

# PRE-CLINICAL FIELD EXPERIENCE HOURS: FOUR STEPS TO REGISTER

*Spring 2023*

## STEP 1. Download the Field Experience Guide

- [https://drive.google.com/file/d/1eJGefqxBddV4cC3IHww18vKKTsyxmbhy/view?usp=share\\_link](https://drive.google.com/file/d/1eJGefqxBddV4cC3IHww18vKKTsyxmbhy/view?usp=share_link)

## STEP 2. Registration for CPS Field Experience

- <https://www.teach.cps.edu/student-teacher>
- Be sure to put the name of the Director of Field placement – on the registration form where it asks for a University coordinator – LaKisha Hillard - [lhillard@csu.edu](mailto:lhillard@csu.edu). This allows for a copy of your background approval status to be sent back to Chicago State University.

## STEP 3. Request Field Experience Placement(s) from the CSU Office of Field Placement

- <https://forms.gle/2MRssHwpPC13hVk8A>

**STEP 4. Download all the required forms and the CPS Field Experience guide which outlines all the steps for the CPS Field experience process and take the completed form to Accurate BioMetrics and complete your fingerprinting.**

- [https://drive.google.com/drive/folders/1-Vqc\\_oRHZXw14IO\\_boSKjFdME-Q6bruA?usp=share\\_link](https://drive.google.com/drive/folders/1-Vqc_oRHZXw14IO_boSKjFdME-Q6bruA?usp=share_link)

**Please note : ALL steps must be completed BEFORE the OFP starts the process to secure a field placement site for you.**