



LAUREATE LEARNING CENTER, INC. TUTORIAL PROGRAM

**How to Become a Tutor for
Laureate Learning Center**

Part 1



- n Go to <http://www.laureatelearningcenter.com>
- n Click on contract opportunities
- n Fill out an online application or download a hard copy and fax it back to:
- n **866-719-3013**



E-mail

- n If an identifiable match is determined, we will e-mail you a login for the tutors only link on the website.





Documents

- n Once you login under tutors only- go to Administrative Documents.
- n You will find several documents that must be filled out correctly.

Needed Documents



- n Initial and sign Signed Assurances
- n W-9
- n Sign a subcontractor's agreement
- n Review and sign the contractor's handbook
- n Fill out and submit the pages included in the tutor workbook

LLC

**LAUREATE LEARNING CENTER, INC.
TUTORIAL PROGRAM**

Signed Assurances of Understanding

PLEASE INITIAL ALL ASSURANCES AND TURN IN WITH YOUR SUBCONTRACTORS APPLICATION

1. Contractor will not receive any Holiday Pay or Benefits. _____
2. Contract length is 6 months and is to be renewed at the discretion of LLC. _____
3. Contractor will turn in weekly Time Sheet located on the 5 tab of the Tutor Workbook each Friday by 5pm. Time will only be paid from these forms accompanied by the Contractors Invoice. **NO EXCEPTIONS.** _____
4. All original required documents must be turned in no later than the 25th of each month. _____
5. Tutors must pass the following tests with a score of 90%: **Mandatory Child Abuse, Teaching the Disadvantaged Student and Teaching the Culturally Diverse Student and the Tutor Competency Evaluation Located in Oases.** _____
6. Contractor will be on a 60 day probationary status at start of service, if probationary period is successful, a renegotiation of contract will be given, by Regional Manager or designated Affiliate. _____
7. Contractor will be paid monthly; **NO EXCEPTIONS** _____
8. **CONTRACTOR WILL NOT BILL for ANY PREP TIME or time not preapproved for a Project. All Project time Approvals will be submitted by REGIONAL PROGRAM MANAGER.** _____
9. Contractor is a 1099 staff Member, the responsibilities for filing taxes are on the Contractor not the company. _____
10. Contractor must sign a Subcontractors Agreement. _____
11. Contractor must follow all rules and Polices in LLC's _____

Handbook._____

- 12. Laureate reserves the right to revise, amend and change The SAU as deemed necessary._____
- 13. All Sunday Night Conference calls at 7:00 pm EST are Mandatory. Conference Call # 308-344-6400 PASSCODE: 345501._____
- 14. Contractors are expected to KEEP COST DOWN IN FACILITIES, MARKETING SUPPLIES AND OPERATIONS ETC._____
- 15. There is a 72 HOUR turn around period to get assigned students pre-tested. NO EXCEPTIONS_____
- 16. (2) Corrective Actions will result in automatic dissolution of contract._____
- 17. DUE to the nature of the SES Industry as it relates to invoicing Districts, All contractors must at least 45 days of financial soundness._____
- 18. If contractor is terminated or quits before the contract period is over the Contracted hours worked will be paid at minimum wage for that state._____
- 19. No final check will be released until all company property has been returned after voluntary or involuntary termination._____
- 20. In order for a Contractor to be considered for Management, a referral by the Operations Department must be made._____
- 21. Tutor must be Computer Literate, must possess the latest Computer system and programs compatibilities to SUB CONTRACT FOR LAUREATE(company is 95%) technology._____
- 22. ALL paperwork submitted to office must have a Contractors Invoice with the Contractors Letterhead Attached to the front of submitted documents. The Invoice Template can be found in the Oases System Labeled(Contractors Invoice Template)_____
- 23. All scheduled missed visits must be emailed immediately To Laureate's Lead Tutor for Georgia. _____

Contractors Signature _____
 Date _____



Download the W-9, fill it out and then submit it along with your other documents

Form **W-9** Request for Taxpayer
(Rev. November 2005) Identification Number and
Certification

Department of the Treasury
Internal Revenue Service

Name (as shown on your income tax return)

Form **W-9**
 Rev. November 2005)
 Department of the Treasury
 Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give form to t
 requester. Do
 send to the IF

Print or type
 See Specific Instructions on page 2.

