



EMPLOYEE FILE REQUIREMENTS

Please submit the following prior to start date:

- Application for Employment/RESUME
- State Central Register (please send this ASAP, takes ~3-4 weeks to process)
- Copy of signed Professional Registration
- Copy of Professional License/Certification(Speech TSLD or TSHH)
- Copy of degrees
- **Speech only** copy of current ASHA card
- 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 year olds)
- Copy of auto insurance policy listing you as the driver of the car you use for work, OR a letter from your insurance company that is signed, dated, and stamped by the agent that includes: Name of Insured, Policy Number, Policy Period, and Limits of Liability
- Please submit a small photo (size: width 1 $\frac{1}{4}$ " by height 1 $\frac{1}{2}$ ") for ID badge, or we can do a digital photo
- Employee Requirements Sheet Initialed and signed (after reviewing policies and procedures with supervisor)
- W4 Form completed
- 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)
- Medicaid Relevant training completed online-Certificate needed
- Child Abuse Online Training

Revised 2/12

