

2018 - 2019 School Year

Dear Interested Vendor Course Instructor,

Thank you for your interest in becoming a vendor for Gorman Learning Charter Network (GLCN). On this GLCN Webpage is information about our Vendor Course Instruction (VCI) program that will answer many of the questions you may have: VCI General Information, Department of Justice LiveScan, Liability Insurance Requirement, VCI Vendor FAQs, and our Vendors List.

If you choose to place your application with us, please complete and submit an

- ❖ **Application**
- ❖ **W-9 Form**
- ❖ **Course Description, brochure, if available.**

Send a copy of

- ❖ **Current Business License or if you do not have a Business License a**
 - **Resume with a letter explaining why you don't have a Business License**
- ❖ **Current Certificate of Liability Insurance**
- ❖ **Driver's license**
- ❖ **Employers must provide**
 - **The Department of Justice (DOJ) Certification Letter with your ORI#**

Email documents to: vci@gormanlc.org

Or

Mail documents to:

**Gorman Learning Center VCI
1826 Orange Tree Lane
Redlands, CA 92374**

Upon pre-approval, you will be emailed a *Request for Live Scan Service* form. When GLCN receives a "clear report" from the Department of Justice, a *Service Agreement (Contract)* will be drawn and mailed to you for your signature. This must be returned to GLC in the envelope provided.

After VCI receives your signed *Service Agreement (Contract)*, the agreement is executed by a GLC Director. For your records VCI will email you a copy of the agreement.

Please feel free to contact me if you have further questions.

Warmest regards,

Anna Hogan

Fiscal Services Specialist ~ VCI

vci@gormanlc.org