



LifeLearnU  
Independent Contractor  
Instructor Checklist

**Application:**

\_\_\_\_ Application

\_\_\_\_ W9

\_\_\_\_ Background Check Permission Form

\_\_\_\_ Proof of Professional Insurance Policy

(Professional Speaker or Consultation Policy)

\_\_\_\_ Copy of Valid Colorado Professional License

\_\_\_\_ Copy of Photo ID

\_\_\_\_ Independent Contractor Questionnaire

**Equipment:**

The following is a recommended list of equipment or supplies that may assist in delivering a class. Instructors must supply their own technology for class presentation and are responsible for printing a class roster and exam answer sheets for each class

\_\_\_\_ Laptop Computer or Tablet

\_\_\_\_ Portable Projector

\_\_\_\_ Printer/Copier

\_\_\_\_ Pens/Pencils

\_\_\_\_ Color Marker or Pen for Test Grading



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**Suggested Practicum Supports:**

- \_\_\_\_ Oral syringes
- \_\_\_\_ Med Cups
- \_\_\_\_ gloves
- \_\_\_\_ Sample of each medication form
- \_\_\_\_ sample medication bottles with labels
- \_\_\_\_ sample MAR sheets
- \_\_\_\_ sample MRBs/Bubble Packs
- \_\_\_\_ dolls (for practice administration)