

## Service Provider Requirements for Schools

ON-SITE REQUIREMENTS OF SERVICE PROVIDERS	PAYING TO A SELF-EMPLOYED INDIVIDUAL (DEPENDENT CONTRACTOR*)	GUEST SPEAKER (DEPENDENT CONTRACTOR*) PAID INCLUDING BY HONOURARIUM	PAYING TO AN INDIVIDUAL OPERATING AS A BUSINESS – LIVING IN ALBERTA	PAYING TO AN INDIVIDUAL – NOT LIVING IN ALBERTA	PAYING TO A BUSINESS OR ORGANIZATION	VOLUNTEER
<b>Police Security Clearance</b>	Required if working directly with or having direct contact with students.	Not required. Must always be under supervision of a teacher and have no direct contact with students (i.e. speaking on a stage or the front of a classroom).  Required if working directly with or having direct contact with students.	Required if working directly with or having direct contact with students.	Required if working directly with or having direct contact with students.  Not required if not working directly with or having direct contact with students and the teacher is supervising (i.e. performing on a stage or the front of a classroom).	Required for the employees from the service provider business if working directly with or having direct contact with students.	Required.
<b>Insurance – Business Liability (\$2 million liability coverage)</b>	Required. Proof of insurance certificate to be provided.	Not required. Must always be under supervision of a teacher and have no direct contact with students.  Required if working directly with or having direct contact with students.	Required. Proof of insurance certificate to be provided.	Required. Proof of insurance certificate to be provided.	Required. Proof of insurance certificate to be provided.	Not required. Must always be under supervision of a teacher and have no direct contact with students.
<b>WCB</b>	Unable to obtain their own coverage and will be treated by WCB as an employee of CBE. School is required to track and report earnings of these individuals. Schools should limit using these types of service providers.	Unable to obtain their own coverage and will be treated by WCB as an employee of CBE. School is required to track and report earnings of these individuals.	Required. They must provide proof of their own personal coverage.	Unable to obtain their own coverage and will be treated by WCB as an employee of CBE. School is required to track and report earnings of these individuals.	Strongly recommended.  If they don't have coverage for their employees and CBE uses them and an employee of the business is injured at CBE, CBE will be exposed to insurance risk.	Not required.
<b>Short Form On-Site Services Agreement</b>	Required.	Recommended.	Required.	Required.	Required.	Not required.

\* A dependent contractor is a contractor who is deemed by WCB to be an employee of CBE. Some of the things WCB considers in making their assessment are: any other employees; any other customers; have their own GST number; take all risks of owning their own business such as owning all tools and supplies, setting their own hours, self-directed work, etc.

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