



# CPS School Counseling Internship Registration Guide



Thank you for your interest in the CPS School Counseling Internship Program! Before registering, please review this guide in its entirety, so you can successfully complete the eligibility process. Registration includes three separate steps which will ensure CPS schools have qualified school counselor interns working with students. .

IMPORTANT NOTE: Prospective interns may begin searching for a placement site as soon in the process as desired, but should know that the site **MUST** have an approved site supervisor or they will be unable to intern at that site. Your university practicum/internship program coordinator will provide you with the CPS approved site supervisor list. For additional information our FAQs can be found here: <https://cps.edu/careers/Pages/SchoolCounseling.aspx>

## Step 1: Register as a School Counseling Intern

Prospective interns must complete the online CPS School Counseling Internship Registration Form, which requires general student information and completion of the CPS School Counseling Internship Acknowledgements.

| For students planning to <u>begin</u> practicum/internship in the: | The registration window is: | Application Link:                     |
|--|-----------------------------|---------------------------------------|
| Fall (September-December)  | Dec 1 -April 1              | Link only available during the window |
| Spring (January-June)  | Dec 1 -April 1              | Link only available during the window |

Prospective interns are encouraged to complete registration as early in the window as possible. Once the registration is complete, CPS will review the submission. **Interns will be notified by email when they can begin Step 2.**

## Step 2: Complete Application Requirements

Once CPS has reviewed the prospective intern's registration, they will email the intern instructions to complete the below-listed tasks. **The earliest date a prospective intern can complete these tasks will be identified in the Step 2 email correspondence.** At this time, prospective interns may also view the final list of approved site supervisors, provided to them in the Step 2 email correspondence, to ensure their desired site is listed. Interns are responsible for finding their own placement at a site with an approved site supervisor; CPS will not place interns.

NOTE: Per [federal law](#), interns must complete a [TB test and background check](#) **within 90 days of the first day of their internship.**

- Initiate your background check by getting fingerprinted at [Accurate Biometrics](#). Email the receipt to [counselorintern@cps.edu](mailto:counselorintern@cps.edu).
- Complete your [Certification of Freedom from Tuberculosis](#) test. Email the completed form to [counselorintern@cps.edu](mailto:counselorintern@cps.edu).
- Obtain a professional liability insurance policy of at least one million dollars per occurrence or claim. Email proof of insurance to [counselorintern@cps.edu](mailto:counselorintern@cps.edu).
- Submit a [Placement Decision Form](#) to [counselorintern@cps.edu](mailto:counselorintern@cps.edu) by the deadline indicated in the Step 2 email correspondence.

Active CPS employees (non-charter) are excluded from the requirement to complete the Certification of Freedom from Tuberculosis and Accurate Biometrics Fingerprinting Authorization & Release form, as these items are already on file. CPS employees will be approved to intern based upon completed CPS School Counseling Internship Registration and verification of employment.

Questions about the CPS School Counseling Internship Program may be directed to [counselorintern@cps.edu](mailto:counselorintern@cps.edu).

## Step 3: Receive Approval

After CPS reviews the completed application components from Step 2, prospective interns will be sent the Report to Service notification. Report to Service is an email notifying candidates that they have been approved to report to their CPS placement site. Most interns will receive this notification in July/August.

- Students must present their Report to Service notification to the CPS school principal and approved site supervisor on the first day of the internship term.
- Prospective school counseling interns who have not received a Report to Service notification **may not** begin interning and must work with their university coordinator and CPS to receive clearance.