

## **CPT CREDENTIALS LIST**

Following is a checklist of credentials necessary to begin the employment process with CPT. You may email, fax, or mail all forms to the CPT office. **You will not be permitted to start work until all credentials are on file. There are no exceptions.**

- Background check form (Authorization to conduct conviction info search)**
- Employee manual acknowledgment**
- New staff information sheet**
- Job descriptions**
- Tax forms (3)**
- SNF/HC new hire form**
- Pay Check Delivery**
- Physical Exam Results Current **within a year****
- TB 2-step or chest x-ray or the TB gold plus QuantiFERON**
- Hepatitis B Vaccinations or Waiver**
- Current Therapy License**
- Current CPR Certification (**online CPR certification not acceptable**)**
- Driver's License or State ID**
- Social Security Card OR passport**
- Auto Insurance Card**
- Drug Test**

Thank you for your cooperation. Please call with any questions:

**Heather Borowiec Senior Recruiter**  
630-766-0505 Ext. 216 Fax: 630-238-5698