
On-Boarding Procedures for Student Teachers

All candidates accepted to complete their student teaching assignments with Washington County Public Schools (WCPS) are required to be employed as WCPS substitute teachers. Candidates assigned as student teachers with WCPS will be notified of their placement and directed to complete the application process.

- Candidate is notified of assignment as student teacher with WCPS.
- Student teacher completes the WCPS Substitute Teacher application. This application will be available July 1st of each year in the Job Openings section of the Human Resources website. www.wcpshr.com.
- Upon completion of the application, the student teacher contacts Pam Thraikill, Human Resources Specialist, to schedule a fingerprinting appointment. Pam may be contacted via email, thraipam@wcps.k12.md.us, or phone, 301-766-2813.
 - Fall student teachers must have fingerprinting complete by August 1st.
 - Spring student teachers must have fingerprinting complete by January 1st.
 - Student teachers are not charged for fingerprinting.
 - Fingerprinting requires two forms of ID. The student teacher must bring two items from the following list: driver's license, social security card, original birth certificate, or valid passport.