STEPS TO RECEIVING A PLACEMENT IN PALM BEACH COUNTY

Go to https://www.fau.edu/education/students/oass
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 *Palm Beach County*
- Log In Using Your FAU user ID and Password
  - Complete the application

APPLY FOR SECURITY CLEARANCE
- Click on *Security Clearance Information*
- Select Palm Beach County

Palm Beach – 3300 Forest Hill Blvd. WPB FL
- Click on New Fingerprinting
- Print *Pre-Service Program Packet* and *Background Information Check* forms (Bring 2 copies of each)
- Bring these forms along with $99 <u>money order</u> **and** your social security card to the school district office (address is on the form)
- Give your fingerprints
- When you receive your badge – make a copy of it and turn it in to ED 230 or by scanning and emailing to tcatto@fau.edu

FAQ's:
What if I already have security clearance? *As long as it is a district issued badge 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 badge are received your information is submitted to the district. Students in practicum courses are placed within the first 3 weeks of class. All others are placed within the first 6 weeks of class.*

Questions – email tcatto@fau.edu