

Good morning,
It was great to talk to you today!
Below are the next steps.

Your interns can start in the Fall after:

1. Your businesses for intern placement have been visited by George and Melodee.
2. The mentors have applied and passed the APS Volunteer Security Application.
3. The job description(s) attached below are completed.
4. The interns have applied for their internships
@ <https://docs.google.com/forms/d/e/1FAIpQLSfEZdxSJbAOzGa1r6wfNxxwK0S7QNKUTpBTerMinYLIvWWU8Gg/viewform?usp=sharing>
3. The interns fill out the required 2 forms (Attached below), They are:

a. **W-9**

b. **Parental Permission**

c. After these two forms are filled out, students take pictures on their phones (to upload later).

d. Scan the W-9 forms to Melodee.Saiz@aps.edu and George.Kerr @aps.edu

e. An onboarding email will be sent after we receive their application in steps 2 and 3d above).

f. Students click on the link in their email and enter their information including upload of W-9 and Parental Permission forms.

g. We finish the onboarding here at Career Connected Learning.

h. Then your interns can log in

4. The interns and mentors have attended their one hour training class.

5. The mentor has viewed the recorded training & punching in/out job aide by Payday HCM iSolved payroll system (see links below).

6. Interns may begin punching in and out.

[APS isolved training 1/08](#)

[Punching](#)

Sincerely,
George