

GEC VENDOR – Background Check and TB Clearance Verification Process – All sites

Updated – April 10 2015

1.1 Initial Verification

Prior to start of service from vendor, GEC (Director of Operations and/or Business Manager(s)) will contact vendors and request a signed “**Criminal Background Check, Tuberculosis (TB), and Credential Clearances Vendor Certification Form.**” The form will include a list of Vendor employee’s and their respective Background Clearance, TB, and Credential information. The form must be received from vendor before vendor can provide any services on campus. Incomplete forms will not be accepted.

After completed certification form is received, GEC staff will review the form with each school Principal. After review, a copy of the vendor employee list will be provided to the Office Manager.

1.2 Ongoing Verification Updates

GEC (Director of Operations and/or Business Manager(s)) will contact vendors on a monthly basis to request an updated employee list as part of their verification process. The monthly process will be as follows:

- GEC will reach out to vendors during the last week of the month to receive updated employee list for following month.
- GEC will include a current copy of the vendor’s employee list in the request and ask vendor to update if applicable.
- Updates will be due prior to the beginning of the following month.
- Vendors will also have option to submit an updated list at any time. GEC will still follow up at the end of each month as described above.

Any updated lists received will be reviewed with each school Principal prior to being delivered to the school’s Office Manager.

1.3 School Site Verification Process

GEC will provide each school with the latest Vendor Employee list each month. The Office Manager and or front office staff under the direction of the Office Manager will be responsible for the following:

- On a substitute’s initial visit the school’s Office Manager, Principal or other authorized administrator will be responsible for the following):
 - 1) Verifying individual is listed on vendor affidavit form.
 - 2) Verifying credential information via the CTC website.
 - 3) Post verification above – Office Manager will create an individual sign in sheet for that sub to be used on future visits. Sheet will include date of the verification and signature of the Office Manager.

If a vendor employee who is not on the list shows up at a school or credential information is found to be incorrect during CTC verification, the school site will not grant access to that vendor employee. If a vendor sends an employee that is not on the list, the Office Manager will notify both the school Principal and GEC, who will follow up with the vendor.



Vendor Background Check and TB Clearance Verification Process: All School Sites

1.1 Initial Verification

Staff	Task Details
1. Director of Operations <i>and/or</i> Business Manager	Contact Vendor and request signed "Criminal Background Check, Tuberculosis (TB), and Credential Clearnces Vendor Certification" Form
2. Director of Operations <i>and/or</i> Business Manager, Site's Principal	GEC Staff arranges to meet with and review completed form with school's Principal.
3. Director of Operations <i>and/or</i> Business Manager, Site's Office Manager	Provide school's office manager with copy of vendor employee list.

Complete Prior to Vendor Start

Before First Day of Instruction *and/or* Start Date of Vendor's Service

1.2 Ongoing Verification Updates

Staff	Task Details
1. Director of Operations <i>and/or</i> Business Manager, Vendors	<p>A. Contact Vendors during last week of the month to receive updated Employee List for following month.</p> <p>B. Include current copy of Vendor's Employee List in request, and ask vendor to update if applicable.</p> <p>These updates are due prior to beginning of following month.</p>
2. Director of Operations <i>and/or</i> Business Manager, Vendors	<p>Vendors may also submit updated Employee Lists at any time.</p> <p>GEC must still follow up as indicated above at the end of each month.</p>
3. Director of Operations <i>and/or</i> Business Manager, Site's Principal <i>and</i> Office Manager	Any updated Vendor Employee Lists are reviewed with School Site's Principal prior being delivered to the school's Office Manager.

Complete Monthly

Ongoing Throughout School Year

1.3 School Site Verification Process

Staff	Task Details
1. Site's Office Manager, Principal, or other authorized administrator.	<p>On a Vendor Employee's initial visit School Site Staff indicated will:</p> <p>A. Verify individual is listed on the most up to date Vendor Employee list.</p> <p>B. Verify credential information via the CTC website.</p>
2. Site's Office Manager	Create individual sign-in sheet per verified Vendor Employee to be used on future visits. This sheet will include the date of the verification, and signature of the Office Manager.
3. Site's Office Manager, Principal, Director of Operations <i>and/or</i> Business Manager	<p>If a Vendor Employee who is not on the list shows up, or credential information is found to be incorrect during CTC verification, the School Site WILL NOT grant access to that Vendor Employee.</p> <p>If this occurs, Office Manager will notify both the Principal and GEC Staff, who will follow up with the vendor.</p>

Complete Monthly

