

Checklist for Complete Certified Staff File

Name _____

District/Building _____

Position _____

Please use this checklist to determine if you have submitted the information needed for a complete employee file.

_____ Current Resume

_____ Completed I-9 Form

_____ Copy of valid Ohio License(s) **or** Permit(s) Educator ID# _____

_____ Certified copy of your Ohio (BCII) and FBI Background Checks (refer to www.ashtabulaesc.org for instructions)

_____ Official transcripts for all college coursework. Request that transcripts be mailed directly to the ACESC from the university or college (please list college/university below).

_____ Verification of previous employment.

Certified Only:

_____ IPDP (Individual Professional Development Plan) template (refer to www.ashtabulaesc.org, LPDC tab)