**Collier County Public Schools**

**Intern Badges**

**NEW INTERNS**

Intern submits an online application via AppliTrack under **Instructional Intern**

<https://www.applitrack.com/collier/onlineapp/default.aspx?Category=Internships>

Please send an email to Amy Bullock in Human Resources Staffing Bullocam@collierschools.com after the Intern application is submitted. She will review and notify Applicant Screening

Next watch for an email from Applicant Screening with information on next steps:

* Complete FDLE waiver
* Receive fingerprint instructions (3 days to complete after opening the link)
* Upload your identification
* Take your own badge picture

Once fingerprints are received and cleared, Applicant Screening with notify Intern that badge is ready for pick-up in Human Resources

**RETURNING INTERNS** – Renewal badge

Please sign into your account, review and update your existing online application <https://www.applitrack.com/collier/onlineapp/default.aspx?Category=Internships>

Please send an email to Amy Bullock in Human Resources Staffing Bullocam@collierschools.com after the Intern application is submitted. She will review and notify Applicant Screening

Applicant screening will review your information and send an email that your renewal badge is ready for pick up in Human Resources. A $10 badge fee is collected payable by check or money order to CCPS.