



REGISTRATION CHECKLIST

THANK YOU FOR YOUR INTEREST IN REGISTERING WITH OUR COMPANY. IN ORDER TO PROCESS YOUR FILE, THE FOLLOWING DOCUMENTS ARE **REQUIRED**, PURSUANT TO FLORIDA STATE LAW:

1. Home Health Aide (HHA) Certificate (Showing at least 75 hours of training) and/or Certified Nurse Aide (CNA) License
2. Non-Expired Florida's Drivers License or Valid Florida Photo ID (If you are not a driver)
3. Valid Auto Insurance (If you own a vehicle)
4. Social Security Card (Must be an original)
5. Proof of Citizenship or Residency (Whichever applies)
 - a. Voters Registration Card
 - b. Birth Certificate
 - c. Passport
 - d. Certificate of Naturalization
 - e. Resident Alien Card
 - f. Employment Authorization Card
6. Domestic Violence – Original 2 hour Certificate and latest In-Service Update Certificate if necessary (Not older than 1 year/2 years if CNA)
7. HIV/AIDS – Original 4 hour Certificate and latest In-Service Update Certificate if necessary (Not older than 1 year/2 years if CNA)
8. Assisted Self Medication – Original 4 hour Certificate and latest In-Service Update Certificate if necessary (Not older than 1 year/2 years if CNA)
9. Alzheimer's Disease – Original 2 hours In-Service Certificate (Not older than 1 year/2 years if CNA)
10. OSHA – Original 4 hours In-Service Certificate (Not older than 1 year/2 years if CNA)
11. Physical (Not older than 6 months/prior to starting a job and must state "Free from communicable disease" or "no apparent signs or symptoms of communicable disease")
12. TB Test (Not older than 1 year) and/or
13. Chest X-Ray (Not older than 2 years)
14. Valid CPR Card or Certificate (Must be from American Heart Association or Red Cross)
15. Professional Liability Insurance (There is an \$86.00 fee for Liability Insurance. If you do not have an existing policy, one will be processed for you and the fee will be deducted from your 1st payroll check)
16. Level II Background screening and clearance from the Agency for Healthcare Administration (AHCA) is required prior to being placed on assignments. (A new Level II Background screening is required if you have not worked in over 90 days).

ALL DOCUMENTS MUST BE ORIGINALS. THESE DOCUMENTS WILL BE PHOTOCOPIED AND RETURNED TO YOU IMMEDIATELY

*****REGISTRATIONS ARE TAKEN BY APPOINTMENT ONLY*****