

NEW HIRE FLOW CHART – All Steps MUST be Completed BEFORE You Coach

DPS Certified Teacher or DPS Substitute Teacher	Teacher in another District or Retired Teacher with current license	District Employee but NOT a Teacher	NOT a teacher and NOT an employee of DPS
<p>Complete Coaching Approval Form with AD and provide proof of current CPR - if you do not have current CPR that will last through your entire season Call Donna Wingo 720-423-4240 to enroll in a CPR class through DPS (currently the cost is \$45.00 and certification is good for two years)</p> <p>Note – if you elect to go through a non-DPS CPR program it cannot be an on-line program. You must also immediately fax a copy of your card from this class to 720-423-4246.</p>	<p>Complete Coaching Approval Form with AD and provide proof of current CPR - if you do not have current CPR that will last through your entire season Call Donna Wingo 720-423-4240 to enroll in a CPR class through DPS (currently the cost is \$45.00 and certification is good for two years)</p> <p>Note – if you elect to go through a non-DPS CPR program it cannot be an on-line program. You must also immediately fax a copy of your card from this class to 720-423-4246.</p>	<p>Complete Coaching Approval Form with AD and provide proof of current CPR - if you do not have current CPR that will last through your entire season Call Donna Wingo 720-423-4240 to enroll in a CPR class through DPS (currently the cost is \$45.00 and certification is good for two years)</p> <p>Note – if you elect to go through a non-DPS CPR program it cannot be an on-line program. You must also immediately fax a copy of your card from this class to 720-423-4246.</p>	<p>Complete Coaching Approval Form with AD and provide proof of current CPR - if you do not have current CPR that will last through your entire season Call Donna Wingo 720-423-4240 to enroll in a CPR class through DPS (currently the cost is \$45.00 and certification is good for two years)</p> <p>Note – if you elect to go through a non-DPS CPR program it cannot be an on-line program. You must also immediately fax a copy of your card from this class to 720-423-4246.</p>
	Provide a copy of your current teaching license	Complete your CHSAA Registration – that information can be found at www.CHSAA.org	Complete your CHSAA Registration – that information can be found at www.CHSAA.org
	<p>You must complete a DPS background check</p> <p>Go to 2700 W. 7th avenue to pick up your fingerprint form (between the hours of 8 and 4) call to come at a different time or if you plan to come during your lunch hour to ensure somebody is there 720-4241 or 720-423-4240</p> <p>Bring: 1) a photo id 2) your social security card – not negotiable (Paid Coach) 3) voided check (Paid Coach)</p> <p>From there you will go to 900 Grant to be fingerprinted (they stop fingerprinting by 3:30 so you will need to allow time if you plan to do this all in one day) This currently costs \$75.00 and is taken out of your coaching paycheck.</p>		<p>You must complete a DPS background check</p> <p>Go to 2700 W. 7th avenue to pick up your fingerprint form (between the hours of 8 and 4) call to come at a different time or if you plan to come during your lunch hour to ensure somebody is there 720-4241 or 720-423-4240</p> <p>Bring: 1) a photo id 2) your social security card – not negotiable (paid Coach) 3) voided check (Paid Coach)</p> <p>From there you will go to 900 Grant to be fingerprinted (they stop fingerprinting by 3:30 so you will need to allow time if you plan to do this all in one day) This currently costs \$75.00 and is taken out of your coaching paycheck.</p>
After all above steps are completed and clearances have been made you may begin coaching.	After all above steps are completed and clearances have been made you may begin coaching.	After all above steps are completed and clearances have been made you may begin coaching.	After all above steps are completed and clearances have been made you may begin coaching.

← add on-line

→ new hire paperwork