

## 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: [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, MD 21401). The office is typically open from 8:30 a.m. to 3:30 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 \$63.00**, 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 Vector Solutions Self Registration Instructions](#)) for instructions on creating your username and logging in. If you have problems with that process, please contact Janelle Martin-Malcom (jmartin-malcolm@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 [Vector Solutions 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 [Vector Solutions 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.