

Steps to Obtain an Instructional Contractor 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 Instructional badges.
 - Certificate of Insurance (COI) naming the Collier County Public Schools as the additional insured.
 - Approved Contract with the Collier County Public Schools.

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

Complete List of Instructional Contractors- *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 Instructional Contractor that will be on CCPS property.
 - This list will be used to screen the Instructional Contractors to receive an Instructional Contractor badge and will also add the names of the employees to our database.
 - **Please note, any contractors not listed on your roster/spreadsheet will not be permitted on CCPS property 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.***

Payment- *Provided to Human Resources Department*

- 4) Once you have uploaded your completed ***Contractor Company & Employee Information*** spreadsheet, our office will then review your information and provide you with status notification via email. The status notification email will provide you with Instructional Contractor clearance information and payment due.
 - Badge production will commence upon receipt of payment and 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*

- 5) 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.
 - Badge can be picked up in the CCPS-Human Resources Office located at:
5775 Osceola Trail, Naples, FL 34109

Human Resources Office Regular Hours
Monday-Friday 7:30 am-4:30 pm

Human Resources Office Summer Hours (June/July)
Monday-Thursday (closed Friday) 7:30 am-4:30 pm

**** Payment or Instructional Badge Questions-
Contact the Human Resources Department at 239-377-0381 or beltraco@collierschools.com.***