

HAYWOOD COMMUNITY COLLEGE	HUMAN RESOURCES WCE PROFESSIONAL SERVICE AGREEMENTS	Procedure 3.1.9.1
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I. PURPOSE

All Professional Services Agreement (“PSA”) instructors shall meet the proper qualifications to guarantee quality instruction. The following divisions will be affected by these Procedure: 1) Division of Instruction; 2) Office of the President; and 3) Human Resources.

II. SCOPE

Workforce Continuing Education must constantly seek new, part-time instructors to make certain the needs of the workforce and community are being met. An instructor may work through a Professional Service Agreement (PSA) as an established business with a federal tax ID number. In order to maintain the College’s integrity, each candidate’s credentials and background must be properly assessed by the Division of Instruction, Human Resources and the Office of the President.

III. PROCEDURE

A. General Information and Requirements

Any person providing instruction through a PSA must submit to a criminal background check. These individuals will be provided and shall complete the proper paperwork for employment including a consent form for the background check. The cost of the criminal background check will be deducted from the instructor’s earnings, up to a maximum of \$100.

All criminal background checks shall include the following items at a minimum:

1. Nationwide felony search;
2. Nationwide misdemeanor search;
3. Nationwide SSN# trace;
4. Nationwide sex offender search; and
5. Address verification

B. PSA Applicants for Instructional Services

1. PSA’s are designed for short term periods of work. Any contractor who wishes to instruct multiple classes, whether back to back in the same subject or through a variety of offerings, will be required to become a College employee. Subject matter experts delivering guest lectures will not fall under this criteria.

2. Anyone choosing to work under the umbrella of a business must complete the Criminal Background Authorization form.
3. No contract shall be entered into prior to reviewing the criminal background of all persons providing training. Once the person's background has been evaluated by Human Resources, the Dean of Workforce Continuing Education will be notified to proceed with the PSA.

In addition to the criminal background check any person(s) who chooses to operate through a PSA must provide the following documentation:

- i. Registration with the Selected Services;
- ii. I9 tax form; and
- iii. Federal Tax ID number

C. Office of the President

The College President has final authority to accept or decline all applicants.

D. Exemptions

Employees and owners of businesses operating as an S Corporation or a C Corporation will not be required to provide criminal background checks if a background check is currently required by their employer and the background check is provided to the College upon request. The College reserves the right to require a background check for these employees if it deems it necessary. Further, these corporations will be required to name the College as a Certificate Holder on their commercial general liability insurance policy. The corporation will be required to produce this certificate prior to any services being provided at the College.

Any instructor that works under a state licensure system (e.g. Nurse, EMT, Fire, and Law Enforcement) will not be required to have a criminal background check if the licensing agency requires constant background monitoring. The instructor will be required to provide proof of their credentials upon request.

Adopted: 03-24-2017