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# New York Statewide Recruiter Training Checklist

## RECRUITER INFORMATION

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| Name: |  |  | Start Date: |  |
| Counties: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
| NEW HIRE PROCEDURES  |  |  |  | | --- | --- | --- | | Fill out new employee paperwork and material request form  Complete Time Sheet and Travel Request Form training |  |  | | | | | |

## RECRUITER TOOLKIT

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| Review the New York State Recruiter Toolkit |

## TRAINING MODULES

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| Introduction to the NYS Migrant Education Program  Eligibility Guidelines- Flow Chart and Timeline  The Interview for ID&R Beginners  Completing the Electronic COE (ECOE)  Basic Eligibility Scenarios  Organization Tips for Recruiters  Safety Protocols  MSIX- Migrant Student Information Exchange  Data Security Training |  |  |

## IN-FIELD TRAINING

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| Shadow a New York State Senior Recruiter (Minimum 3 days)  Meet with METS director and data specialist  Complete an eligibility interview  Complete a Certificate of Eligibility (COE) |