

Creative Therapies of WNY

## EMPLOYEE FILE REQUIREMENTS

Please submit the following if applicable prior to start date:

- Application for Employment & RESUME
- State Central Register (please send this ASAP, takes ~1-2weeks to process)
- Copy of Professional License & Registration (Speech, OT, PT)
- Copy of Professional Certification
- Copy of Degrees
- Copy of valid NYS Driver's License
- Copy of Social Security Card
- In-service Training/Continuing Ed  
(please include hours relevant to Birth-3, 3-5 yrs old)
- Copy of auto insurance policy listing you as the driver of the car you use for work; that includes: Name of Insured, Policy Number, **Policy Period**, and **Limits of Liability**
- Please submit a small photo for ID badge (passport size)
- Employee Requirements Sheet Initialed and signed (after reviewing policies and procedures with supervisor)
- W4 & IT-2104 Forms completed
- Background Inquiry Release
- Paycheck Theft Protection Form
- Annual Health Statement...***needed prior to beginning services.***
- NPI # (if you don't have one let us know and we will give you info to get it)
- Child Abuse Online Training/Mandated Reporter Training
- NYEIS HCS #/code
- Info for business cards to be ordered  
Info will be emailed to you to complete....
- Medicaid Compliance Training
- Sexual Harassment Training