

FOR MORE INFORMATION, PLEASE VISIT US AT [collierschools.com/newteacher](http://collierschools.com/newteacher) or e-mail us at [ProfessionalLearning@collierschools.com](mailto:ProfessionalLearning@collierschools.com). THIS FORM IS REQUIRED FOR ALL INSTRUCTIONAL & LICENSED SCHOOL STAFF HIRED THROUGHOUT THE 2020-21 SCHOOL YEAR; REGARDLESS OF CERTIFICATION STATUS.



- If you were hired between June 1<sup>st</sup> and August 5<sup>th</sup>, you are required to attend our two-day orientation on August 13 - 14, 2020.
- If you were hired on or after August 6<sup>th</sup>, you are required to complete the make-up orientation through Canvas, within 60 days from your official hire date (*not to exceed May 1, 2021*).

EMPLOYEE INFORMATION

|   |                                       |   |
|---|---------------------------------------|---|
| Employee Legal Name<br><hr/> FIRST NAME LAST NAME |                                       | Employee EID Number<br><hr/> EMPLOYEE IDENTIFICATION NUMBER |
| School/Location<br><hr/> LOCATION NAME            | Job Title<br><hr/> SPECIFIC JOB TITLE | Work Calendar<br><hr/> DAYS WORKED IN SY (198 or 196)       |

CERTIFICATION

Click [HERE](#) to visit the Certification Department website

|  |    |   |
|--|----|---|
| <input type="checkbox"/> <b>TEMPORARY CERTIFICATE</b><br>Validity Dates: July 1, 20____ to June 30, 20____<br><input type="checkbox"/> Are you transferring Points from another Florida school district? <input type="checkbox"/> No <input type="checkbox"/> Yes _____ County | OR | <input type="checkbox"/> <b>PROFESSIONAL CERTIFICATE</b><br>Validity Dates: July 1, 20____ to June 30, 20____<br><input type="checkbox"/> Are you transferring Points from another Florida school district? <input type="checkbox"/> No <input type="checkbox"/> Yes _____ County |
|--|----|---|

NTOP INFORMATION



THE NEW TEACHER ORIENTATION PROGRAM IS SEPARATE FROM YOUR NEW HIRE MEETING.

|  |   |
|--|---|
| Employee Start Date: ____/____/____  | Did you attend the orientation August 13—August 14, 2020 <input type="checkbox"/> Yes <input type="checkbox"/> No |
| If you were hired on or after August 6, 2020, you are required to complete the two-day make-up orientation program in Canvas.<br>Are you registered in Canvas: <input type="checkbox"/> Yes... Completion Date ____/____/____ <input type="checkbox"/> No... Click <a href="#">HERE</a> to register! |   |

SIGNATURES

| EMPLOYEE                    | DISTRICT MENTOR                    | SCHOOL-BASED MENTOR              | PRINCIPAL                    |
|-----------------------------|------------------------------------|----------------------------------|------------------------------|
| <hr/> EMPLOYEE PRINTED NAME | <hr/> DISTRICT MENTOR PRINTED NAME | <hr/> SCHOOL MENTOR PRINTED NAME | <hr/> PRINCIPAL PRINTED NAME |
| <hr/> EMPLOYEE SIGNATURE    | <hr/> DISTRICT MENTOR SIGNATURE    | <hr/> SCHOOL MENTOR SIGNATURE    | <hr/> PRINCIPAL SIGNATURE    |

PLEASE COMPLETE AND SUBMIT THIS FORM BY THE DUE DATE LISTED ABOVE, VIA E-MAIL TO CLARISSA LANGSTON AT [ProfessionalLearning@collierschools.com](mailto:ProfessionalLearning@collierschools.com)