Prince George's County Public Schools

Pre-Service Intern Placement Protocol

The Office of Professional Learning and Leadership (OPLL) is accountable for the record-keeping for all pre-service interns in Prince George's County Public Schools (PGCPS). All placements for course observation, field experience, student teaching, early childhood education, elementary education, secondary education, and administration 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 PGCPS PDS Coordinator (Ms. Nicole Wall at nicole.wall@pgcps.org) 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 OPLL 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 OPLL. 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 PGCPS administrative requirements are completed before the rotation begins. A copy of our application form is attached here for your convenience.
2. OPLL will contact potential school administrators to arrange for the intern to be placed. Once a school placement has been approved, placement requirements and intern/student information is sent to the principal and IHE field placement office or intern supervisor.
3. Interns must complete the registration process explained on page 2 of this document. After an intern's background checks and/or fingerprints have been approved and they have viewed the required SafeSchools videos, they may report to their placement sites. Interns and University partners must also complete the COVID 19 addendum prior to the placement begin date. 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 PGCPS.
4. All interns are to contact the school administrators 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 PGCPS employees should speak with their Immediate Supervisors about Placement Requirements.
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:

Internship 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 OPLL 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 a PGCPS 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 a PGCPS login.
- **Part-Time Student Teaching/Internship**—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 a PGCPS login.
- **Full-Time Student Teaching/Internship**—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 a PGCPS login.
- **Administrative (Admin I) Internship** - Interns are approved to work with and to learn from administrators in PGCPS schools. Objectives of the internship include but are not limited to: experience the realities of educational administration by applying classroom knowledge to actual administrative situations; gain practical experience in applying leadership and administrative skills, techniques, and theory by working with a professional administrator, and further develop a philosophy of educational leadership as a result of the Internship.

Intern Registration Directions

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

1. The PGCPS **background check process** requirements are required for all **Visitors**. Interns may not begin until they have been notified that their background check has cleared.

    a. A commercial background check is required of **all** interns. A request for a commercial background investigation must be completed online (*click the highlighted link below*), with a minimum of fifteen business days allowed for processing. APPLY FOR A BACKGROUND CHECK
        1. Click the "Volunteers" on the "Fingerprinting and Background Checks for Applicants, School Visitors, Volunteers and One-time Volunteers" screen.
        2. Click the "Undergo a fingerprint check" field.
        3. Click the "Online Scheduler for Prince George's County Public Schools BITHGROUP Technologies Inc. (schedulista.com)" link.
        4. Click the "VOLUNTEER FP + CPS - $61.00" link.
        5. Schedule fingerprinting appointments and follow the instructions provided.
        6. Provide a copy of the Fingerprinting Receipt to the school Administrator upon the commencement of your placement.
    b. **The cost of fingerprinting is $61.00**, 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 *Fingerprint Receipt*. This document 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 Human Resources Background Unit at 301-952-7831. Background checks or fingerprints from other agencies will not be accepted.

2. All interns must view the required SafeSchools videos online. This is now done through self registration. Click on this link (Required Training for Volunteers and Contractors) for instructions on creating your username and logging in. Once you have completed your online volunteer application, you will receive an email with your unique Volunteer Identification Number (VIN). You will receive an email with a link to log in and complete the required training modules via the SafeSchools platform. Your VIN will now be used to track and monitor your completion of all volunteer requirements. If you have problems with that process, please contact OPLL at (301) 749-5238.

   Exceptions:
   a. **Current PGCPS 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 PGCPS 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.