Name (as shown on your income tax return)	
Business name, if different from above	
Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other ▶ <input type="checkbox"/> Exempt from ba withholding	
Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
City, state, and ZIP code	
List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number								
		+		+				
or								
Employer identification number								
		+						

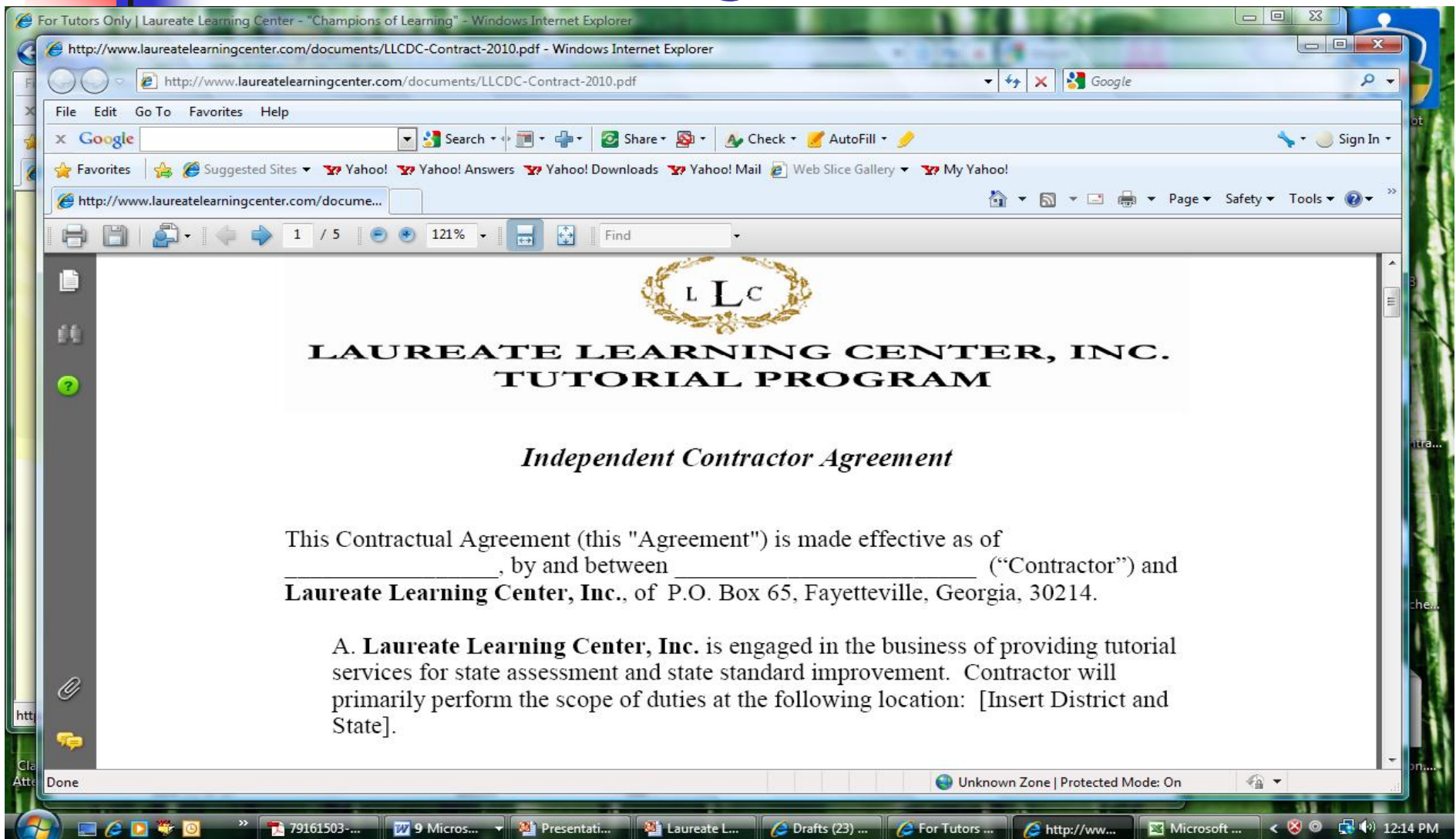
Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Part II Certification


Under penalties of perjury, I certify that:

I. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and

Contractor Agreement



The screenshot shows a Windows Internet Explorer browser window displaying a PDF document. The address bar shows the URL: <http://www.laureatelearningcenter.com/documents/LLCDC-Contract-2010.pdf>. The document content includes the following text:


LAUREATE LEARNING CENTER, INC.
TUTORIAL PROGRAM

Independent Contractor Agreement

This Contractual Agreement (this "Agreement") is made effective as of _____, by and between _____ ("Contractor") and **Laureate Learning Center, Inc.**, of P.O. Box 65, Fayetteville, Georgia, 30214.

