

Pre-Employment Checklist

Guide to PCA Enrollment in Rhode Island IP Program

Please refer to the information below to ensure you meet the requirements during the enrollment process.

Eligible PCAs Are:

- 18 Years Old or over.
- PCA must be able to work legally in the United States.
- PCA must pass the National Criminal Background Check.
 - Certain disqualifying results may be waived by the consumer. Other disqualifying results may not be waived.
- PCAs may not be your spouse, legal guardian, Authorized Representative, Financial Power of Attorney or SSA Rep Payee.

Required Documentation:

- Payment Set-up (direct deposit to checking/savings account **OR** Wisely-Pay by ADP™ debit card)
- Withholding information for Federal and state tax forms
- I-9 supporting document(s) (for a full list go to this link: <https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents>)

Required Training:

- Mandatory Orientation Training:**
 - A six (6) hour mandatory orientation for IP training is required for all potential PCAs. This orientation will describe the PCA roles and responsibilities, infection control and safety, consumer privacy, abuse and neglect, and administrative procedures.
- National Criminal Background Check must be completed before starting training:**
 - All potential PCAs must undergo a national criminal background check upon hire and every two years while working as a PCA.
- CPR and First Aid Certification Course:**
 - All potential PCAs must go to a CPR and First Aid Certification at Address: 319 Broadway, Providence, RI 02909
- PCA Skills Training:**
 - **You Know the consumer:**
 - **In Home Training is Requested:**
 - In this path, the consumer has decided that she/he knows best on how the homemaker and personal care services should be performed.
 - You cannot get paid until the consumer has signed off on your training.
 - **Formal Training is Requested:**
 - In this path, the consumer has decided that the formal training is best even though she/he knows you. You can work for the consumer while you complete the training.
 - **You Do Not Know the Consumer/ Joining PPL Connect**
 - **Formal Training is Required:**
 - Once registered, select the required ADL/IADL course from the course list in MyAccount. After you are done with the training, you will be listed on the registry for consumer s to see that you are ready to work in their home.
 - PPL Connect requires all PCAs to complete formal training prior to being listed on the registry.