



Attn: Registry  
6955 Foothill Blvd., 3rd Floor  
Oakland, CA 94605-2409  
provider line (510) 577-5694  
consumer line (510) 577-1980  
fax (510) 577-3579  
www.ac-pa4ihss.org

## CRITERIA FOR ACCEPTANCE

### Public Authority Homecare Registry in Alameda County

#### Criteria for Acceptance May 2018

- Call and sign-up for a 3 hour Informational Registry Workshop.
- Receive (in the mail) an invitation to attend a Registry Workshop.
- Attend a Registry Workshop:
  - Applicants must bring valid picture ID and Social Security Card to a Registry Workshop and the name on the ID and Social Security Card **MUST** match exactly.
  - Eligibility to work (if applicable) in the U.S. is needed at the Workshop.
  - Note: No one will be allowed to attend the Workshop without ID, Social Security Card and, if applicable proof of eligibility to work in the U.S.
- Bring two letters of reference – at least one reference must be a professional reference (see included Reference Letter Criteria and Who Makes a Good Reference).
- Complete a Registry application at Registry Workshop.
- Pass a quiz with 70% or higher based on the Registry Workshop presentation.
- Review and sign Understandings & Services and Release Agreements: the Provider has read, understood, and agreed to abide by Registry guidelines. These forms are included in the Registry Workshop.
- Attend IHSS Orientation/Pass DOJ livescan criminal background check (Fingerprinting):
  - Applicants who are currently employed by IHSS AND that have completed state mandated Orientation/Fingerprinting through Alameda County will not need to repeat this process.
  - If an applicant has not yet completed the state mandated orientation/fingerprinting, s/he can still submit this application, but will need to complete the requirements before acceptance on to the Registry.