

Instructor's Initials: \_\_\_\_\_

## Paperwork for NCKTC Health Support Specialist Adjunct Instructors

The following is a checklist of paperwork that must be completed before, during and after an HSS course has been taught. All paperwork can be found on the NCKTC HSS website: <http://www3.ncktc.edu/hss/forms.htm>

After being identified as a NCKTC HSS adjunct instructor, NCKTC needs a copy of a current W4 form, I-9 Eligibility for citizenship form, social security card, drivers license, along with the correct paperwork if you would like your payments directly deposited. If you do not have a current W4 form or I-9 form, contact Josey Hammer and the college will send you one to fill out along with your contract.

**Class/Course Scheduling Form:** Please complete with individual facility information from your site coordinator. Mail back to Josey Hammer at NCKTC, 10 business days before the class is to begin to allow sufficient time to order and send your class books.

**Student Admission Form:** Please have all apprentices who are taking HSS classes from NCKTC, fill out the student admission form if they have not already done so. Apprentices **will not** receive college credit from NCKTC if they have not completed a student admission form.

**Instructor Completion Form:** Instructor must complete this form after each individual HSS course is completed, to allow apprentices to receive college credit. **An instructor will not receive payment from NCKTC until this form has been turned in.** Grades need to be turned in with in 7 days of completing the class. (Students who need to make up class time must be listed as Incomplete on the completion form and then the instructor needs to turn in a grade change for the student when they have completed the course within 5 days of turning in the Instructor Completion Form.)

**DOL Voucher Form:** To be filled out by each instructor for travel and/or expenses incurred only when teaching an HSS course. Please remember to sign at the bottom of each travel form to receive prompt payment from NCKTC.

**Drop form:** Please notify NCKTC promptly when a student drops from the scheduled NCKTC courses.

As the forms are needed, please print them off from the web site and mail back to:

NCKTC  
c/o Josey Hammer  
PO Box 507  
Beloit, KS 67420  
785-738-9308

I have met with an NCKTC staff member and agree to submit the above paperwork required by an NCKTC HSS Adjunct Instructor.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

NCKTC Staff Signature: \_\_\_\_\_

Date: \_\_\_\_\_