CPS FIELD EXPERIENCE FINGERPRINTING GUIDE

The Chicago Public Schools requires prospective Field Experience candidates undergo a fingerprint-based criminal background check. Please carefully review the guidelines and procedures below for proper submission of your background check report.

FINGERPRINTING GUIDELINES

- All Field Experience candidates must submit to a fingerprint-based criminal background check that provides CPS with both Illinois State Police and Federal Bureau of Investigation background reports. Only reports containing results from both agencies will be accepted.
- Background check reports will only be accepted from the student directly. Reports can no longer be submitted by the university on behalf of the student. Reports can be submitted via mail or in-person. No electronic transmissions will be accepted.
- Background check reports must be dated within one year of the date that a student submits his/her online CPS Field Experience Registration Form.
- If you are not being fingerprinted by your university, fingerprinting can be completed through Accurate Biometrics using the CPS Authorization & Release Form below.
- IMPORTANT – Clearance Letters from a university or other entity will not be accepted as fulfillment of the CPS criminal background check requirement.

FINGERPRINTING PROCEDURES

CPS fingerprinting service is provided by Accurate Biometrics. For a list of locations, please visit www.accuratebiometrics.com or call 866-361-9944. The charge is $50 and can be paid by Cash, Company Check, Money Order, Cashier’s Check or MasterCard/Visa. NO PERSONAL CHECKS ARE ACCEPTED.

You will need to present a current state-issued photo identification card along with the CPS Authorization & Release Form (below). Please read this form carefully and respond to all questions accurately.

Accurate Biometrics will send the background check reports directly to CPS. It is important to save the Accurate Biometrics receipt. It will contain a tracking number that may be needed for future reference.

WHAT IF I HAVE ALREADY BEEN FINGERPRINTED?

Please submit your background check reports from both the Illinois State Police and FBI to the CPS Talent Office for review. All reports must meet the guidelines listed above. Please mail or deliver your reports to the address listed below, no electronic transmissions will be accepted. Please note when submitting background check reports - you are also required to complete and attach the CPS form below.

IMPORTANT NOTE: If you are aware of any arrests/charges/convictions on your background check report, please be prepared to provide Certified Dispositions for each to the CPS Talent Office when requested. Any background check that produces a “HIT” result will be required to go before the CPS Criminal Background Review Committee along with the certified dispositions submitted by the candidate. The Background Review Committee will make the final decision regarding field experience approval. This review may delay the processing of your request so it is best to obtain the dispositions as soon as possible.

CPS Field Experience – 125 S. Clark St. 2nd Flr. Chicago, IL 60603   Email: FieldExperience@cps.k12.il.us
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.

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<th>□ Vendor (list company name)</th>
<th>□ Teacher ______________</th>
<th>□ Local School Council</th>
<th>☑ Field Experience (Pre-Student Teaching)</th>
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<tr>
<td>□ Substitute Teacher/ESP ______________</td>
<td>□ Charter School</td>
<td>□ Volunteer</td>
<td>□ Student Teaching</td>
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<td>□ Miscellaneous Employee ______________</td>
<td>□ Educational Support Personnel</td>
<td>□ Program (if any): __________________</td>
<td>□ Clinical Intern</td>
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Last Name: __________________________ First Name: __________________ Middle Initial: __________

Address: __________________________

Day Phone: (_____) ________________

Date of Birth: _________________ Sex: □ Male □ Female Race: ________

Height: ____________ lbs Weight: ____________ Eye Color: ____________ Hair Color: ____________

Social Security Number: _______ - _____ - _________ Birth Place: __________________________

School/Department: __________________________ Special Program or Company Name: CPS FIELD EXPERIENCE

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 pleas 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):

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<tr>
<th>Date</th>
<th>State</th>
<th>Conviction</th>
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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
Enumerated Offenses in Illinois School Code, 105 ILCS 5/34-18.5 referencing 105 ILCS 5/21-23a

(1) Any offense defined in Sections 11-6 inclusive (720 ILCS 5/11-6 = indecent solicitation of a child);

(2) Any offense defined in Section 11-9 through 11-9.5, inclusive (720 ILCS 5/11-9 = public indecency, sexual misconduct, etc.);

(3) Any offense defined in Sections 11-14 through 11-21, inclusive (720 ILCS 5/11-14 = prostitution; 11-15 = solicitation for a prostitute; 11-16 = pander (prostitution); 11-17 = keeping a place of prostitution; 11-18 = patronizing a prostitute; 11-19 = pimping; 11-20 = obscenity; 11-20.1 = child pornography; 11-21 = harmful material (prurient interests);

(4) Any offense defined in Sections 11-23 (if punished as a Class 3 felony) (720 ILCS 5/11-23 = Posting of identifying or graphic information on a pornographic Internet site or possessing graphic information with pornographic material);

(5) Any offense defined in Section 11-24 (720 ILCS 5/11-24 = child photography by a sex offender);

(6) Any offense defined in Section 11-25 (720 ILCS 5/11-25 = grooming);

(7) Any offense defined in Section 11-26 (720 ILCS 5/11-26 = traveling to meet a minor);

(8) Any offense defined in Section 12-4.9 (720 ILCS 5/12-4.9 = Drug induced infliction of aggravated battery to a child athlete);

(9) Any offense defined in Section 12-13 (720 ILCS 5/12-13 = criminal sexual assault);

(10) Any offense defined in Section 12-14 (720 ILCS 5/12-14 = aggravated criminal sexual assault);

(11) Any offense defined in 12-14.1 (720 ILCS 5/12-14.1 = predatory criminal sexual assault of a child);

(12) Any offense defined in 12-15 (720 ILCS 5/12-15 = criminal sexual abuse);

(13) Any offense defined in 12-16 (720 ILCS 5/12-16 = aggravated criminal sexual abuse);

(14) Any offense defined in 12-32 (720 ILCS 5/12-32 = ritual mutilation);

(15) Any offense defined in 12-33 (720 ILCS 5/12-33 = ritualized abuse of a child);

(16) Any offense defined in the Cannabis Control Act, except those defined in Sections 4(a), 4(b) and 5(a) of that Act (720 ILCS 550/1 et seq., except those defined in 720 ILCS 550/4(a) and (b), and 720 ILCS 550/5(a) (see attached)). Individuals placed on 1410 probation pursuant to this Act that do not successfully complete probation are not eligible for this exception;

(17) Any offense defined in the Illinois Controlled Substances Act (720 ILCS 570/100 et seq.). Individuals placed on 1410 probation pursuant to this Act that do not successfully complete probation are not eligible for this exception;

(18) Any offense defined in the Methamphetamine Control and Community Protection Act (720 ILCS 646/1 et seq.). Individuals placed on probation under the provision of Section 70 of that Act, provided that if the terms and conditions of probation required by the court are not fulfilled, the offense is not eligible for this exception;

(19) Perpetrator of sexual or physical abuse of any minor under 18 years of age pursuant to proceedings under Article II of the Juvenile Court Act of 1987 (705 ILCS 405/2-1, et seq.);

(20) First degree murder;

(21) Attempted first degree murder;

(22) Conspiracy to commit first degree murder;

(23) Attempted conspiracy to commit first degree murder;

(24) Class X felony;

(25) Any attempt to commit any of the foregoing offenses; and

Any offense committed or attempted in any other state or against the laws of the United States which, if committed or attempted in this State, would have been punishable as one or more of the foregoing offenses.