College/ University Student Placement in Hartford Public Schools

Any student from a university or college seeking placement in Hartford public schools for coursework credit or certification needs to follow the following process:

**Step 1- Point of contact**

All requests for placements need to come from a university point person.  That can be a professor or an advisor.  When individual students reach out, please have their advisor contact me.  I will work to get the information to the proper content area director in order to maximize the effectiveness of the placement.

**Step 2- Online Application and Mandated Reporter Training Completion**

All individuals seeking placement in Hartford Public Schools as a part of coursework leading to certification or credit must complete an online application prior to being placed with a cooperating educator. The application will gather the candidate’s information, placement requirements, certification areas and will be used for clearance, placement, and recruitment purposes.

* Here is the link to the online application [https://www.applitrack.com/hartfordschools/onlineapp/default.aspx?Category=Student+Teacher](https://na01.safelinks.protection.outlook.com/?url=https%3A%2F%2Flinkprotect.cudasvc.com%2Furl%3Fa%3Dhttps%253a%252f%252fna01.safelinks.protection.outlook.com%252f%253furl%253dhttps%25253A%25252F%25252Flinkprotect.cudasvc.com%25252Furl%25253Fa%25253Dhttps%2525253a%2525252f%2525252fwww.applitrack.com%2525252fhartfordschools%2525252fonlineapp%2525252fdefault.aspx%2525253fCategory%2525253dStudent%2525252bTeacher%252526c%25253DE%25252C1%25252CcA9gmk1Ys4czp-P_kFRr7JmhqJ5Iy_aoNRAmNYK7fR4khhcVEJLiB4wi67GHAzcY3MeTGXxhcH5r_bCV3DYei6YTATkcKkvM4K46a1Gyy-Kx%252526typo%25253D1%2526data%253d02%25257C01%25257CDIFEA001%252540hartfordschools.org%25257C0f9ccb28f2304c93b0f308d62df4692e%25257C4609056a48ec40719525eeb44632418e%25257C0%25257C0%25257C636746925118276115%2526sdata%253dXB%25252BsHHzb6h18tNH6dAXZxm7cmucJXhR%25252FGuXe5aQR47E%25253D%2526reserved%253d0%26c%3DE%2C1%2ChAPpv9Dco64AV0t7GUmsVS8c1zvGuwLZEmnpLDMBx-WxJeHI0pS3NXL5gzQ5WyYtQmPjOwvKfIk0eTjA27DOX5ldFoDHK5_yooeHFbq69IoPj2Fn4A%2C%2C%26typo%3D1&data=02%7C01%7CDIFEA001%40hartfordschools.org%7C95fdf79fee6f46e4bbc808d634418a6a%7C4609056a48ec40719525eeb44632418e%7C0%7C0%7C636753853450848802&sdata=UCh%2FN44z%2FQy6c7ucaPM%2B3cM4FzQ9ZJ7dXSpakc0DGbI%3D&reserved=0) .  The Posting Number is **NST-1819: HPS Educator Preparation Program Candidate Placement Process**.

* Additionally, as a part of the application, candidates are expected to complete the online mandated reporter training and upload the certificate of completion to their application: <https://www.proprofs.com/training/course/?title=july2018ctmrtschoolemployee%20>

**Step 3- Background Clearance**

The information from the online application will filter to our Risk Management team, who will clear the candidates.

**Step 4- School Communication**

The content directors and myself, along with school administration, will engage in an ongoing conversation to place the educator preparation program student.

**Step 5- Communication of Placement and Beginning of Placement**

Once a match has been made, I will communicate to all the placement; cc-ing the administration, the cooperating teacher, and the university/ college student, as well as other stakeholders in this process.  This communication signifies that the university/ college student and the cooperating teacher can now communicate directly to begin the placement and commence their partnership and collaboration directly.

Please contact *Anastasia DiFedele-Dutton*, Assistant Director of Professional Learning, at [difea001@hartfordschools.org](mailto:difea001@hartfordschools.org) with any questions.