Internship Registration Guide

Thank you for your interest in the CPS School Counseling Internship Program! Before registering, please review this guide in full to complete the eligibility process. Registration includes three steps to 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

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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 begin a practicum/internship in the:	The registration window is:	Application Link:
Fall 2026	Dec 1 -April 15	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 tasks listed below. **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.***

A. Initiate your background check by getting fingerprinted at Accurate Biometrics. Submit electronically to via the School Counseling Intern Onboarding Submission Form form by the deadline stated in your "Step 2" email correspondence.

B. Complete your Certification of Freedom from Tuberculosis test. Submit electronically to via the School Counseling Intern Onboarding Submission Form form by the deadline stated in your "Step 2" email correspondence.

C. Obtain a professional liability insurance policy of at least one million dollars per occurrence or claim. Submit electronically to via the School Counseling Intern Onboarding Submission Form form by the deadline stated in your "Step 2" email correspondence.

D. Complete a Placement Decision Form, including signatures of all necessary parties.Submit electronically to via the School Counseling Intern Onboarding Submission Form form by the deadline stated in your "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.

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.