**Office hours:Monday-Friday From 8:00 A.M. to 4:00 P.M.**

**CNA/HHA**

**REQUIREMENTS TO PROVIDE THE SERVICE**

One (1) copy of each document listed below is needed:

* Florida’s driver’s license (in color)
* Social security (Valid for employment and duly signed)
* Have at least 18 years old and High School Diploma, College or vocational Certificate or the highest degree. (If it is a foreign credential, it must be translated and evaluated by an authorized entity).
* Home Health Aide Certificate or C.N.A License
* Legal status (Work Permit, Residency, Citizenship Certificate, Birth Certificate, Passport)
* Resume updated with at least two years of experience providing direct services to recipients with mental health disorders, developmental or intellectual disabilities.
* Two references letters from two of those previous jobs.
* Recent Vehicle Insurance
* Recent Auto Registration.
* Liability (Malpractice) Insurance
* Level II (2) FBI Background Screening (AHCA) (Every 5 years)
* Local Police report (less than a year)
* Physical exam.
* CORPORATION ( Corp.,Inc., or LLC)
* EXEMPTION FROM WORKERS COMPENSATION (CORPORATION**)**
* Check (Void)

**IN-SERVICES/CONTIUING EDUCATION**

* Recent C.P.R. and First Aid (online Course is not acceptable) Only by American Heart Association, or American Safety & Health Institute, or American Red Cross.
	+ Domestic Violence**(Annual)**
	+ OSHA**(Annual)**
	+ Alzheimer’s**(Annual)**
	+ Medication Administration**(Annual)**
	+ HIV**(Annual)**
	+ Infection control **(Annual)**
	+ HIPAA. **(Annual) Mandatoryby APD and for free foroneofthefollowing web sites:**

<http://myattain.org/workshops2/> or <http://cms.meridianksi.com>or<https://fl.train.org/DesktopShell.aspx>

* + HIV / Infection control(named in some web sites: **Blood Borne Pathogens) (Annual)**

<https://fl.train.org/DesktopShell.aspx>

* + Zero Tolerance **(Every 3 years):** TRAIN FLORIDA SYSTEM: Create your account at <https://fl.train.org/DesktopShell.aspx>
	+ Requirements for all Waiver Providers **(ONCE)** APD WEB SITE:<http://apdcares.org/providers/training/requirements.htm>
	+ Direct Care Core Competencies (DCCC) **(ONCE)**

 TRAIN FLORIDA SYSTEM: Create your account at <https://fl.train.org/DesktopShell.aspx>

* Incident Reporting **(ONCE)**

 CLASSROOM SESSION: <http://apdcares.org/providers/training/required-basic-training.htm>

* + Core Assurances (Med. Waiver Serv. Agreement and Med Waiver Required Documentation)**(ONCE)**

CLASSROOM SESSION: <http://apdcares.org/providers/training/required-basic-training.htm>

 **In – servicesto do at least 3 ofthem (optional) / Cursos para hacer al menos 3 de ellos (opcional)**

* + Medical RecordsDocumentation and Legal Aspects
	+ PatientRights / ResidentRights / ClientsRights
	+ Patient Safety
	+ Communicationwithcognitivelyimpairedclients / patients
	+ Medical error prevention and Safety
	+ CPR Skill