



## **New Caregiver Required Document Checklist**

In order to add you to our roster with AHCA and offer you shifts, we will need copies of the following documents. You can scan or take pictures of them and send them to us by email. Send to Samantha at: [sstmartin@availhomecare.com](mailto:sstmartin@availhomecare.com)

All must be current (meaning that any that do expire cannot be expired).

- Social Security Card
- Driver's License
- CPR certification
- HHA Certificate or CNA License
- HIV training Certificate
- TB test
- Car Insurance

In addition, you do need to have a current fingerprint/background check on record with AHCA. Contact Samantha (above) to let her know if you do not have that. We can tell you where to get it done.

If you do not have an HHA Certification or CNA License, we do offer an online 40-hour HHA training course. Click the "Avail Academy" link on our website to learn more.

Also, if you do not have an HIV training Certificate, we can offer that through Avail Academy, but we would have to enroll you into it directly so contact Samantha (above) to let her know that you need that.

TB Tests are available for less than \$20 (or free if your first time) from any County Health Department location.