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HHA/CNA 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. Home Health (HHA) Certificate (Showing at least 75 hours of training) and/or Certified Nurse Aide (CNA) Certificate
2. Current government issued picture identification (document must not be expired)
3. Valid Auto Insurance (vehicle owners)
4. Authorized document to work in the United States (whichever applies)
 - A. **Voters Registration Card**
 - B. **Birth Certificate**
 - C. **Passport**
 - D. **Certificate of Naturalization**
 - E. **Resident Alien Card**
 - F. **Employment Authorization Card**
5. HIV/AIDS – Original 4 hour Certificate
6. Assist with Self Medication Certificate – Original 4 hour Certificate
7. Physical (Not older than 6 months and must state “Free from communicable disease” or “no apparent signs or symptoms of communicable disease”). Cannot be done by a chiropractor. (Performed by MD or Nurse Practitioner)
8. Valid CPR Card or Certificate
9. Professional Liability Insurance
10. Level 2 background screening and clearance from the agency for Healthcare Administration (AHCA) is required at registration. Registrant must be cleared before they can be referred to clients. (Background cannot be older than 90 days if not currently actively working with another Agency/Registry)

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