group.

5. To print, go to the CEST Group homepage. In the left bottom corner of the Homepage, you will see “Profile.” Click on “Profile,” then right click, and print.

6) PASS TUBERCULOSIS TEST

1. You must have a negative TB test report from either the Northeastern Illinois University Health Services Office (Building E 051) or your own medical provider. Please note that the Northeastern Illinois University Health Services Office conducts free TB tests for NEIU students.

2. If you receive your TB test off-campus, you must present your test results to Northeastern Illinois Health Services (Building E 051) for their official clearance before you submit your TB test results to the CEST Office.

3. Please note that if you received a TB test within the past 12 months, you only need to obtain documentation of this from Northeastern Illinois University Health Services. Submit this documentation to the CEST Office.

4. If you have a current TB test report on file with the CEST Office, please inform the CEST staff of this when you pick up your EDFN field packet.

7) EDFN OBSERVATION FIELD PACKET

1. EDFN students are not to begin their observation or service hours before they receive their field packet from the Clinical Experiences and Student Teaching (CEST) Office in Lech Walesa Hall 4023.

2. Any student who goes to a field site to complete his/her observation/service hours prior to obtaining written authorization and the EDFN field packet from the CEST Office will be subject to disciplinary action and possible failure of the entire course.

3. Students may obtain their EDFN field packet from the CEST Office between September 14 and November 6, 2015.
4. Your EDFN field packet will contain:

   a. a personalized letter of introduction to present to the school with your name and NEIU identification number; and
   b. a log sheet on which you will document your observation and service hours.
EDFN 307/407 STUDENTS

• If you already successfully completed the CPS Field Experience Registration, you do not need to repeat this process.

• **Beginning September 14, EDFN 307/407 students may obtain their EDFN packets from the CEST Office.**

• To obtain your packet, please submit the following items to the CEST Office:
  
  1. TB test results (if you have a current TB test on file, please inform the CEST Office of this)

  2. Proof of CEST Group membership

  3. CPS Field Experience Approval email

• If you have any additional questions, please contact your EDFN instructor for assistance.
Students who are currently CPS Employees

- Please note that as a CPS employee, you still must complete the on-line CPS Field Experience Registration form.

- You, however, do not need to have a new federal background check conducted unless specifically directed by CPS to do so.

- You will submit all of the items contained on the two checklists except for the Accurate Biometrics fingerprint receipt.
How to Find a CPS School for Your EDFN Observation and Service Hours

To assist you in finding a CPS school in which to conduct your EDFN observation and service hours, you may want to visit the CPS website at www.cps.edu. On the CPS website, you will find a list of schools by zip code using the below instructions.

1. Go to the CPS website at www.cps.edu
2. Click onto “Schools”
3. Click onto “School Locator”
4. Under “Find a School,” click onto “Search by Address”
5. Enter a Chicago zip code and a mile radius in the spaces provided
6. The above steps will generate a list of schools in your selected area. The schools in your selected area also will appear on the map provided on this webpage.
7. If you wish to narrow your search further, click onto “Grade Category” and select “Elementary School,” “Middle School,” and/or “High School.”
Introduction to EDFN Observations

Through field-based experiences, the EDFN courses provide opportunities for students to participate in structured observation of K-12 students and teachers. Your eligibility to participate in an EDFN field experience is determined by the CEST Office. The CEST Office also serves as the repository for your EDFN “Documentation Log.”

In contrast to all other clinical and student teaching experiences, you are allowed to secure your own EDFN field experience placement. You may choose any Chicago Public School (CPS) to complete the observations and other activities defined in your course syllabus unless your instructor has identified one or more specific sites for the completion of your assignments. You do not need to report your observation site to the CEST Office. However, your EDFN instructor may wish to have this information.

You are strongly advised to do your EDFN observations at a CPS school that differs in terms of demographics, neighborhood, and/or instructional approaches from those with which you are already familiar. You should only do your observations in classrooms where you do not know the teacher or at schools where you do not have a close personal relationship with a teacher, administrator or student. This will assure that you are able to complete your observations free of any potential conflict of interest.

You should contact your preferred school site(s) to request permission to perform observations and service hours on dates and times that are mutually acceptable to you and the school. School observations should not conflict with university course time. In making a school placement request, you should ask to speak with the person in charge of observation placements. This may or may not be the school principal. When telephoning a school, you may find the following script useful:

\textit{Hello. My name is \____. I am a student at Northeastern Illinois University. For one of my education courses, I need to complete 10 hours of observation and 10 hours of tutoring or other service in a K-12 school. I would like to do these hours at your school. With whom should I speak to get approval to do so?}

If you receive approval to perform your observations and service hours at a school site, you should inform the person with whom you have made this arrangement of your schedule and availability. You also should obtain the following information:

1). the date and time you may first go to the school and
2). whom you should ask for when you arrive.

