**North Country Home Care II**

**Hiring Process**

Due to the new state regulations all prospective employees must get the following items into the office to start the hiring process. This information will be used by NCHC to initiate a background study. All employees **MUST** **have an active** **email**.

**\*NCHC application form**

**\*Copy of your Driver’s License and Social Security Card**

After NCHC receives these items we will initiate the background study. You will receive 3 emails.

1. Email from DHS Netstudy to complete consent forms.

2. Email from NCHC with instructions for fingerprinting with important information.

3. Email from Identigo to make appointment for fingerprinting and photo.

Once the background study clears you will be called to complete orientation.

**Please Bring The Following Items To Orientation**

*(Orientation will take up to 2 hours)*

\***Copy of PCA/CFSS Certificate**

**\*Direct Deposit Info - account number and routing number**

**\*Copy of CPR/First Aid Card (if you have one)**

**\*Copy of current Auto Insurance($100,000 per person/$300,000**

**per accident at minimum required to transport clients)**

**PLEASE REMEMBER TO BRING ALL OF THE ABOVE REQUIRED DOCUMENTS TO ORIENTATION**. **IF YOU DO NOT HAVE THEM WITH, WE WILL HAVE TO RESCHEDULE YOUR ORIENTATION!!**

Questions, Please Call

North Country Home Care II INC.

763-856-9955

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| http://www.dhs.state.mn.us/main/groups/dev/documents/webasset/blank.gif |
| **E-mail notices**: After you register for the test, you will receive two types of e-mails from  [Dhs.DSD.Learn@state.mn.us](mailto:Dhs.DSD.Learn@state.mn.us):  1. Registration confirmation e-mail which includes:   * Confirmation number used to cancel the registration * Direct link to the certification test   2. Certification confirmation e-mail includes:   * Certificate Number required by agencies before hire for PCA/CFSS Provider Enrollment * Link to certificates   If you still have problems with the course, e-mail questions to [dhs.dsd.learn@state.mn.us](mailto:dhs.dsd.learn@state.mn.us) or call (651) 431-2400. |
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