



# Independent Contractor Registration Checklist

Thank you for choosing to register with [ElderCare at Home](#). Registration is held Monday thru Thursday at 1:30 p.m. **ONLY!** Registration can take approximately **TWO HOURS!** Please come prepared with all **ORIGINAL DOCUMENTS** as listed below. [Directions to our office are located here](#). Please print and write legibly. To be most efficient, it is best if you **DO NOT** bring children or friends to orientation!

## ALL REGISTRANTS MUST BE PREPARED AS FOLLOWS:

CNAs & HHAs will not be accepted for registration unless they pass verbal & written exams. **Must speak clear, unbroken English!** Skills tests will be given at our discretion. **REFERENCES: (Required)** minimum of one (1) year experience in your field. You will not be eligible for referrals to **Alzheimer's/dementia patients unless** you HAVE A MINIMUM Of 5 years' experience **OR** 8 additional hours of Alzheimer's/dementia training! Bring names, addresses & phone numbers of your previous clients, registries, agencies, or employers for at least the **last five years. WE WILL CHECK REFERENCES!**

## DOCUMENTS REQUIRED FOR REGISTRATION: (Must be Original)

- **Completed LIVESCAN level 2 background and be eligible on the AHCA website**
- CNA and/or HHA Certificate with HHA curriculum (MANDATORY)
- Physical completed and signed by an MD, PA, OP, RN, ARNP, or DO dated within the last SIX (6) months stating that you are **"in good health and do not appear to be at risk of transmitting communicable disease that could be casually transmitted"**. We do not accept physicals from Chiropractors.
- Chest X-Ray or Mantoux method tuberculin skin-test: within two (2) years with negative results and signed by doctor or the person administering test.
- Florida Driver's License and proof of automobile insurance if you have a car.
- Mandatory DMV Check - **\$14.00 (personal check, MasterCard, Visa, Discover, American Express)**
- Malpractice Insurance: If you do not currently maintain your own malpractice insurance, you can purchase the insurance through a vendor we have identified (not affiliated with us). We have identified vendors that will offer coverages to LPN/RN and for CNA's/HHA's - **\$89.00 (personal check, MasterCard, Visa, Discover, American Express)**
- Social Security Card or I-9 requirements such as: Resident Card, Employment Authorization Card etc.
- **Evidence of your status as an Independent Contactor in business for yourself. Acceptable items include:**
  - Employer Identification Number – EIN Number [You can apply for one here.](#)
  - and/or** - Business Card
  - Occupational License
  - Copy of advertisements for your services
- Current and Active CPR card for health care providers issued by the Red Cross or American Heart Association
- Proof of Assisting with Self-Administration of Medications In-service
- Minimum 4 hour Alzheimer's Training In-service.
- **Optional:** You will not be eligible for referrals to patients with mid to late stage Alzheimer's/dementia unless you have an **additional Eight (8) Hours of training or five (5) years of full-time, proven experience working with Alzheimer's/dementia patients.**
- 4 hour HIV and OSHA In-service: HIV Original Certificate: Four (4) hours for RN's & LPN's Two (2) hours for CNA's & HHA's
- HIV Update: Two (2) hours for RN's & LPN's One (1) hour for CNA's & HHA's
- License / Certificate:
  - RN's & LPN's Florida State License
  - CNA " Florida State Certificate
  - HHA's minimum 40 hour HHA Certificate which shows the curriculum stipulated by State of Florida Administrative Code, 59A-8.014
- Domestic Violence Certification: Required of RN's & LPN's only