

Independent Contractors must have **ALL** documents listed below before making an appointment to sign the contract. Please note if you are missing any documents, we will kindly re-schedule your appointment.

- \_\_\_ AHCA/APD Level II Background Screening
- \_\_\_ Local Criminal Records Check from the county you reside in
- \_\_\_ Professional Experience Verification
- \_\_\_ Driver License or ID (*State of FL*) **\*\*NO Copies\*\***
- \_\_\_ Car Insurance (*Not Expired*)
- \_\_\_ Car Registration (*Not Expired*)
- \_\_\_ Social Security Card (*Original*) **\*\*NO Copies\*\***
- \_\_\_ General Liability Insurance (*within 30 days*)
- \_\_\_ High School Diploma, Official Transcript or GED
- \_\_\_ Resume (***MUST Match your Employment References***)
- \_\_\_ Direct Deposit Authorization from your bank (**Must be typed**) or copy of a Voided Check
- \_\_\_ Requirements for All Waiver Providers Certificate.
- \_\_\_ Zero Tolerance Certificate from APD (***TRAIN FL***)
- \_\_\_ Direct Care Core Competencies Certificate from APD (***TRAIN FL***)
- \_\_\_ CPR/AED Certification (***Must be from an APD approved entity***)
- \_\_\_ First Aid Certification (***Must be from an APD approved entity***)
- \_\_\_ HIPAA Certificate (***must be from ATTAIN Inc or TRAIN FL***)
- \_\_\_ HIV Certificate (***must be from TRAIN FL***)
- \_\_\_ CNA / HHA Certifications (*are a plus but not mandatory*)

You may email your certifications to [\*\*iNavarro@AdelCare.com\*\*](mailto:iNavarro@AdelCare.com)

**Use Sendinc for secure email.**