

START HERE!

MONTH #1 FORM "REQUIRED CANVAS TRAININGS"

This form contains a complete list of virtual trainings to be completed via our Canvas Learning Management System. Once you complete the required courses, you will be paid for two days at your daily rate.

- **If you were hired between June 1st and July 23rd, the courses must be completed by August 3, 2020** *(your first day of contract).*
- **If you were hired on or after July 27th, the courses must be completed within two weeks of your official hire date** *(not to exceed May 1, 2021).*


MONTH #2 FORM "NTOP INFORMATION"

All instructional staff hired throughout the school year are required to complete our two-day New Teacher Orientation Program (NTOP). *This orientation is completely different than the New Hire Meeting conducted through the Human Resources Department.*

- **If you were hired between June 1st and July 23rd, you are required to attend our two-day orientation on August 3-4, 2020.**
- **If you were hired on or after July 27th, 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).*

MONTH #3 FORM "REQUIRED ONLINE TRAININGS"

The last monthly form, Month #3 Form outlines the required online trainings that are required of each instructional and licensed school staff hired throughout the school year.

Links to websites and courses are embedded within the form. We utilize various platforms for the trainings listed within the form, so please be sure to click on the  icon next to each training title.

All courses must be completed and this form submitted, along with the certificates of completion for each course no later than 90 days from your official hire date (not to exceed May 1, 2021).

Please go to www.collierschools.com/newteacher for interactive versions of each form!

CCPSedu NEW TEACHER RESOURCE GUIDE COMING SOON!

The New Teacher Resource Guide will be your "Go-To" resource while you navigate through your first year with CCPS.

You will be receiving a copy of the printed resource guide at a later date, as we move closer to the beginning of the school year.

