

Independent Contractor's Registration Process
(print this page)

WASHINGTON HOME CARE LLC is registered with the State of Connecticut, Department of Consumer Protection as HCA (Home Care Agency) #0001654. The business model is a "Nursing Registry model". Carefully review the website www.WashingtonCTHomeCare.com.

What Is an Independent Contractor? The general rule is that an individual is an independent contractor if the payer has the right to control or direct only the result of the work and not what will be done and how it will be done. The earnings of a person who is working as an independent contractors are subject to Self-Employment Tax

1. **OBTAIN** (2) Economy 3-Ring, 1-inch capacity, HARD COVER binders with plastic view. (1) to submit to the office. (1) for caregiver to have in hand while interviewing in person or via Tele-Conf
2. **OBTAIN** a packet of Sheet Protectors, reinforced 3 Hole Design (plastic report covers). Please protect each of the below. Please add this page to the front cover of both binders
3. **PRINT** Washington Home Care llc's Marketing Agreement detailed on the website, under "Onboarding Documents". Complete, Sign, Date. Add to both binders.
4. **OBTAIN (2) sets of ink FINGERPRINTS** from a resident police office **OR** CT State Police Troop A, 90 Lakeside Rd., Southbury, ph # 203 267 2200, (walk in 7:30a, 3:30p, 11:30p M-F) **OR** from CT State Police Troop L in Litchfield, ph #860 953 9949, 452A Bantam Rd. Litchfield, CT 06759. Call first. Follow CV19 protocol. Sometimes, there's no fee, or a \$10. or a \$15. or \$25 fee. Please call. Ask. Request (2) original standard fingerprint cards.
5. **PHOTOCOPY** the front of the driver's license (if planning to drive your client)
6. **PHOTOCOPY** the current active driver's insurance policy (if planning to drive your client)
7. **PHOTOCOPY** of a valid passport if NO other form of photo ID is available
8. If applicable, **PHOTOCOPY** of an employment authorization for non-citizens, **OR** permanent resident green card **OR** work Visa, **OR** Proof of Eligibility for any Work Permits
9. **PRINT** 3 Professional letters of reference for each binder
10. Physical examination w/in the past year to include
 - Tuberculosis (PPD) skin test
 - MMR vaccine (Measles, Mumps, and Rubella)
 - Seasonal influenza vaccine
 - PCR test neg result for SARS-CoV-2, requested within 72hrs of employment by new client
 - SARS-CoV-2 vaccine, the registration is available here: <https://dphsubmissions.ct.gov/independent>
11. **COPY** Certificate of Liability Insurance. If none, go to <https://access.cmfgroup.com>, choose coverage limits \$1M occurrence, \$6M aggregate.
12. **COPY** all relevant caregiver certifications
13. **COPY** professional *résumé*. Sara offers to take a dictation by appointment **OR** Goodwill Career Centers are open now in Bridgeport, Enfield, Hartford, Shelton, Norwalk and Waterbury to help with

résumé building <https://www.gwct.org/career-coaching>