



CCPS Protocol for Background/Security Clearance and Fingerprinting for Local University Students

Classroom observations- No student contact

- Student will contact the school of their choice for permission from administration to observe
- Date(s)/time(s) of observation scheduled with school site administrators
- Student will need to provide current driver's license for scanning through school's RAPTOR system similar to an approved classroom volunteer
- Student will wear temporary badge provided at school site

Florida SouthWestern State College

Foundation Students (15 hours of observation with student contact) **and Practicum I or II Students**(40-50 hours of observation, individual/small group instruction, will teach some lessons)

- Student intern will contact Lisa Pouk* at CCPS Human Resources Office to schedule appointment for fingerprint and drug screening (\$89.25) and will obtain a new CCPS intern ID badge each subsequent year.
- Fingerprints from this initial screening will be on file in the DOE system and only the CCPS ID badge will need to be renewed (\$6 fee) each year they are working with CCPS students.

Interns: (560 hours of student teaching)

- Same requirements as Practicum:
- Student intern will contact Lisa Pouk* at CCPS Human Resources Office to schedule fingerprint and drug screening (\$89.25) and will renew their CCPS intern ID badge each subsequent year.
- If intern completed a previous practicum in a CCPS school and has a current CCPS ID badge they will only need to renew their name badge (\$6 fee) as the fingerprint and drug screen were already completed and remain on file.

Florida Gulf Coast University

Block 4/5 Interns will follow the same requirements as the Edison Practicum/Intern students:

- Student intern will contact Lisa Pouk at CCPS Human Resources Office to schedule fingerprint and drug screening (\$89.25) and will renew their CCPS intern ID badge (\$6 fee) each subsequent year.
- If intern completed practicum in a CCPS school and has a current CCPS ID badge they will only need to renew their CCPS ID name badge (\$6 fee) as the fingerprint and drug screen were already completed and remain on file.

These same procedures will be used for any other educational institutions including University of South Florida, University of West Florida, Argosy University, Grand Canyon University, Southwest Florida College, Keiser University, etc. who may have agreements with CCPS and requested placement for their students.

<u>CCPS Human Resources Contact:</u>	<u>CCPS Intern Placement Contacts:</u>
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