



# Early Childhood Education Guidelines for Field Experience Placements

## Worksite Placements

1. Students may complete up to 3 field experiences at their worksite; director's consent is necessary.
2. The student must have been employed at the workplace center for at least 3 months full-time.
3. The required clinical hours must take place **outside** of the student's typical classroom.
4. The student must be supervised by an experienced (minimum of Registry credential- Level 9) cooperating teacher/mentor who must be present in the classroom at all times.
5. The center must meet the basic quality criteria established by the MATC ECE Program. An initial site visit by the Field Experience coordinator can be arranged for new worksite centers that have not supported MATC Field Experiences in the past.
6. Field Experience course credits that students obtain through Credit for Prior Learning are considered worksite placement.

## Age Categories

1. We try to create experiences for students to interact with infants, toddlers & preschool age children. However,
  - a. Students may request a school age experience (ages 6-8).
2. Students must experience at least **two different types of settings** (i.e., Head Start, family child care center, group child care center, special needs child care center, etc.) over the course of their 4 Field Experiences (*NAEYC compliance*).
3. Students must experience placement in classrooms that serve **two different age groups**, 0-8 years over the course of their 4 Field Experiences (*NAEYC compliance*).

## Order of Field Experiences

1. Field Experiences must be taken in chronological order: 1-4.
2. Students can complete more than one Field Experience per **semester**, using the accelerated option, but **never** enroll in two Field Experiences that run simultaneously.

### **Advanced Standing**

1. Students may receive Advanced Standing in this way:
  - a. One advanced standing for earning a CDA (Field Experience 1).
  - b. One advanced standing for any credential capstone course (Field Experience 2 OR 3).
  - c. When using advanced standing for a Field Experience course, this is considered a work site experience.
2. Students are only eligible to earn Credit for Prior Learning (CPL) advanced standing for ONE Field Experience: Field Experience of their choice (2-4).
3. **Field Experience 1 is no longer eligible for Cpl Credits as of 1/2025.**
4. A student is **unable** to earn more than one Field Experience of advanced standing through the options outlined above.

### **Placement Process**

1. Every semester an email reminder will be sent to all ECE students. This reminder will include CBC information, registration deadlines, etc.
2. Students should complete a Field Experience Placement Request form which is disseminated by the Field Experiences Coordinator.
3. The Field Experiences Coordinator will choose from the options the student indicated on his/her placement form as long as all guidelines are being followed, i.e.,
  - a. Criminal Background Check (CBC) is completed.
  - b. There are spots available at the requested child care center.
4. If a student fails to complete the request form, their field experience will be determined by the Field Experiences Coordinator.
5. Registration for Field Experiences 2, 3, & 4 closes **three weeks prior to the end of the semester. Students should put their name on the waitlist if the class is full. NO ONE IS ALLOWED INTO THE CLASS AFTER THIS DATE WITHOUT CONSENT FROM THE COURSE INSTRUCTOR AND FIELD EXPERIENCES COORDINATOR.**
6. If instructor permits, students on the waitlist (must be on the waitlist before the class closes down - three weeks before the semester ends) will be notified based on MATC contact information and given the opportunity to register for the class during a specific time frame.
7. All students must complete an annual Health Certification that includes a medical

professional's verification of Tuberculin.

8. Students will be sent instructions to complete a Criminal Background Check (CBC) from the Department of Children and Families.
  - a. This CBC process must determine a student "eligible" to work in a child care program.
  - b. As of October 1, 2018 the Wisconsin Department of Children and Families (DCF) is conducting Criminal Background Checks for all new caregivers. All students will initially need to complete DCF form 5296 Background Check Request **two weeks prior to the start of the semester**.
  - c. Students should deliver their completed 5296 form to:  
Chrishele Hall, Practicum Coordinator  
Milwaukee Area Technical College  
Room M-492  
700 W. State St.  
Milwaukee, WI 53233
  - d. Upon completion and submission of form 5296 students will receive an email, from their school email address, that indicates they will need to schedule an appointment to go to a "Fieldprint location". To find a location near you go to:  
[https://fieldprintwisconsin.com/SubPage\\_2col.aspx?ChannelID=320](https://fieldprintwisconsin.com/SubPage_2col.aspx?ChannelID=320)
  - e. **The student is responsible for the cost of their fingerprint appointment.**
  - f. **Two forms of ID must be presented at the time of appointment**
  - g. To reschedule without a fee, please call Fieldprint at (877) 614-4364 before a scheduled appointment.
  - h. Preliminary eligibility will be known within 24-72 hours; at that time students are approved for supervised observation in the child care classroom.
  - i. If a student maintains enrollment in Field Experience courses and/or in the field, they will only be subject to an annual 'name check' with their primary employer/institution.
  - j. If a student is completing a worksite placement **and** is currently employed (has a current background check on file with that employer) they do not need to do an additional DCF background check at that time.
9. Students who are eligible for Federal Work Study through their Financial Aid package should work with their instructors to create timesheets for monetary compensation. This would allow students to get PAID for their Field Experience hours.

These guidelines were created through a Collaborative Decision Making Process by the MATC Early Childhood Education faculty team. **All policy updates effective January 1, 2025.**

