

COREsolutions Substitute New-Hire Checklist

We need the following documents for our official records, even if you have submitted items before. You may not begin working until all documents have been collected during the orientation session, and you have signed your official offer letter.

- Copies of personal identification** (Review “List of Acceptable Documents” page)
 - U.S. Passport OR Driver’s License with SSN
- Complete W-4 or W-9** (depending on your employment status) *If you’re unsure, send an email to: coredevelopment@coresolutionsedu.com
- Department of Homeland Security I-9 Form, page 1** (Section 1 completed by you)
- Department of Homeland Security I-9 Form, page 2** (please leave blank)

(The above forms are downloadable on the COREsolutions Education Services website/subdesk - <https://coresolutionsedu.com/services/substitute-teachers-1/subdesk.html>)

- IVP (Fingerprint clearance; AZ)**
- Current CPR certification**
- Substitute Teacher certification(if applicable)**
 - AZ state
- TB Test Results (Negative)**
 - Test must be dated less than 12 months ago ○ Please submit a new copy, even if you have previously submitted one
- Resume**
 - complete with up-to-date address, phone number, and email address (should be on file when applied)
- Employee Handbook & School Site Guidelines & Procedures**
 - Read and sign Signature form; indicating that you have read and signed both handbooks (Very Important)
- Mandatory Substitute Training (Offered through COREdevelopment)**

In addition to the above documentation, you may be required to pass a **drug test**. COREsolutions will receive those results electronically; you do not need to provide any documentation.

Please refer to the following resources if you do not have all your onboarding form requirements:

- **How to obtain IVP fingerprint clearance**
 - Website: <https://www.azed.gov/educator-certification/fingerprint-clearance-card-ivp/>
 - Phone Number: (877) 614-4364
 - FAQs: <http://www.azdps.gov/Services/Fingerprint/>

- **Substitute Teacher Certification**
 - Website: <http://www.azed.gov/educator-certification/forms-and-information/certificates/#sub-rotc>
 - Phone Number: (602) 542-5393 or (602) 542-4367
 - If you currently hold a certification in another state ask about reciprocity; follow the link: <http://www.azed.gov/educator-certification/forms-and-information/reciprocity/>

- **CPR Certification Resources**
 - CPRCertification.com
 - Website: <https://ecprcertification.com/>
 - Phoenix CPR Training
 - <https://www.phoenixcpr.org/>
 - American Heart Association; Class Connector (Follow the link to find available courses in your area)
 - https://ahainstructornetwork.americanheart.org/AHA/ECC/classConnector.jsp?pid=ahaecc.classconnector.home&courseid=1-5BPOMK&&language=1001&_ga=2.162202812.122546069.1562693834-1592586434.1562693834

- **TB Testing Providers** (The following link will provide Yelp reviews on the top 10 free Tb test providers)
 - https://www.yelp.com/search?find_desc=free+tb+test&find_loc=Phoenix%2C+AZ

COREsolutions will provide reimbursement for CPR Training (up to \$35) and TB Testing (up to \$30). Must submit receipt along with an invoice. Questions? Email: coredevelopment@coresolutionsedu.com

