

Contractor Steps to Obtain a Statewide Badge Guide

Certificate of Insurance (COI) & Approved Contract- Provided to CCPS Legal Department

1. The CCPS Legal Department must have the following items on file before your company can be approved to request statewide badges.
 - Certificate of Insurance (COI) naming Collier County Public Schools as the additional insured.
 - Approved Contract with Collier County Public Schools.

**Contract or COI Questions- Contact the Legal Department at 239-377-0499 or email massem@collierschools.com.*

Complete List of Employees- Provided to Human Resources Department

2. Complete the attached **Contractor Company & Employee Information** MS Excel spreadsheet.
 - Please be sure to submit the name of every employee that will be working on CCPS property, regardless of if they already have a statewide badge issued from another school district. This list will be used to screen the employees that currently need a statewide badge and will also add the names of the employees who already have a statewide badge to our database.
 - **Please note, any employee not listed on your roster/spreadsheet will not be permitted on CCPS Property to work in that capacity.**
3. Upload the spreadsheet to the CCPS online Contractor Portal by using the link below:
 - <https://portal.collierschools.com/upload>

**For Online Document Upload Assistance- Contact the Help Desk at 239-377-0445 or email HelpDesk@collierschools.com.*

Form I-9 Verification Letter- Provided to Human Resources Department

4. Use the attached **Statewide Contractor Badge I-9 Verification Letter Template** to confirm that your company has verified the work eligibility for each employee requesting a contractor badge. Please note, the I-9 Verification Letter should itemize each employee and **MUST** be notarized in order to be considered for screening purposes to obtain a Statewide Contractor Badge.
5. Scan and upload your notarized **Statewide Contractor Badge I-9 Verification Letter** to the CCPS online Contractor Portal by using the link below:
 - <https://portal.collierschools.com/upload>
 - Please note, all electronic submissions will be properly purged from our database once the badge is issued and will not be retained.

Payment- Provided to Human Resources Department

6. Once you have uploaded your completed ***Contractor Company & Employee Information*** spreadsheet and the I-9 Verification Letter (that lists each employee needing a badge), our office will then review your information and provide status notification via email. The status notification email will provide employee clearance information and payment due.
 - Badge production will begin upon receipt of payment. Badge production may take 1-2 business days AFTER payment has been received.
 - Payments are only accepted in the form of a check or money order made out to CCPS.

Badge Pickup- Located in Human Resources Department

7. Once the badge(s) are printed and ready for pick up, the contact you identified on the ***Contractor Company & Employee Information*** spreadsheet will be notified via email.
 - Badges can be picked up in the CCPS-Human Resources Office located at:
5775 Osceola Trail, Naples, FL 34109

Human Resources Office Regular Hours	Human Resource Summer Hours (June/July)
<input type="checkbox"/> Monday-Friday 7:30 am-4:30 pm	<input type="checkbox"/> Monday-Thursday (closed Friday) 7:30 am-4:30 pm

**Contractor Employee List, I-9 Verification Letter, Payment, or Statewide Badge Questions- Contact the Human Resources Department at 239-377-0381 or email beltraco@collierschools.com.*