

STEPS TO RECEIVING A PLACEMENT IN MARTIN COUNTY

Go to www.fau.edu/coess
Select Field Experience on Left

2 steps to receiving a placement

- 1- Apply for Placement
- 2- Obtain Security Clearance

APPLY FOR PLACEMENT

- Click on Apply for Placement
- Select Martin County
- Log in Using your FAU user ID and Password
- Complete the application

APPLY FOR SECURITY CLEARANCE

- Click on Security Clearance Information
- Select Martin County

Martin County - 500 E. Ocean Blvd. Stuart, FL 34994

- Click on "New Fingerprinting"
- Register on-line at the indicated web-site and print out receipt
- Either pay the \$54.50 on-line with credit card or bring money order made out to "3M Cogent" to appointment
- Call District to make appointment (772) 219-1200, ext. 30242 or 30296
- Bring to appointment your registration receipt, two money orders payable to MCSD, one for \$32.00 (drug screen), and one for \$6.00 for your clearance letter, along with your photo ID and FAU transcript/schedule.
- After you receive your clearance letter, either scan and email a copy to ggilbert@fau.edu, fax it to 561-799-8373, or drop it off to SR-26 (MacArthur Campus).

FAQ's:

What if I already have a security clearance? *As long as it is a Martin County School District clearance letter with an expiration date on it, you can turn a copy of that in.*

Can I be placed at my place of employment?

Print an Employee Approval Form from the web site. This can only be approved once. Students cannot be working during the placement work.

Can I find my own placement or request a school? *No, all placements are assigned through the District office. Personal arrangements will not be recognized as completion of course requirements.*

When will I be placed? *Once both your application and clearance letter are received your information is submitted to the District. Students in practicum classes are placed within the first 3 weeks of class. All others are placed within the first 6 weeks of class.*

Questions – email ggilbert@fau.edu