



Employee 101

Step 1 – Submit Application

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

Step 2 – Create Staff Portal Account

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

Step 3 – Complete Direct Care Careers Training

- Follow the instructions in the attached **Direct Support Professional Training** document to complete all required pre-hire trainings

Step 4 – Create Sirius Care Profile

- **Request Brett to create your Sirius Care profile**
- Download the Sirius Care app:
 - [Sirius Care for iOS](#)
 - [Sirius Care for Android](#)

Step 5 – Submit Required Documents to Sirius Care

For Drivers, submit the following:

- Driver's license
- Car insurance
- Car registration
- Seven-year uncertified driving record
- Social Security card
- CPR certificate

For Non-Drivers, submit the following:

- Driver's license
- Social Security card
- CPR certificate

Step 6 – Complete Tuberculosis Questionnaire

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

Step 7 – Fingerprinting Instructions

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

Step 8 – Client Matching

- Once all onboarding steps are complete, **Beverly** will contact you to begin client matching

Questions or Support

Please contact **Brett**, our onboarding specialist:

- **Phone:** 719-205-4862
- **Email:** brett.seemann@pikespeakrespiteservices.com