

Application Process

The CPS Student Teaching Program is looking for student teachers who are committed to urban education. In our mission to increase student achievement in the Chicago Public Schools (CPS), we are seeking student teachers with strong communication skills, high levels of critical thinking, and novice levels of knowledge in teaching and learning. Applicants must have university and CPS Student Teacher Program approval to complete student teaching within the Chicago Public Schools.

Eligibility

In order to apply to the CPS Student Teaching Program, please review the following eligibility requirements:

- Your college or university must have a partnership with the CPS Student Teaching Program (if you are unsure as to whether your college or university has a partnership with CPS, please email us at studentteach@cps.k12.il.us)
- Students must meet all college/university requirements in order to student teach with the Chicago Public Schools. Without university approval, students may not register to student teach within our district.

On-Line Student Teacher Registration Profile

Applicants must complete an online registration profile during the "open" period for the semester in which they are applying. The registration profile is generally completed the semester prior to the start of student teaching. Please check our website for open and close registration dates. Registration profiles will be accepted and reviewed during this period only. The link to the registration profile can be found on the CPS Student Teacher Homepage.

The registration profile consists of:

- Basic demographic and contact information
- University and GPA information
- Anticipated certification
- Acknowledgement of the CPS Confidentiality and Student Teacher Policies
- Two short open-ended questions

Step Two: TB Test and CPS Criminal Background Check

Student teacher applicants will receive an automated email response upon successful completion of the registration profile. The email will include next step directions and provide a link where students may download CPS TB test result and background authorization forms. Please be sure to read this email and its directions carefully. In addition, your university will have copies of the necessary directions and forms if needed.

TB Test Results and Criminal Background Check:*

- TB test result form must be presented to the CPS within 90 days of the test results.
- TB Test Result Form should be submitted within 90 days of the start of your student teaching semester.
- Student teachers must submit to a fingerprint-based criminal background check and that provides our program with both an Illinois State Police and Federal Bureau of Investigation Fingerprint Reports. Fingerprinting must be done through Accurate Biometrics. Results are sent directly to the CPS.
- Fingerprinting must be done within 90 days prior to the start date of



your student teaching semester. Results outside of this 90 day window will not be accepted.

- Students must provide a copy of the fingerprinting receipt from Accurate Biometrics to the CPS.

TB test result form and fingerprinting receipt should be submitted at the same time as the CPS does not accept piece mail. Please follow the submission guidelines set by your university. Some universities require students to submit these documents directly to the university field placement office. They will then submit to CPS on your behalf. Others require students submit these forms directly to CPS and will not submit on student's behalf.

**Applicants may be required to submit additional information for TB or background results and should allow additional time for processing.*

Step Three: Report to Service Email

The CPS Student Teaching Program will send a Student Teacher Report to Service email to the student upon approval. To receive a report to service email, students must successfully complete:

- On-line Student Teacher Registration Profile
- TB Test
- Criminal Background Check

Your university will also be notified of your approved status. Please note that acceptance into the CPS Student Teacher Program does not supersede your university's student teacher requirements. Applicants must have university and CPS approval to complete student teaching within the Chicago Public Schools.

Questions

Questions from prospective and current student teachers should be submitted via email to Leslie Ackerman, Student Teacher Program Manager, at studentteach@cps.k12.il.us.

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