



Documents needed for hire:

Please bring the following documents on your orientation day

- ❖ **Proof of car insurance (registration showing insured status) if applicable**
- ❖ **PPD within 1 year**
- ❖ **Identification: Driver's license (current)**
- ❖ **2nd form of identification**
- ❖ **Current copy of professional license**
- ❖ **Training certificate (CNA/HHA)**
- ❖ **Social Security card**
- ❖ **CORI returned**
- ❖ **Immigration documents in order (if applicable)**
- ❖ **CPR**
- ❖ **School Transcript for Professional (Homecare Clinicians only)**

Tests to be completed with a passing score of 75%

- ❖ **HIPPA**
- ❖ **HHA Exam (Home Health Aide only)**
- ❖ **Med/Surg exam (Nurses only)**

- ❖ **Skills Checklist to be done on or before 1st visit**
 - Skills checklist done**

Effective Date: 04/01/2010