**TEACHING INTERNSHIP**

**Criminal Background Check**

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All students applying for internships are required to have a full State and Federal Criminal Background Check. This requirement comes as a result of a recommendation to the Professional Standards Board by a MD State Task Force.

State and Federal Criminal Background Check information will be distributed to all students when they apply for internships. It is the student's responsibility to be fingerprinted at the correct facility identified by the various school districts. This Criminal Background Check must be completed prior to the beginning of the student’s Professional Year.

See below for the Criminal Background Report requirements for each school district:

**Criminal Background Reports**

**Anne Arundel County Public Schools**

* **All observation and internships-You will need to complete the AACPS Authorization & Release form and fax it to Mrs. Gerry Roberson @410-721-8349.**
* **Professional Year Students-Require fingerprinting at CJIS. (See below).**

**Baltimore City Public Schools**

* **Professional Year Students must be fingerprinted at Baltimore City headquarters at 200 E. North Avenue. YOU NEED TO GO TO BALTIMORE CITY TWICE: once to get fingerprinted, and 2nd to pick up photo ID badge. Designated dates have been arranged. Cost is $52.75.**

**Baltimore County Public Schools**

* **Professional Year Students: Must make appointment at** [www.identogo.com](http://www.identogo.com) *or call 1-877-467-9215***. Authorization code is DP2015. $70.50.** [**http://www.bcps.org/community/volunteer\_info/**](http://www.bcps.org/community/volunteer_info/)

**Calvert County:**

* **LaVeeta Hutchins, (410-534-1700) hutchinsl@calvertnet.k12.md.us**

**Carroll County Public Schools**

* **All observation/participation experience and internships must complete and sign the Carroll County Public Schools Validation form mailed to CCPS.**
* **Professional Year Students need to be fingerprinted through CJIS. (See below)**

**Charles County: Human Resources (301-934-7255)**

**Dawn Schaeffer, Coordinator of Staff Development (301-934-7253) dshaeffer@ccboe.com**

**Frederick County Schools**

* **All student teachers/interns must be fingerprinted before beginning their assignment.**
* **Contact Marsha Wise at 301-644-5084 for details.**

**Harford County Public Schools**

* **Professional Year Students must go to Harford County Public School website at** [**http://www.hcps.org/departments/humanresources/newhires.aspx**](http://www.hcps.org/departments/humanresources/newhires.aspx)**, to make an appointment. Scroll to the bottom of the page, click on “fingerprinting” and follow the links from there.  The cost is $50.00.**

**Howard County Public Schools**

* **Professional Year Students require fingerprinting at CJIS (See below).**
* **Full Time internships-CPP sends a list of students and their dates of fingerprinting to Howard County Public Schools.**

**Montgomery County Public Schools**

* **Professional Year Students need to contact Grey Jones at 301-279-3276 to arrange for a Criminal Background Check.**

**Prince Georges County Public Schools : 301-952-6775**

* **Monday through Friday, 8AM to 11:45AM and 12:30PM to 3:45PM (No appointment necessary)**
* **Fingerprinting - $61.07** (This has changed from $63.82)
* [**http://*www1.pgcps.org/humanresources/index.aspx?id=44362***](http://www1.pgcps.org/humanresources/index.aspx?id=44362)

**St. Mary’s County:**

* **Dr. Nicola Williams, Coordinator of Certificated Staffing and Minority Recruiting**

**(301-475-5511)** [www.smcps.org/hr](http://www.smcps.org/hr)

**CJIS (Criminal Justice Information Service) 410-764-4501 COST: $57.00**

**To find a processing center near you: http://www.dpscs.state.md.us/publicservs/fingerprint.shtml**

**Absolute Investigative Service (410—828-7234)**

**604 E. Joppa Road**

**Towson, MD 21286**

**\*\*If you have already been fingerprinted, please contact CPP for information how to proceed.**

**For further assistance, please contact The Center for Professional Practice:**

**Mr. Gary Caldwell (**[**gcaldwell@towson.edu**](mailto:gcaldwell@towson.edu)**)**