

Contractor 101

1. Submit Application

- Complete the application at the [provided link](#) to begin the pre-hire process.

2. Create Staff Portal Account

- Create an account on the [Staff Portal](#) at Pikes Peak Respite Services.
- Complete the Trauma Informed Care training in the PPRS Training Portal.

3. Complete Direct Care Careers Training

- Follow the instructions in the attached Direct Support Professional Training document to fulfill the pre-hire training requirements.

4. Create Sirius Care Profile

- Download the Sirius Care app and use the same email address from your application to create your profile:
 - [Sirius Care for iOS](#)
 - [Sirius Care for Android](#)

5. Submit Required Documents to Sirius Care

- **For Drivers: Submit the following documents:**
 - Driver's license
 - Car insurance
 - Car registration
 - Seven-year uncertified driving record
 - Social Security card
 - CPR certificate
- **For Non-Drivers: Submit the following documents:**
 - Driver's license
 - Social Security card
 - CPR certificate

6. Complete Tuberculosis Questionnaire

- Complete the Tuberculosis Questionnaire at the [provided link](#).

7. Contractor Documents

- **Trade Name or LLC:**
 - If you already have a trade name or LLC, you can use it. There's no need to establish a new one
- **Establishing Individual Liability Insurance:**
 - It is essential to have individual liability insurance. You can get coverage through NSO (Nurse Service Organization) at the following link: [NSO Liability Insurance](#)
- **Creating a Trade Name:**
 - If you need a trade name, you can file through LegalZoom. The cost is typically around \$99+, and these costs may be tax-deductible. [LegalZoom Trade Name Registration](#)

- **Incorporating as an LLC:**
 - If you wish to incorporate as an LLC, LegalZoom can assist with the filing. The cost is usually around \$79+, and these expenses may be tax-deductible.
[LegalZoom LLC Formation](#)
- **Create a Business Checking Account:**
 - For contracting and business purposes, you are required to open a business checking account where Pikes Peak Respite Services will deposit payments.
- **Fill out the Contractor Agreement:**
 - Complete the contractor agreement as part of your setup.

8. Fingerprinting Instructions

- After completing the above steps, contact Brett for fingerprinting instructions. A billing code will be provided to cover the cost.

9. Client Matching

- Once all steps are completed, Beverly will contact you to begin matching with clients.

For any questions, please contact Brett our onboarding specialist.

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