**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](mailto: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>

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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.