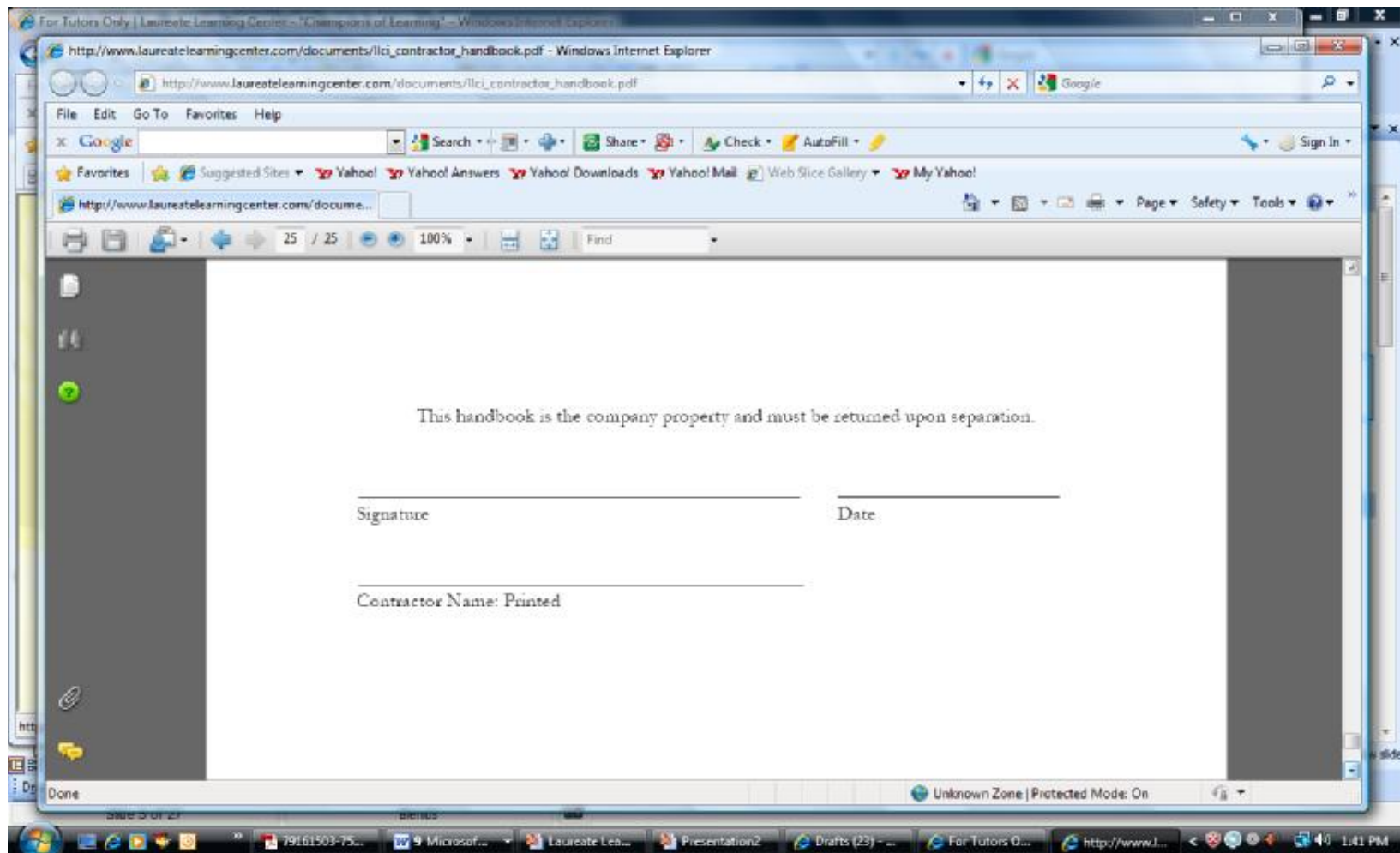
A. **Laureate Learning Center, Inc.** is engaged in the business of providing tutorial services for state assessment and state standard improvement. Contractor will primarily perform the scope of duties at the following location: [Insert District and State].



Contractor's Handbook

- n Be sure to go through the handbook
- n Sign and date the signature page.
- n Fax back the signature page of the contractor's handbook and all previously mentioned documents to 1-866-719-3013.
- n Remember to reference your name and all administrative documents on the fax transmittal sheet!

Signature page of Handbook





Tutor Workbook

- n This should include the tutor weekly progress reports for each student that needs to be filled out and emailed to payroll_department@laureatelearningcenter.com timesheet for that week.
- n Please remember to **SAVE** each form and email to the office weekly.

