

Contractor Check List

Perspective Contractor's Responsibilities:

- Provide **original FBI Clearance***
- Provide **original PA Criminal Record Check***
- Provide **original PA Child Abuse Clearance***
- Provide **copy of High School Diploma or GED**
- Provide College Degree (if applicable)
- Provide Professional Certificate (if applicable)
- Complete Red Cross Pediatric First Aid and CPR training*[§]

**ALL CHECKS AND CLEARANCES MUST BE
DATED AFTER 04/01/2009**

Organization provides:

- **W-9 form**
- **Independent Contractor Application**
- **Independent Contractor Agreement**
- Internet Usage Agreement
- Audio-Video-Photo Release Form
- Six hours of Professional Development training[†]

* Must be renewed each year, except First Aid training, which must only be renewed every 3 years.

§ May be required for some programs.

† Training takes place during employment. Professional Development registration fees will be reimbursed with receipt and valid proof of attendance.

Red text means these documents are mandatory. No Exceptions.