

Cromwell Public Schools

Student Teacher and Intern Placement Information

Student Teacher and Intern placements are coordinated district-wide through the Human Resources Department. Universities and Colleges should contact Michele S. DiMauro, Director of Human Resources, directly with requests.

A packet of information should be sent with each placement request on the eligible student teacher/intern. This packet should contain the following:

- * Application for student teaching (provided by University)
- * Unofficial transcripts
- * Current Resume
- * Placement Information
 - Requirements of Placement
 - Duration of Placement
 - Expectations of the Cooperating Teacher and District
 - Information regarding special placements (i.e. edTPA)
 - Whether a district email is required

Once the packet of information is received, Human Resources will reach out to qualified Cooperating Teachers. Once a placement is found, the University/College will be notified. All student teachers should contact the Cooperating Teacher for an interview.

All student teachers must complete the requirements listed below. No placement shall begin if the proper paperwork and requirements are not completed and met.

- Personal Contact Sheet
- Confidentiality Agreement
- DCF release
- Fingerprinting
- Fingerprinting Privacy Right Sign Off

Please note that there have been changes to State/Federal law regarding fingerprinting. Please see below for changes and the new fingerprint procedure.

"RESC (EastConn/ACES/LEARN/CREC) cannot maintain national criminal history record information (CHRI) on file for the purposes of re-disseminating (resending) the CHRI to other schools.

Once the original requesting school(s) receives the CHRI, then the RESC cannot re-disseminate the CHRI again, even at the applicant's request."

<https://sites.google.com/cromwell.k12.ct.us/humanresources/student-teachers-intern-placement-info>

Student Teacher Fingerprint procedure

Fingerprinting Procedure for Student Teachers

Go to The Department of Public Safety (CT State Police) located at: 1111 Country Club Road Middletown, CT (Located off Rte. I-91, Exit 20 No. or South)

Fingerprints are done: Monday – Friday 8:30 a.m. – 4:00 p.m. No appointment is necessary.

A \$15.00 service fee is charged at The Department of Public Safety to take the prints, payable by cash (exact cash only) or check.

After you have been fingerprinted bring the completed card back to the Human Resources Office for processing. You will need two money orders written out to the Treasurer State of CT. First money order written to Treasurer State of CT for \$75.00 (State fee) and the Second money order written to Treasurer State of CT for \$11.25 (Federal Fee) which is a total cost of \$86.25).

[Once all paperwork is completed, please call Human Resources at 860-632-6043](tel:860-632-6043)