Tutor workbook


Microsoft Excel - subcontractor_tutor_workbook[1]

File Edit View Insert Format Tools Data Window Help

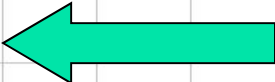
Type a question for help

Arial 10 B I U

150

1	A	B	C	D	E	F	G	H	I	K	L	M	N	O
2	 Laureate Learning Center, Inc.													
3	Weekly Time Report													
4														
5														
6														
7	Month	Year			Start Sunday			End Saturday						
8														
9	School System				Subcontractors Name				Subcontractor Number					
10														
11	Hourly Rate				Coordinator Group				Signature					
12														
13	Approved By:				Date									
14														
15														
16														
17	Please use military time codes. Example 13:00 is 1:00pm													
18	Date	Day	Start	End	Hours	Site	Home	No. of Students	Location tutoring service provided Site Name or Home Address					
19	9/1/08	MON	4:00 PM	5:45 PM	1:45	X		8	WHITFIELD HIGH SCHOOL					
20														
21					0:00									
22					0:00									

Fill out the time sheet for each week



Name Student 2 / name student 3 / Name student 4 / My Time Sheet

Ready NUM

AMCAP - C:\Users\... For Tutors Only | La... Microsoft PowerPoi... subcontractor_tutor... subcontractor_tutor...

3:24 PM


Microsoft Excel - subcontractor_tutor_workbook[1]

File Edit View Insert Format Tools Data Window Help

Type a question for help

Arial 11 B I U

A33 What State Performance Standard was linked to this activity? Provide list of measurable goals and objectives for content area served.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	
2				Laureate Learning Center, Inc.															
3				Tutor Weekly Progress Report															
4																			
5																			
6				Directions for completion of this form: This document should be completed each week on every student you tutor. It should be emailed to payroll_department@laureatelearningcenter.com . DO NOT hand write this form. It should be typed in this spreadsheet to maintain integrity. DO NOT leave any question unanswered. Use only space provided.															
7																			
8																			
9																			
10																			
11																			
12	From:	Your Name Here				Tutoring Schedule				Mon & Wed									
13	Tutor Name																		
14																			
15	Students Name:	Student Name Here				Students School:													
16																			
17	Grade	Date				Start Time:				End Time:									
18																			
19																			
20																			
21	What subject area was tutored?																		
22																			
23																			
24																			
25																			
26																			
27	What was the alpha or numeric lesson plan administered during this session?																		
28																			
29																			
30																			
31																			
32																			
33	What State Performance Standard was linked to this activity? Provide list of measurable goals and objectives for																		

Follow the instructions

Name Student 2 / name student 3 / Name student 4 / My Time Sheet /

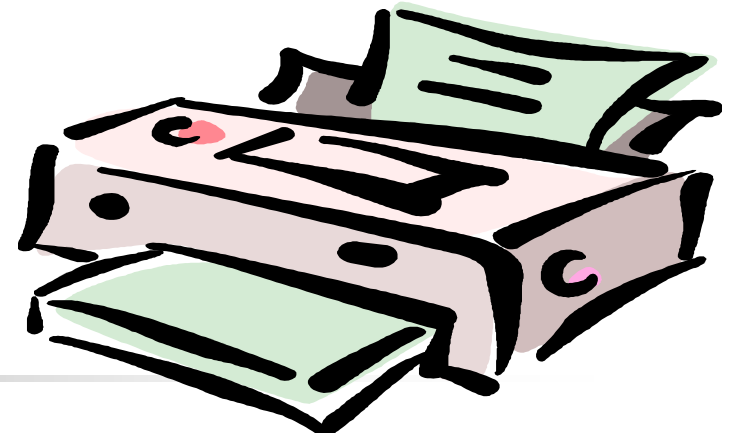
Ready NUM

AMCAP - C:\Users\... For Tutors Only | La... Microsoft PowerPoi... Microsoft Excel - su...

3:19 PM



Documents cont.



n You can email your documents
kathy_anderson@laureatelearningcenter.com

or

n Fax all signed documents to:
866-719-3013



Sending Documents:

- n Be sure to include your name and the names of the attached documents in the subject line of your email and in the message area if you choose to fax them.



Part 2

n How to use Laureate's Online Data bases



Online Databases

- n Go to
- n <http://www.laureatelearningcenter.com>
- n Under Tutors only complete the training for each database





Training and Competency

- n After you have completed the training, take the corresponding Competency Evaluation under Administrative documents.
- n Remember: Scores less than 95% will not be considered.



Training and Competency

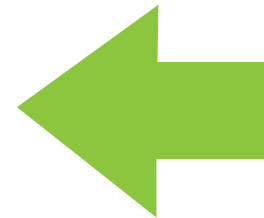
- n Email the completed tests with your name and the document names in the subject line to:
- n kathy_anderson@laureatelearningcenter.com
- n Or you can Fax them to:

866-719-3013



Online Mandatory Training

- n OaSES
- n Brainchild
- n EzSES
- n Cayen
- n Cultural Diversity
- n Disadvantaged Youth
- n Child Abuse
- n Virtual Classroom





FAQ's

- n Once you have completed the online training, review the FAQ's (under the tutors only tab) and familiarize yourself with the databases and processes.
- n Now you are ready to Tutor!!!

The End

