

## Community Based Instructor & Facilities FAQs

### 1. How can I become a CBI/CBF?

Please read through the CBI/CBF Application Packet, and refer to our **CBI/CBF Contract** to see the **approval requirements** for CBIs & CBFs. If you would like to apply, fill out and submit the CBI/CBF Application Packet to OASIS.

### 2. If I was an approved CBI last year, what paperwork do I need to fill out for this year?

You will need to sign a new CBI Contract with OISD, and re-do any forms where your situation has changed. Usually, this involves an address or name change. If you need to have your fingerprints re-taken, I will notify you.

### 3. When can I apply to become a CBI/CBF?

Applications are accepted from August 1st to mid-April. You must be 18 years of age to become a CBI. Applications will not be accepted after April 15, 2021.

### 4. As a CBI/CBF, will I be communicating with an OASIS teacher?

Yes, as a CBI/CBF, you will work under the direct supervision of an OASIS teacher (WAC 392-121-182).

You will be assigned an OASIS teacher that you will communicate with monthly throughout the school year about the work that OASIS students are doing in the CBI class.

### 5. What are the CBI fingerprinting requirements?

CBIs need to have fingerprints on file with the state in order to receive public funds for services. Please refer to CBI/CBF Application Packet for more information. **Fingerprint Verification Memorandum** and the **Background Check Disclosure Form** are mandatory for approval. Both of these forms are in the CBI/CBF Packet.

### 6. What if a CBI has previously been fingerprinted?

Check to see if the fingerprints are still current with OSPI at (360) 725-6135. If you were fingerprinted for another organization, school, etc, you may show documentation of this.

### 7. Do CBFs have the same fingerprinting requirements?

We accept an official document from CBF's stating that their organization does their own background checks **with** fingerprinting. We still require that they fill out our **Background Check Disclosure Form** for each instructor.

### 8. Will a CBI be reimbursed for the cost of fingerprints?

Yes, OASIS will reimburse CBIs for the cost of fingerprints. You must submit a receipt, and will be reimbursed after the fingerprints are approved by the state. We will not reimburse for any fingerprinting that returns a criminal activity response.

## 9. What about the Background Check Disclosure Form?

The Background D form is mandatory for approval. It must be filled out by **ALL** CBI/CBF instructors being used by OASIS families, and must be done in addition to fingerprinting and/or the letter stating that CBFs do their own background checks.

## 10. How can I check to see if a CBI or CBF is approved?

You will find the Approved list of Community Based Instructors and Facilities on the OASIS website which will be updated as CBIs and CBFs are approved. The OASIS CBI Coordinator will also notify you via email if and when you are approved.

## 11. What are the insurance requirements for CBIs?

CBIs are required to carry Professional Liability Insurance appropriate to the activity. A current **CBI/CBF Declaration of Agreement** must be on file confirming that the CBI has the required insurance. If the activity is of a High Risk nature (eg. dance, soccer, etc.) then a copy of the current Proof of Liability Insurance coverage in an amount no less than \$1,000,000 must be on file in the OASIS office.

If a CBI uses a facility other than the home, they must have an insurance rider for the facility's liability insurance, and we must have Proof of Insurance on file at the OASIS office.

## 12. What are the insurance requirements for CBFs?

Every CBF must carry Professional Liability Insurance appropriate to the activities being conducted in the facility. A current **CBI/CBF Declaration of Agreement** must be on file, as well as a copy of the current Proof of Liability Insurance showing coverage of no less than \$1,000,000 from the insurance provider.

## 13. What are the Billing Invoice Due Dates?

The OASIS CBI/CBF Invoice Submission Dates form can be found on the OASIS website on the CBI Resources page.

## 14. What if I don't receive my check?

First and foremost, make sure you actually did not receive it. If you are positive, notify the CBI Coordinator and they will email you an **Affidavit of Duplicate Warrant**. You need to fill it out, notarize it, and send it back to OASIS. **WARNING: this process is NOT fast.** OASIS will send the affidavit to the state which carries out the actual verification process. This can take 4-6 weeks.

Please submit all CBI and CBF paperwork:

Via Email: [oasiscbi@orcas.k12.wa.us](mailto:oasiscbi@orcas.k12.wa.us)

OR

OASIS Office

611 School Rd

Eastsound, WA 98245

ATTN: CBI Coordinator

We will do our very best to approve/process all CBI and CBF paperwork in a timely fashion. We look forward to working with you!