



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 up to **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 a written exam in English. **Must speak clear, unbroken English!** **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)
- HHA and Companions – Palm Beach County Home Caregiver License (MANDATORY). [Apply Here!](#)
- Physical completed and signed by an MD, PA, OP, RN, ARNP, or DO dated within the last SIX (6) months stating that states 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.
- Palm Beach County Home Health Aide License (for HHA's)
- Mandatory DMV Check - **\$14.00 (Can be deducted from your first fee check)**
- 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 - **\$86.00**
- Social Security Card or I-9 requirements such as: Resident Card, Employment Authorization Card etc.

Evidence of your status as an Independent Contractor 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