



# Certificated Employee Checklist



## Employee To-Do List for Onboarding (All documents required or HR will reschedule your Onboarding)

- Complete background check and fingerprints at Columbus Education Center (Bring documents for Employment Eligibility Verification Form I-9 - one document from list A or a document from both list B and C)  
  
\*\*\*Form I-9 document(s) are preferred at Fingerprinting (if needed), otherwise bring to Onboarding\*\*\*
- Bring documents for Employment Eligibility Verification Form I-9 (one document from list A or a document from both list B and C)
- Read The Ohio Ethics Commission Pamphlet
- Read the LPDC – Local Professional Development Committee report
- Read the Auditor of State Fraud Reporting System Information, Whistleblower, and Ethics Guidelines
- Read the Affordable Care Act Health Care Exchange Notice
- Review the Salary Schedule
- Ohio Teaching Certificate(s)/Licensure (Employer Copy Required). Out-of-state graduates or applicants are required to contact the Ohio Department of Education (ODE) 614-466-3593 and ensure the colleges submit the requisite documentation to ODE. The Ohio Department of Education's web site is [www.ode.state.oh.us](http://www.ode.state.oh.us).
- PRAXIS/PEARSON SCORES (All required sections needed if Teaching Certificate/Licensure is unavailable.)

## Needed within 60 days of your Hire Date with Columbus City Schools

- \*\*\*If available bring the item below to Onboarding, otherwise submit to Human Resources\*\*\*
- Transcripts (Only originals with school seal or stamp will be accepted). Official transcripts from all colleges attended are required.

## Please submit to Human Resources upon completion

- \*\*\*If available bring the item below to Onboarding, otherwise submit to Human Resources\*\*\*
- Prior Employment Verification (If applicable).** Newly hired teachers, nurses, or other employees with previous work experience are required to obtain this information from past school district or employer (Included). The form must be presented by the teacher to the Office of Human Resources and have the seal of the school district or verifying officer's signature notarized. Please complete a form, if you have worked at more than one location. Service veterans must submit form DD214 to verify military service credit. Teachers please note, up to ten (10) years of service credit may be granted for full-time certified teaching or substitute teaching credit of 120 days or more per calendar school year in accredited U.S. public schools or private schools in Ohio. Credit will not be given for university experience or tutoring positions outside of Columbus City Schools.

The Columbus City School District does not discriminate based upon sex, race, color, national origin, religion, age, disability, sexual orientation, gender identity/expression, ancestry, familial status or military status with regard to admission, access, treatment or employment. This policy is applicable in all district programs and activities.