



EMPLOYMENT REGISTRATION REQUIREMENTS

You will need the following documents:

1. UNEXPIRED picture ID such as NYS ID, Driver's License, Passport, Permanent Resident Card or Work Authorization Card. You may need a second form of identification. We can only see originals; copies are NOT excepted.
2. Social Security Number
3. Original HHA or PCA Certificate
4. References:
 - 2 Professional (if applicable): From previous Home Care employers
 - 1-2 Personal: It must be a character letter. This letter cannot be from a family member or a friend. It must be from someone with a professional background such as a teacher, mentor, doctor, priest, etc.; It could also be from your landlord or from other non-home care employers.
5. Pre-employment Physical – (No later than 6 months of application date)
6. Drug Screen – At least 5 drugs should be tested (Lab Report – No later than 6 months of application date)
7. Rubella Lab Report – The results must show Immune or high (Lab Report). If results in the lab report are low, proof of 1 vaccine must have date of administration and name and license# of the person who administered the vaccines.
8. Rubeola (Measles) Lab Report – The results must show Immune or high (Lab Report). If results in the lab report are low, proof of 2 vaccine must have date of administration and name and license# of the person who administered the vaccines.
9. Annual TWO-STEP PPD results, or 1 Gold Quantiferon (negative) lab report.

For POSITIVE PPD: You MUST have CHEST X-RAY Report (NOT a Doctor's note) an TB Questionnaire (Must have Dr.'s signature, stamp and license#)
10. Flu Vaccine during the months of October to March