



CONTRACTOR 101

STEP ONE – SUBMIT AN APPLICATION

- ☐ Submit an application to <https://pikes-peak-respite-services.prismhr-hire.com/>

STEP TWO – COMPLETE ONBOARDING THROUGH PPRS

- ☐ Submit all required documentation to PPRS
- Driver's License
 - A Second Form of Identification (e.g. passport, etc.)
 - I-9
 - COVID Vaccine Information
 - Flu Vaccine Information (October 1 through March 31)
 - CPR/First Aide
 - Negative TB Test (must have been completed within the past (1) year)
 - HCA Disclosure Notice
 - Fingerprint Policy Form
 - Social Security Card
 - Car Registration
 - Car Insurance
 - Seven Year Motor Vehicle Record from the DMV
 - Background Check/Fingerprint

STEP THREE – INDIVIDUAL LIABILITY INSURANCE, CREATING A TRADE NAME, AND INCORPORATING AS AN LLC

- ☐ Individual Liability Insurance
- For individual liability insurance, we recommend going through the **Nurses Service Organization (NSO)**. You do not have to be a nurse to get individual liability insurance though this organization. The following link will bring you to their main website, where you will be able to get a quote and apply for Individual Liability Insurance.

For full time and part time independent contractors, the annual price for individual liability insurance should be around **\$111.00**. This is a yearly cost and will be billed 2 months prior to renewal. You will get an invoice before you are charged.

https://www.nso.com/malpractice-insurance/businesses-owners/?refID=iiWW2PPi&utm_source=bing&utm_medium=cpc&utm_campaign=HC-NSO-PPC-Firms-NonBrand-Zips&utm_term=nurse+practice+insurance



Creating a Trade Name

A trade name is a name used by a manufacturer, merchant, service company, farming business, etc., to identify itself individually as a business. The website that we would recommend using is Legal Zoom. It will cost roughly \$99+ to file a trade name through Legal Zoom, but these costs are often tax deductible. The following link will bring you to their main website.

https://www.legalzoom.com/marketing/business-formation/dba/trade-name?kid=_k_6100e9239b4d1d7cda0b888aab5cd6b6_k_&utm_source=bing&utm_medium=cpc&utm_term=%2Bbusiness%20%2Btrade%20%2Bname&utm_content=77928059882179&utm_campaign=SMB%20%7C%20DBA%20%7C%20Broad&kpid=bi_396407137_1246846719684372_77928059882179_kwd-77928194386210:loc-4085_c&utm_id=bing_396407137_1246846719684372_77928059882179_kwd-77928194386210:loc-4085_c&mssclid=6100e9239b4d1d7cda0b888aab5cd6b6



Incorporating as an LLC

Legal Zoom can also provide assistance with LLC's. It will cost roughly \$79+ to file an LLC, these costs are often tax deductible. The following link will bring you to their main website.

https://www.legalzoom.com/business/business-formation/llc-overview.html?kid=_k_622c1ba736951625fd257a0e05323b2a_k_&utm_source=bing&utm_medium=cpc&utm_term=how%20to%20llc%20a%20business&utm_content=78271655044790&utm_campaign=SMB%20%7C%20LLC%20%7C%20Exact&kpid=bi_31756160_1252343811106089_78271655044790_kwd-78271581488629:loc-4085_c&utm_id=bing_31756160_1252343811106089_78271655044790_kwd-78271581488629:loc-4085_c&mssclid=622c1ba736951625fd257a0e05323b2a

STEP FOUR– Create a Business Checking Account:

For Contracting and Business Purposes you must open a Business Account with your bank for Pikes Peak Respite Services to Deposit Into. After this is complete please fill out a Direct Deposit form located on the Staff Portal with your business account information.