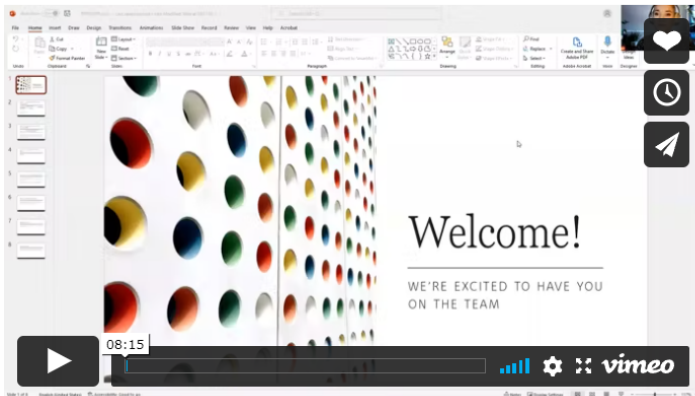




CONTRACTOR 101

STEP ONE – SUBMIT AN APPLICATION

- Submit an application to <https://forms.office.com/r/zSZRxEZFLr>
- Watch Welcome to PPRS Training Video
- <https://pikespeakrespiteservices.com/pprs-training-videos>



WELCOME TO PPRS!

This video answers the "What do I do now?" Questions after you come out of Introduction.

STEP TWO – COMPLETE PPRS TRAINING

- <https://pikespeakrespiteservices.com/staff-training-portal>

PPRS TRAINING PORTAL	DIRECT SUPPORT PROFESSIONAL TRAINING	CNA TRAININGS	CYM TRAINING
	I am an Employee or Contractor and need to complete required trainings.	I am a CNA and need to complete required PPRS Trainings	I would like to be a Child Youth Mentor and need to complete training.
I NEED TO COMPLETE PPRS TRAINING	CLICK HERE	CLICK HERE	CLICK HERE

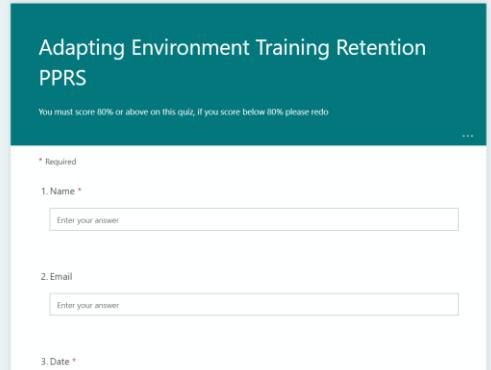
Please download or open training and read

Adapting Environment (pdf)	 Download
Ambulation, Exercise and Positioning Training PPRS (pdf)	Download
Autism, Sensory Processing, & PCT Training (pdf)	Download
Personal Care Training (pdf)	Download
Caring for the Caregiver (pdf)	Download

Then Please click on the corresponding Retention form and take quiz.

1. [Adapting Environment Training](#)
2. [Ambulation, Exercise, Positioning, and Safe Transfers Retention Sheet](#)
3. [Autism, Sensory Processing, and Person Centered Retention Form](#)
4. [Personal Care Training Retention Form](#)
5. [Caring for the Caregiver Retention Form](#)





13. True or False: Caregivers should not "think outside the box", all children need the same set of guidelines, instructions and direction. (10 Points)

True

False

[Submit](#)

Never give out your password. [Report abuse](#)



Do not forget to Submit

STEP THREE – COMPLETE ONBOARDING THROUGH PPRS



Submit all required documentation to PPRS – DORY

<https://portal.pikespeakrespiteservices.com>

- Driver's License
- A Second Form of Identification (e.g. passport, etc.)
- I-9
- Flu Vaccine Information
- CPR/First Aid
- Take TB Screening: <https://forms.office.com/r/e8MFaDLRX3>
- Fingerprint Policy Form
- Social Security Card
- Car Registration
- Car Insurance
- Seven Year Motor Vehicle Record from the DMV
- Background Check/Fingerprint

STEP FOUR – Contractor Documents

If you already have a trade name or LLC you may use it. There is no need to get a new one.

Establishing Individual Liability Insurance
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&msclkid=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&msclkid=622c1ba736951625fd257a0e05323b2a

STEP FIVE – 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.

STEP SIX – Before your first shift:

Please watch the training videos to learn more about our systems.

<https://pikespeakrespiteservices.com/pprs-training-videos>

