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# FAQ

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## Frequently Asked Questions for New Certified Employee Welcome to CCSD#1 - We are glad to have you!

**Question:** As soon As I am offered a job, what are the next steps?

**Answer:** The Human Resources Department will be sending you a binding contract to sign stating you are agreeing to be an Employee of CCSD#1. Upon receipt of this contract you will need to sign and mail or bring your contract in to the Human Resources within a week of receiving it.

**Question:** What do I do after that?

**Answer:** Fill out the PTSB application to get Wyo. Certified and send it in ASAP. [www.ptsb.state.wy.us](http://www.ptsb.state.wy.us) 1-800-675-6893 for certification or reciprocity questions.

**Question:** What steps do I need to take in order to get my first paycheck?

**Answer:** You must go to Payroll to make sure you have all of your necessary paperwork is done, (including I-9 form and W-4 forms). Human Resources will also need your signed contract and Wyo. Certification. Our district pays the 20th of each month.

**Question:** When will I get my \$2,000 Sign-On Bonus?

**Answer:** You will need to make sure all of your Wyoming Certification is in by July 1st to Human Resources so that you can receive payment on July 20th. Again, all of your I-9 and W-4 forms must have been completed as well.

**Question:** Is there a New Teacher Orientation and Mentoring Program?

**Answer:** Yes, there is a 2 year New Teacher Induction Program. It begins with a 4 day training prior to the start of the school year. Please contact Human Resources for dates. Those will also be mailed out to you.

**Additional Information:** All official transcripts and Praxis II Test Scores need to be submitted to Human Resources.

