

NORTHAMPTON COMMUNITY COLLEGE

HORIZONS FOR YOUTH

Parent Checklist

When Requesting: Therapeutic Staff Support (TSS), Mobil Therapist (MT), Behavioral Specialist (BS) or Aide To Accompany Their Child
(Parent/Guardian May Not Fulfill This Role)

- Disability documentation submitted and accepted (must be within 3 years)*
- Accompanied by TSS, MT, BS or aide;*

Staff Name _____ Title _____

Employer _____

The following Clearance forms must be submitted:

- Pennsylvania Child Abuse History Clearance, within 1 year ___yes,___no*
- Pennsylvania Criminal Records Check, within 1 year ___yes,___no*
- Federal Bureau of Investigation (FBI) Search of Fingerprints and Prior Arrest, Within 1 year ___yes,___no*

If the above Clearances have been submitted, but are beyond 1 year old:

- Letter from current employer (on the employer's letterhead) stating the staff person is in good standing and employed for _____ years. **The 3 clearances must also be submitted.***

After all of the above is completed:

- Received Horizons for Youth Accommodation Approval Form*

Phone: (610) 861-4120, Fax: (610) 861-4575, TDD: (610) 861-5075