

## SPECIALIST APPROVAL FORM

*Specialist Working for Contracted Agency*

**SUBMIT TO BUSINESS OFFICE ADMIN ASSISTANT AT LEAST 5 WORKING DAYS PRIOR TO CONTRACT START**

### Initiator Responsibilities

_____ Initiator Name	_____ Phone Ext.	_____ Supervisor Name	
_____ Contracted Company Name	_____ Contact Name	_____ Phone	_____ E-mail
_____ Specialist Name	_____ Title/Assignment	_____ Phone	_____ E-mail
Specialist is: <input type="checkbox"/> New <input type="checkbox"/> Returning Homebase: _____			
Specialist will require SafeSchools training: <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>Check all that apply:</b>			
<input type="checkbox"/> Reason staff was hired: _____			
<input type="checkbox"/> Department program budget checked for available expenditure room (contact accounting staff)			
<input type="checkbox"/> Documents required for Background Check (and Fingerprinting if necessary)			
<input type="checkbox"/> Payment and/or receipt for Fingerprinting, if necessary (\$59)			
<input type="checkbox"/> CBR application and check made out to Office of Child Care (\$75)			
<input type="checkbox"/> Specialist Assignment Confirmation Form			
<input type="checkbox"/> Contact Information Form			
<input type="checkbox"/> Sexual Conduct Acknowledgement Form			
<input type="checkbox"/> Copy of current license attached (if applicable): <input type="checkbox"/> TSPC <input type="checkbox"/> Other License Type: _____			

### Approver Responsibilities

_____ Initiator's Supervisor Signature	_____ Date	_____ Initiator's Director Signature	_____ Date
---	---------------	---	---------------

### Business Office Use Only

<input type="checkbox"/> Review Documents
<input type="checkbox"/> Contract budget checked for available expenditure room
<input type="checkbox"/> Receipt issued for above payment, if necessary
<input type="checkbox"/> Completed Background Check forms
<input type="checkbox"/> Completed Fingerprint forms, if necessary
<input type="checkbox"/> Verify CBR letter is on file: conditional or approved
<input type="checkbox"/> File paperwork with contracted agency contract