Numerous universities compete for field placements in CPS. You should be prepared to wait, get a “no” answer, or have your telephone call go unreturned. Most school administrators do want education students in their buildings. However, they often are very busy with teacher, student, family, community, and district matters. It is important to be courteous, patient, and flexible in securing a field placement. If a school is unable to grant your field experience request, ask if there may be space at a later time, or thank the person with whom you are speaking and move on to another school. If your telephone call is not returned, you should contact other schools for your field placement.
EDFN OBSERVATION CHECKLIST

to be given by the STUDENT
to the EDFN PROFESSOR

by the SECOND WEEK OF CLASSES

EDFN PROFESSOR will mark these documents as received and
give them to the CEST OFFICE

To be completed by the student:

Student’s Name: University ID#
EDFN Instructor: EDFN Course &Section #:

_____ 1. Screen image of completed on-line CPS Field Experience Registration form

_____ 2. Federal Background Check receipt OR copy of email sent to cestdept@neiu.edu requesting Illinois State Police and federal background check results be forwarded to the CPS Field Experience Program. *This is applicable to only those EDFN students whose Illinois State Police AND federal background check results are currently on file with the College of Education.*

_____ 3. Signed “Waiver of Confidentiality” form

_____ 4. Proof of joining CEST Group
EDFN OBSERVATION CHECKLIST

to be given by the STUDENT
to the CEST OFFICE

between September 14 and November 6, 2015

To be completed by the student:

Student’s Name: University ID#:
EDFN Instructor: EDFN Course &Section #:

____ 1. Successful TB Test Results
____ 2. CPS Approval Email

AS SOON AS YOU HAVE BOTH OF THESE DOCUMENTS IN YOUR POSSESSION, YOU SHOULD TAKE THEM DIRECTLY TO THE CEST OFFICE.

At this time, you may ask if the EDFN Observation Packet is ready to be given to you. The CEST Office will not accept partial submissions. You must have all the required documents.
NEIU CANDIDATE
WAIVER OF CONFIDENTIALITY

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<thead>
<tr>
<th>Candidate’s Last Name, First Name (Please print)</th>
<th>University ID#</th>
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<tbody>
<tr>
<td>Current and/or Mailing Address</td>
<td>Today’s Date</td>
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<td>College of Education Program/Course:</td>
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<td>Counselor Education</td>
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I, the undersigned, hereby grant permission for Accurate Biometrics, an affiliated contractor for Northeastern Illinois University, to transmit my name and fingerprints to the Illinois State Police and Federal Bureau of Investigation for the purpose of conducting a criminal background check pursuant to my field experience eligibility. I also acknowledge and agree that the College of Education and its Clinical Experiences and Student Teaching Office shall receive the results of my criminal background check and share those results with school districts, schools, and agencies for field experience placement purposes.

If my criminal background check results disclose a “hit,” which indicates a criminal history for the identity I provided, I acknowledge and understand that I must contact the College of Education (Dr. Effie Kritikos at e-kritikos@neiu.edu) to discuss the result before they are shared with school districts, schools, and agencies.

I, ____________________________, verify that I have not knowingly given any false information for the purpose of the criminal background check.

_________________________________  (Signature)  ___________________________  (Date)
Fingerprinting Background Investigation Authorization & Release Form

This form gives the Chicago Public Schools (CPS) authorization to conduct a criminal background investigation. All candidates must have a valid, unexpired government-issued or school issued photo ID at the time of fingerprinting.

Vendor
(list company name)
Teacher
Substitute
Teacher/ESP
Miscellaneous
Employee
Educational Support Personnel

□ Vendor
(list company name)
Teacher
Substitute
Teacher/ESP
Miscellaneous
Employee
Educational Support Personnel

Local School Council
Charter School
Volunteer
Program
(if any):
Field Experience
(Pre-Student Teaching)
Student Teaching
Clinical Intern
Counseling Intern
Alternative Certification

ILL1399S
ILL13690S
IL016299S
ILL14490S

Last Name: ___________________________ First Name: ___________________________ Middle Initial: ___________

Address: ____________________________________________________________
Number Street City State Zip

Date of Birth: _______________ Sex: □ Male □ Female Race: _______________
MM/DD/YY

Height: ___________________ Weight: ___________ lbs Eye Color: ___________ Hair Color: ___________
Pt. In.

Social Security Number: ___________________________ Birth Place: ___________________________
City State

School/Department: ___________________________ Special Program or Company Name: CPS FIELD EXPERIENCE
(if applicable)

REQUIRED CRIMINAL RECORDS DISCLOSURE: The existence of a criminal record does not automatically disqualify you for employment consideration, unless it is a conviction for an enumerated crime. (Please see the back of this form for a listing of enumerated crimes.) However, it is important that the Board know your complete criminal history to properly evaluate your application. You must disclose it in full. Failure to disclose each conviction may result in disqualification of your application or termination of employment.

Convictions include all felony or misdemeanor convictions, whether by plea of guilty, nolo contendere or no contest or after bench or jury trial. Convictions that result in sentences of probation, conditional discharge or imprisonment must be reported. Convictions of driving while intoxicated or under the influence (DUI), and driving on a revoked or suspended license must be reported. But, convictions that resulted in sentences of supervision in Illinois or traffic offences other than DUI or driving on a revoked or suspended license should not be reported (i.e. speeding tickets, running a red light or stop sign, driving without insurance, etc.). Finally, you are not obligated to disclose sealed or expunged records of conviction or arrest.

Have you ever been convicted of any type of crime? □ Yes □ No

If yes, describe each conviction below (attach separate sheets if necessary):

Date State Conviction

I, the undersigned,

1. acknowledge and verify that all information provided above is true and accurate and that I am the person named above.
2. supply this information to authorize and enable the CPS to perform a background investigation, which may include, but not limited to, a Criminal Conviction Information check and fingerprinting.
3. understand and agree that the information obtained through the background investigation will be used to determine whether employment by the CPS will be offered or continued or whether volunteer or compensated service will be approved.

Signature: ___________________________ Date: ___________________________

Fingerprinting Provider Use Only

Date Printed: ___________________________
Verified By: ___________________________
TCN # ___________________________

Human Capital Use Only

Date Printed: ___________________________
Date Results Returned: ___________________________
Fingerprints Clear □ Yes □ No
Verified By: ___________________________ Revised 3/29/2012