CONTRACTING OVERVIEW

Prior to conducting a training or consulting project, you must be classified in order to determine how you will be paid. The Regional Training Coordinator or the Coastal Training Coordinator will assist you in getting classified by administering an email classification survey, compiling the results and working with the SDSU Research Foundation to classify you. The classification decision will be communicated to the trainer/consultant prior to a contract being executed.

The following general principles describe the options for classification, and resulting types of contracts:

- You may be classified as a Vendor if you have an incorporated business
- You may be classified as an Independent Contractor if you have a sole proprietorship business, a professional license, an informal business where you can demonstrate that you train or consult for other organizations, or subject matter expertise in a child welfare training topic.
- Temporary, casual employee if you do not qualify for Vendor or Independent Contractor status.

Most trainers for PCWTA fall into the Independent Contractor category by nature of the type of training you provide, the conditions upon which you conduct training, and the degree of direction you are given in developing curriculum. You would also typically possess a subject matter expertise, which is another qualifier, and is typically the reason we recruited you as a trainer.