

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.
- Fingerprinting can be completed through Accurate Biometrics using the CPS Authorization & Release Form below. This method ensures that your results are directly to CPS.
- **IMPORTANT** – Clearance Letters from a university or other entity will not be accepted as fulfillment of the CPS criminal background check requirement.

IMPORTANT: Please do not submit a criminal background check report to the CPS Talent Office until you have completed and submitted an online registration form found at www.cpsstudentteachprogram.com . Completing the requirements out of sequence may cause a delay in the processing of your request.

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 **\$55** 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 court 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.

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.

<input type="checkbox"/> Vendor (list company name)	<input type="checkbox"/> Teacher _____	<input type="checkbox"/> Local School Council	<input checked="" type="checkbox"/> Field Experience (Pre-Student Teaching)
	<input type="checkbox"/> Substitute Teacher/ESP _____	<input type="checkbox"/> Charter School	<input type="checkbox"/> Student Teaching
	<input type="checkbox"/> Miscellaneous Employee _____	<input type="checkbox"/> Volunteer	<input type="checkbox"/> Clinical Intern
	<input type="checkbox"/> Educational Support Personnel _____	<input type="checkbox"/> Program (if any): _____	<input type="checkbox"/> Counseling Intern
ILL13998S	ILL13690S	IL016299S	<input type="checkbox"/> Alternative Certification ILL14490S

Last Name: _____ First Name: _____ Middle Initial: _____

Address: _____ Day Phone: (____) _____
Number Street City State Zip

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

Race Key: C = Caucasian H= Hispanic B = Black/ African American A= Asian/Pacific Islander I = Native American/Alaskan U = Unknown

Height: _____ Weight: _____ lbs Eye Color: _____ Hair Color: _____
Ft. In.

Social Security Number: _____ - _____ - _____ Birth Place: _____
City State

School/Department: _____ Special Program or Company Name: _____
(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 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):

Date	State	Conviction

I, the undersigned,

- acknowledge and verify that all information provided above is true and accurate and that I am the person named above.
- 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.
- 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	Human Capital Use Only
Date Printed: _____	Date Printed: _____
Verified By: _____	Date Results Returned: _____
TCN # _____	Fingerprints Clear <input type="checkbox"/> Yes <input type="checkbox"/> 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.