

# STEPS TO RECEIVING A PLACEMENT IN ST. LUCIE COUNTY

Go to [www.fau.edu/coess](http://www.fau.edu/coess)  
Select Field Experience on Left

## 2 steps to receiving a placement

- 1- Apply for Placement
- 2- Obtain Security Clearance
- 3-

### APPLY FOR PLACEMENT

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

### APPLY FOR SECURITY CLEARANCE

- Click on Security Clearance Information
- Select St. Lucie County

### St Lucie County – 4204 Okeechobee Road, Ft Pierce 34947

- Click on “New Fingerprinting”
- Click on “Fingerprinting – College Students”
- 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.
- Click on indicated link (<http://stlucie.revtrak.net/tek9.asp?pg=products&grp=6>) and pay \$6.00 retention fee, and print out receipt.
- Call District to make appointment (772) 429-7504 or email: [Lynn.Louderback@stlucieschools.org](mailto:Lynn.Louderback@stlucieschools.org)
- Bring to appointment:
  - Registration receipt (and money order for \$54.50 payable to “3M Cogent if you didn’t pay with a credit card on-line).
  - Your retention fee receipt.
  - Your Photo ID.
- After you receive your emailed clearance letter, either scan and email a copy to [ggilbert@fau.edu](mailto:ggilbert@fau.edu), fax it to 561-799-8373, or drop it off to SR-206 (MacArthur Campus).

FAQ’s:

**What if I already have a security clearance?** *As long as it is a St. Lucie 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](mailto:ggilbert@fau.edu)