



Contractor 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 – Contractor Documents

- **Trade Name or LLC**
 - If you already have a trade name or LLC, you may use it—no need to create a new one
- **Individual Liability Insurance**
 - Individual liability insurance is required
 - Coverage can be obtained through **NSO (Nurse Service Organization)**:
 - [NSO Liability Insurance](#)

- **Creating a Trade Name**
 - If needed, you may file through **LegalZoom**
 - Cost is typically around **\$99+** and may be tax-deductible
 - [LegalZoom Trade Name Registration](#)
- **Incorporating as an LLC**
 - LegalZoom can assist with LLC formation
 - Cost is typically around **\$79+** and may be tax-deductible
 - [LegalZoom LLC Formation](#)
- **Business Checking Account**
 - You must open a **business checking account**
 - Pikes Peak Respite Services will deposit payments into this account
- **Contractor Agreement**
 - Once you have completed the fingerprinting and we have received your background check, you will receive the Contractor agreement via Adobe. You must complete your agreement prior to your first shift.

Step 8 – Fingerprinting Instructions

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

Step 9 – 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