

Hidden Potentials Independent Contractor Requirements (Call 267-6318 to Pre-Qualify Before Doing Anything Listed Below)

Following is a listing of training and paperwork which is required to become an independent contractor for Hidden Potentials, Inc. Many of these requirements are dictated to us by the Agency for Persons with Disabilities (APD) which contracts us to be a Medicaid Waiver Provider.

More detailed information about obtaining certain training and the background check is also included in this handout.

Items Required

Copy of Drivers License, Copy of Social Security Card, Copy of Auto Insurance, Copy of Vehicle Registration, Copy of High School Diploma

Forms To Be Filled Out At Orientation

Affidavit of Good Moral Character, HIPPA Rules received, Policies of Hidden Potentials received, I-9, Reference Authorization, Employee Intake

Background Check

Local law (done by HP staff), FDLE (see instructions below), FBI

Training

Core Competencies given by Tallahassee Comm. College - \$20 each (see below):

Zero Tolerance (required prior to being assigned a client)

Health & Safety

Introduction to Developmental Disabilities

CPR, First Aid & Bloodborne Pathogens (see below for possible training opportunities)

Background Check Instructions

Cost: \$40 (cashier's check made payable to Bridges or credit card)

Take a valid photo ID (drivers license or passport)

Go to Bridges at 1694 Cedar Street, Rockledge 690-3464 M,T,W,F from 7:30-4:00

Or Thursdays from 7:30-5:00

No appointment needed. Results are sent to directly to Hidden Potentials in 24 hours

Training for Core Competencies

Instructions for the On-Line Classes

The following classes are required training for the Medicaid Waiver program. In order for you to work with individuals with disabilities, you will need to complete these online courses as soon as possible before getting a client. You can do it at home, in a library or in our office (please make an appointment). **Keep track of all passwords because you will have two different passwords to take the classes and print the transcripts.**

New Student Registration

1. Go to www.tcc.fl.edu. To register for APD classes please click on **Quick Links** at the top right of this page.
2. Click on **Eaglenet** inside of **Quick Links**.
3. Click on **Search for Open Courses**.
4. In the box titled **Course ID/Number** type in **HAS, DDC, and/or ZTC** one (1) course per box.
5. Click on the big **RED** button **SEARCH NOW**.
6. Add each class to your shopping cart and click **CONTINUE SHOPPING** to add more classes.
7. Click on **EDIT/VIEW** shopping cart.
8. Proceed to **CHECKOUT**.
9. If you have a **Student ID** and **PIN** enter and log in.
10. If not, follow the directions in the **I am a New Student** section and complete the **Non-Credit Application**.
11. Under **New Student** click the **Complete Application** link (it is recommended you do not complete the application that does not require a Social Security Number).
12. Fill in all appropriate fields and click **Submit Application**.
13. You should receive notification your **Application Added or Update Successfully**.
14. Click **Print** (please keep your Student ID number and PIN printout in a secure location you can remember since you may need later for future reference).
15. Click **Continue**.
16. The next page is the 1098T Delivery Preference. The 1098T is used for income tax purposes. Please choose one of the options in red at the bottom of the page by clicking on the option you want.
17. When you are finished click **Register Now** (it is in red type).
18. Please click **View/Print Schedule and Fees**.
19. Print out your schedule.
20. Click **Logoff** from the menu at the top right.
21. **YOU MUST WAIT 24 HOURS BEFORE YOU ARE ABLE TO START YOUR COURSE(S).**



Please wait one business day (24 hours) for your application and registration to be processed before continuing onto the following steps.



II. What do I do after the 24 hours?

In order to login to the course materials you must use your eAccount username and password. To obtain this information, complete the following steps:

1. Go to www.tcc.fl.edu.
2. On the bottom right of the page in the **Resources** box click on **TCC Passport**.
3. You may have a **Security Alert Box** appear. Click **OK** to continue.
4. In the top box click on **Retrieve EACCOUNT ID**.
5. Type in your Student ID and PIN.
6. You will see your new EAccount ID and Password. **Make sure you keep up with both IDs.*
7. Log out of **Passport**.
8. Go back to the main www.tcc.fl.edu website.
9. On the top right hand side click **Quick Links**.
10. Click on **Blackboard**.
11. Type in your new user ID and password.
12. Your class(es) will appear on the right side of the screen and will be underlined in blue.
13. Click on the course and follow the directions to success!



Please wait at least one week after you have completed the course for your transcript to be processed before continuing onto the following steps.



III. Print/View Your Transcript

To print/view a copy of your transcript for verification that you have completed the course(s):

1. Log on to at www.tcc.fl.edu.
2. Click on **Eaglenet** at the bottom right of the page in the **Resources** box.
3. Type in your Student ID and the PIN you created when you registered.
4. Click on the icon next to the words **View My Transcript**.
5. **S** under **GRD** (grade) means you have *Satisfactorily* completed the course. If you have a **U** under **GRD** means you *did not Successfully* complete the course. If **In Progress** displayed please check back in a few days to see if the transcript has been updated further.
6. Print your transcript for your records.

If you have any questions, please call the Help Desk. 1-850-201-8540.

CPR, First Aid & Bloodborne Pathogens Training Options

(The following information was sent to us by agencies/individuals who are able to provide this training. Hidden Potentials does not endorse any of them nor receive any compensation for giving you this information).

CardioCare

Fred & Becky Ix

www.cardiocarecpr.com or fred@cardiocarecpr.com

Phone: 321-749-9945

Two Options:

- 1) Traditional Class – taught 100% in person
- 2) Online/Test Out – reduce your class time by taking the course and written test online for all three and then do a “CPR skills test out” class in person (45 minutes approx)

Total Cost: \$50 per person 2 Years for CPR & AED; 3 Years for First Aid; 1 Year for Bloodborne Pathogens

Earl Ostrander

www.cprroadtour.com

He will come to you and teach CPR & First Aid.

Cost: \$25 for CPR/AED – Total time 3 hours – good for 2 years

321-536-4446

Mandatory HIPAA training

To access the training go to

<http://floridadcf.adobeconnect.com/hipaainternet/>

- ❖ Scroll down to click on HIPAA 2009 training for employee and business associates.
- ❖ After completing the training register and print your certificate of completion.
- ❖ Click on option #3 Non DCF employee without intranet access to the DCF intranet.