

## Quick Reference Guide for Field Experience Placements

### Fingerprinting and Badge FAQ's

- **Where do I go to apply for my badge?** <https://www.fieldprintflorida.com/>
- **What is my Fieldprint code?**
  - New badges: **FPBCPSPresEdNet**
  - Badge Renewals: **FPBCPSPresEdBRenNet**
  - Current BCPS Employees: **FPBCPSEmpPreEdNet**
- **How much will it cost me to get a badge?**
  - New badges: \$72.50
  - Badge Renewals: \$25.00
  - Current BCPS Employees: \$7.50 (Individuals with a BCPS personnel number **ONLY**)
- **Do I need a badge if I am currently a BCPS substitute or other employee?** Yes. You will still need to obtain a vendor badge, however, you will use the code above and pay \$7.50 for your vendor badge.
- **Can I request a site for my field experience placement?** No. Preferences are only considered for student teaching. Your field experience site will be determined based on the address that you provide on your field experience registration. If you want a site close to your job please be sure to enter the address for your job and not your home address.
- **When can I pick up my badge and where?** Badges can be picked up 5 business days after you are fingerprinted on Monday and Thursday between 1:30pm-4:30pm from Rock Island Professional Development Center (BLDG 3, 2301 NW 26TH STREET, FT. LAUDERDALE FL 33311). Questions about badges can be directed to Ana Alvarez ([aalvarez@fieldprint.com](mailto:aalvarez@fieldprint.com)). **DO NOT WAIT FOR AN EMAIL TO PICK UP YOUR BADGE, IT IS NOT GUARANTEED YOU WILL RECEIVE ONE.**
- **What do I do once I pick up my badge?** Take a picture of it and email it to Ms. Law ([claw@broward.edu](mailto:claw@broward.edu))

### Field Experience Website FAQ's

- **Where do I go to register for my field experience placement?**  
<https://webappe.browardschools.com/fieldexperience/Login.aspx>

- **What email address do I use when registering?** Your Broward College email address **ONLY**.
- **How will I know when I have been placed somewhere?** Once a school accepts your placement, it will change from “Awaiting K-12” to “Placed” on the field experience website.
- **What should I do once I find out who my cooperating teacher is?** Once you are provided the name of your cooperating teacher you have **3 business days** to call or email this individual to introduce yourself and schedule your hours.
- **Who is responsible for scheduling my hours?** You. Together with your cooperating teacher, you will determine your schedule to fulfill the hours required by your courses.
- **Can I “double-dip” or use the same hours for more than one course?** Absolutely not. All professors are aware of the field experience requirements for all of your courses, and field experience reaction forms will be evaluated to ensure that all hours are fulfilled independent of one another.
- **When are my reaction forms due?** Communicate with your professor directly to determine the date all reaction forms must be completed by.
- **What should I do if I have any issues with my placement?** Please contact Ms. Law ([claw@broward.edu](mailto:claw@broward.edu)) and she will assist you.
- **EDF1005 and EDF2085 Students ONLY:** If your hours must be completed at JA World on North Campus, be sure to send your badge to Ms. Law and complete the Quia survey link emailed to you at the beginning of the semester.

### Field Experience Reminders

- **You will not be placed until you have submitted your badge **and** registered.**
- **Registration for Fall 20201 field experiences opens on May 24<sup>th</sup>.**
- **You represent Broward College while completing your field experience!**
  - **Be punctual-** Tardiness and patterns of non-attendance are unacceptable
  - **Be professional-** Both in your demeanor and your appearance
  - **Take full advantage of this opportunity-** Many of our Broward College graduates go on to teach in the very schools where they completed field experience, practicum, or student teaching hours. Be sure to make a lasting impression to increase your likelihood of being contacted in the future for open positions.

**REMEMBER: YOU MUST APPLY FOR YOUR BADGE, EMAIL A PICTURE OF YOUR BADGE, AND REGISTER FOR YOUR FIELD EXPERIENCE PLACEMENT!**

*\*\*\*Please contact Crystal Law ([claw@broward.edu](mailto:claw@broward.edu)) with any additional questions not addressed above.\*\*\**