

FREQUENTLY ASKED QUESTIONS REGARDING REQUIRED DOCUMENTS

1. INFORMATION SHEET

- **Where can I find & fill out the Information Sheet?**
 - Complete the Information Sheet online using the link that was texted and emailed to you OR email info@misstrish.net for a copy of the form
- **How do I submit the Information Sheet?**
 - Submit the Information Sheet online using the link that was texted and emailed to you OR email info@misstrish.net for a copy of the form
- **How long does the Information Sheet take to fill out?**
 - 5 minutes or less
- **When is the Information Sheet due?**
 - Within 7 days of our first contact with you. Your exact deadline is located in your email and/or text messages

2. REGISTRATION FORM

- **Where can I find & fill out the Registration Form?**
 - Complete the Registration Form online using the link that was texted and emailed to you OR email info@misstrish.net for a copy of the form
- **How do I submit the Registration Form?**
 - Submit the Registration Form online using the link that was texted and emailed to you OR email info@misstrish.net for a copy of the form
- **How long does the Registration Form take to fill out?**
 - 5 minutes or less
- **When is the Registration Form due?**
 - Within 7 days of our first contact with you. Your exact deadline is located in your email and/or text messages

3. Health & Safety & Mandated Report Training (Free 10-Hour Course)

- **Where can I find & complete this training?**
 - Complete the 10-hour training at njccis.com if you have not yet completed this training. You can find directions in the link sent to your phone & email. If you need the directions again, please email info@misstrish.net.
- **How do I submit the Health and Safety/Mandated Reporter Training Certificate?**
 - Submit the Health and Safety/Mandated Reporter Training Certificate online using the link that was texted and emailed to you OR email info@misstrish.net with a copy of your certificate.
- **How long does the Free Health and Safety/Mandated Reporter Training take?**
 - This is a 10 hour free training through NJCCIS. You may have completed this training already though and can check your NJCCIS account for your certificate of call **1877-522-1050** to see if you already took this training.
- **When is the 10-Hour Free Health and Safety/Mandated Reporter Training Due?**
 - Within 7 days of our first contact with you. Your exact deadline is located in your email and/or text messages. Extension requests can be emailed to info@misstrish.net.
- **Do I need to complete the 3-hour Refresher Health & Safety Basics Course?**
 - If you completed the 10-hr Health & Safety and Mandated Reporter training **more than one year ago**, you are required to complete the 3-hr Refresher course and submit a Certificate of Completion.

FREQUENTLY ASKED QUESTIONS REGARDING REQUIRED DOCUMENTS (CONTD.)

4. Valid First Aid & CPR Certification

- Where can I find an in person First Aid/CPR Course if I'm not certified?
 - Visit redcross.org or call 1-800-733-2767
- How do I submit the First Aid and CPR Certification?
 - Submit the First Aid and CPR Certification online using the link that was texted and emailed to you OR email info@misstrish.net with a copy of your certificate
- How long does the First Aid and CPR Certification Course take?
 - Classes are scheduled 7-60 days in advance. We request that you register for the earliest class available, as a delay in receiving your First Aid/CPR Certificate will delay your CDA course enrollment.
- When is the First Aid/CPR Certificate due?
 - For those currently certified, within 7 days of our first contact with you. Your exact deadline is located in your email and/or text messages. For those not yet certified, to continue enrollment in the CDA Course, you must send your registered First Aid/CPR in person training date to info@misstrish.net within 7 days of our first contact with you.

5. High School Diploma OR College Transcripts OR GED

- Where can I find my diploma or transcript?
 - If you do not have a copy of your diploma or transcript, you will need to contact the school you graduated from and request a copy. We suggest you do this sooner than later, as schools can take up to 14 days to send transcript copies.
- How do I submit the diploma or transcript copy?
 - Submit your diploma or transcript copy online using the link that was texted and emailed to you OR email it to info@misstrish.net
- How long does it take to get a copy of my diploma or transcripts?
 - It can take up to 14 days for you to receive a copy of your diploma or transcripts from your school.
- When is the copy of my diploma or transcripts due?
 - Within 7 days of our first contact with you. Your exact deadline is located in your email and/or text messages. If you do not have a copy of your transcripts or diploma and need to contact your school, to continue enrollment in the CDA Course, you must notify us of the date you contacted your school by emailing info@misstrish.net within 7 days of our first contact with you.

6. Employment Verification Letter

- Where can I find the directions for my Director to complete this letter?
 - Directions can be found in your File Invite link that was sent to your phone and email. If you cannot find these directions, please email info@misstrish.net.
- How do I submit the Employment Verification Letter?
 - Submit your Employment Verification Letter online using the link that was texted and emailed to you OR email it to info@misstrish.net
- How long does it take to get my Employment Verification Letter?
 - We suggest giving your Director your Employment Verification Letter directions as soon as possible. We have also sent your Director an email with directions. This letter should only take your Director a few minutes to write.
- When is my Employment Verification Letter due?
 - Within 7 days of our first contact with you. Your exact deadline is located in your email and/or text messages.

Need Help With Enrollment Or Have Questions? Contact Us!

info@misstrish.net
833-678-7474 Ext. 4