



PROCEDURE FOR LEVEL II CLEARANCE

Companies or employers contracted to work with CCPS are required to submit, on the company letterhead, **the legal name(s)** of the employee(s) that will be working on CCPS premises. Companies or employers requesting contractor badges with CCPS are responsible to E-Verify all employees contracted to work with CCPS. All contract employees must have a Florida Public School Contractor badge in order to gain access to any of our properties. Badges will be issued according to the following procedures:

- A Contractor Approval Form must be completed and faxed to 941-255-7569.
- A CCPS Human Resources employee will send information about scheduling for fingerprinting and badging.
- A non-instructional contractor for whom a criminal history check is required under this section may not have been convicted of any of the following offenses designated in the Florida Statutes 1012.467 F. S.
 1. Any offense listed in s. 943.0435(1)(h)1., relating to the registration of an individual as a sex offender.
 2. Section 393.135, relating to sexual misconduct with certain developmentally disabled clients and the reporting of such sexual misconduct.
 3. Section 394.4593 relating to sexual misconduct with certain mental health patients and the reporting of such sexual misconduct.
 4. Section 775R.30, relating to terrorism.
 5. Section 782.04, relating to murder.
 6. Section 787.01, relating to kidnapping.
 7. Any offense under Chapter 800, relating to lewdness and indecent exposure.
 8. Section 826.04, relating to incest.
 9. Section 827.03, relating to child abuse, aggravated child abuse, or neglect of child.
- Once the contract employee is cleared, they will be contacted to pick up their badge.
- Badges are valid for a period of 5 years, and expire on the 5th anniversary date on which the fingerprints were initially scanned.

If the contractor is arrested for any of the above violations during the 5-year period, the company contracted to work for CCPS is responsible for returning the badge to CCPS.

All procedures above are in accordance with 1012.467 F. S. and may be found at:

http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=1000-1099/1012/Sections/1012.467.html