



## BACKGROUND CHECK DOCUMENT UPLOAD INSTRUCTIONS

This document will help you prepare for the uploads needed when you click on the Washington Home Care LLC Pro-Link to start the background check process.

**READ ALL THE INSTRUCTIONS AND DO NOT CLICK ON THE LINK TO BEGIN THE DOCUMENT UPLOADS UNTIL YOU HAVE COLLECTED ALL THE REQUIRED UNEXPIRED DOCUMENTS. IF YOU HAVE MULTIPLE PAGES TO A DOCUMENT THEY MUST BE BUNDLED TOGETHER IN PDF FORMAT BEFORE YOU UPLOAD.**

**Click on this link to begin the Background Check!**

[Washington Home Care Applicant Pro-Link](#)

Enter your personal identifiers and click NEXT. Upload the documents exactly as instructed. **DO NOT** click "NEXT" until you have uploaded **ALL** the documents.

**WARNING:** If you do not upload the correct, unexpired documents, you will not be able to move forward to a potential client assignment. **Multiple pages document must be bundled in PDF format.**

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### STEP 1- UPLOAD 1 THROUGH 8 USING THE ABOVE LINK

1. **IDENTIFICATION**- Photocopy of your Driver's License (if you don't have one, a photocopy of your valid Passport or State-issued ID).

2. **WORK PERMIT**- A photocopy of ONLY ONE (1) of the following unexpired documents:

- U.S. Social Security Card
- Permanent Resident Green Card
- Work Visa
- Employment Authorization Document (EAD card) issued by the Department of Homeland Security (DHS)
- Other Employment Authorization Document (Work Permit)

3. **PHYSICAL EXAMINATION**- Document must be dated OVER THE LAST 12 MONTHS to include:

- Physical Exam
- Tuberculosis (PPD) Negative results skin test. If Positive results, provide Negative chest x-ray
- MMR vaccine- Measles/Rubeola, Mumps, and Rubella
- Seasonal Influenza Vaccine
- Titters Flu Shot- During Flu season (October through May)

4. **LIABILITY INSURANCE**- Copy of Certificate of Liability Insurance.

- If none, go to this link: <https://access.cmfgroup.com>
- Choose coverage limits \$1M per occurrence, \$6M aggregate)

5. **VEHICLE INSURANCE**- Copy of Vehicle Insurance Policy (if planning to transport your client).

6. **CERTIFICATIONS**- Copy of relevant Service Provider certification(s) (CNA, PCA, HHA) and BLS (Online Basic Life Support Training Class). Click on COURSES/ HEALTHCARE PROFESSIONAL/ BASIC LIFE SUPPORT. <https://nationalcprfoundation.com/courses>

7. **RESUME**- Copy of a professional resume.

8. **QUEST DIAGNOSTICS 12-PANEL DRUG TEST RESULTS**

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### STEP 2- SEND EMAIL

**SEND AN E-MAIL TO:** [info@backgrounds360.com](mailto:info@backgrounds360.com):

1. **Subject** line enter: Washington Home Care- YOUR NAME
2. Attach the following documents to the email:
  - **LETTERS**- Five (5) Professional letters of recommendation.
  - **NDA**- "Non-Disclosure Agreement" form, completed, and signed. You may download it from Washington Home Care Website's "Service Providers" section. ([Washington Home Care Non-Disclosure Agreement Link](#))

Any questions regarding these instructions please contact

**Backgrounds 360 @ 415-595-0876**