Anne Arundel County Public Schools
Pre-service Intern Placement Protocol

The Division of Professional Growth and Development (PGD) is accountable for the record-keeping for all pre-service interns in Anne Arundel County Public Schools (AACPS). All placements for course observation, field experience, student teaching, school counseling, speech language pathology, media, occupational therapy and physical therapy must go through our office so that we know where each intern is placed, when, and with whom.

PDS Placement Process:

The only exception to the placement process below is for pre-service teacher candidates being placed in schools with a Professional Development Schools (PDS) partnership agreement. Placements in PDS by the partnering Institute of Higher Education (IHE), do not require application forms. The IHE works directly with the Principal and AACPS PDS Site Coordinator to assign mentor teachers from the Approved Mentor Database. The PDS Site Coordinator submits the placement information (mentor's name, IHE supervisor's name, grade/content area, placement type, rotation dates, and anticipated graduation date) for each intern to PGD at the start of each semester and provides updates, as needed, throughout the year.

Non-PDS Placement Process:

1. All non-PDS placement inquiries (non-partner universities, out-of-state programs, special content areas, and partner university requests at non-PDS sites) must be initiated by PGD. The IHE must send a placement request to this office by May 1 for fall placements, and November 1 for spring placements. The deadlines are necessary to allow ample time to assign an appropriate mentor and to ensure that the AACPS administrative requirements are completed before the rotation begins. A copy of our application form is attached for your convenience and a fillable PDF version is available.

2. PGD will contact potential mentors using the Approved Mentor Database and arrange for the intern to be placed. Once a mentor has been assigned, the completed placement form is sent to the principal, mentor teacher, and IHE field placement office or intern supervisor.

3. Interns must complete the registration process explained on the following pages. After an intern's background checks and/or fingerprints have been approved and they have viewed the required Human Resources videos, they may report to their placement sites. Interns will be notified that they are cleared to begin via an email. The field placement office or intern supervisor will be notified if any student is not cleared for placement in AACPS.

4. All interns are to contact their mentor teachers prior to their start date to introduce themselves and arrange a mutually agreeable schedule for performing the required hours.

Additional Notes:

1. Interns cannot be placed at schools where family members are either students or employees. Current employees will be placed at schools other than their current worksites and should contact Human Resources about taking a leave of absence (410-222-5090).
2. The database created from the intern placement information is used to ensure the security in our schools and as a recruitment tool for Human Resources.

Types of Placements:

Interns' requirements often differ between IHEs. They also are subject to different security procedures and different levels of access based on the type of placement. To make sure our processes and requirements are clear, here is how PGD defines the placements listed on our application.

- Observation Only—Interns are approved to observe instruction and communicate with the cooperating teacher. They are not permitted to work with students. Observation interns are not given an AACPS login.
- Field Experience/Jr. Intern—Interns are approved to observe instruction. They may work with students or lead a lesson, under the guidance of the cooperating teacher. Field experience/Jr. Interns are not given an AACPS login.
- Part-Time Student Teaching—Interns are paired with a mentor teacher to work directly with them and students. Part-time placements can range from a few days per week for an entire college semester, or 5 days a week for less than a full college semester. Part-time student teaching interns are given an AACPS login.
- Full-Time Student Teaching—Interns are paired with a mentor teacher to work directly with them and students for a full college semester, following the mentor teacher's duty hours. Full-time student teaching interns are given an AACPS login.

Intern Registration Directions

Every intern, no matter the type of placement, is required to complete the following three items.

1. Complete the Google Form by clicking this link: 2021-2022 Intern Registration Form. Once you have been cleared to begin your internship, your AACPS login will be sent to the email address provided on this form. Please make sure to check it frequently for AACPS emails. Your information may also be shared with Human Resources for recruitment purposes.

2. The AACPS **background check process** requirements differ depending on your placement type. Interns may not begin until they have been notified that their background check has cleared. **Based on your status, please either apply for the commercial background check OR make an appointment for a fingerprint-supported background check, NOT both.**

   a. **Observation Only Interns** (no interaction with students)
   A commercial background check is required of all interns **who are observing instruction**. A request for a commercial background investigation must be completed online (*click the highlighted link below*), with a minimum of ten business days allowed for processing. APPLY FOR A BACKGROUND CHECK
      i. Click "Continue" on the "Welcome to Inquiries" screen.
      ii. Complete the required fields on the "Create Individual Account" screen. ***NOTE***: Enter "**Carver Center**" in the "**Child's School**" block. Click "Submit".
      iii. You will receive a confirmation number and be informed that you will receive an email that will invite you to a portal to enter more information. **Please print the confirmation page** for your records then exit the website.
      iv. Go to your email account and open the email from "Inquiries Screening". Click "Log In" and follow the instructions provided.
   Interns will receive an email from PGD notifying them that their background check has cleared and they may begin observing.

   b. **Interns Working Directly with Students**
   Fingerprint-supported background checks must be scheduled through the Fingerprinting Office at 410- 222- 5045. The Fingerprinting Office is located at the Central Office (2644 Riva Rd., Annapolis, MD21401). The office is typically open from 8 a.m. to 4 p.m. during the school year. Summer hours differ due to the compressed work week. **Please call the Fingerprinting Office to schedule an appointment. The cost of fingerprinting is $58.25**, and it includes the commercial background check. The fingerprint-supported background check should be completed *at least 3 weeks* prior to the beginning of the school placement. As a reminder, all placements are contingent upon completion of a successful background check. Each applicant requiring a fingerprint-supported background check is provided with a blue *Fingerprint Verification Card*. The card should be kept with the applicant while on school grounds and should be displayed to an administrator upon request. All questions regarding this process should be directed to the Office of Investigations at 410-222- 5287. Background checks or fingerprints from other agencies will not be accepted. Interns will receive an email from PGD notifying them that their fingerprint-supported background check has cleared and they may begin their internship.   Part-time and full-time interns will also receive their AACPS account information in this email.

3. All interns must view the required Human Resources videos online. This is now done through self-registration. Click on this link (AACPS Safe Schools Self Registration Instructions) for instructions on creating your username and logging in. If you have problems with that process, please contact Matt Scofield (mscofield@aacps.org). Once logged in, you will see the training modules you must complete. Please disregard the posted due dates, which are for AACPS employees. Interns must view all of the required modules prior to their start date which will be delayed if the videos have not been viewed.

   Exceptions:
   a. **Current AACPS Employees**: Please go to the SafeSchools Login Page, log in with your employee username and check to see if there are any updates for you to view.
   b. **Returning Interns**: If you were an intern in AACPS last school year and are returning for a second rotation, you may go to the SafeSchools Login Page, log in with the username you created previously. You will need to redo some of the same modules you completed the previous year and may have new modules to complete.