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## **RN/LPN APPLICANTS Checklist**

IN ORDER TO PROCESS YOUR FILE, THE FOLLOWING DOCUMENTS ARE REQUIRED,  
PURSUANT TO FLORDIA STATE LAW.

Registrations are done in the office:

Tuesday, Wednesday and Thursday 10AM-3PM

**(No registration on Monday and Friday)**

1. **Current Florida RN or LPN License**
2. **Employment Authorization Document(s)** to work in the U.S.
3. **Current Driver's License or Photo ID**
4. **Social Security Card**
5. **Level 2 Criminal Background Screen**
6. **Free of Communicable Disease Statement (Physical)** (Dated within the last 6 months)
7. **A Valid CPR Certification**
8. **1 Hour of HIV/AIDS Training**
9. **3 Hours of Alzheimer's Training**
10. **30-Hour Infusion Therapy Training** (LPN only – Optional)
11. **At least 2-3 Years of Employment History**
12. **Current Auto Insurance** (if providing transportation in own vehicle)
13. **Current Vehicle Registration** (if providing transportation in own vehicle)
14. **Employee Identification Number (EIN)** (optional)
15. **Professional Liability Insurance** (recommended)

**ALL DOCUMENTS MUST BE ORIGINALS. THESE DOCUMENTS WILL BE SCANNED AND RETURNED TO YOU IMMEDIATELY Property of Radcliffe**