

Criteria for Acceptance (11/24/2015)

- **Application:** All interested applicants must submit a Registry application. All sections of the application must be legible, complete and accurate. Misrepresentation is grounds for exclusion from the registry.
- A copy of a valid picture ID and Social Security Card are required. The name on the social security card and picture ID must match.
- **Eligibility to work:** Proof of eligibility to work in the United States must be provided to the Registry at the time of application.
- **Employment History:** At least 5 years of employment experience is required. One year of experience in homecare is preferred but not required.
- **References:** At least three positive work references from direct supervisors must be verified by the Registry before the applicant moves to the next step. Remember, the consumer is your supervisor.
- **Interview:** Applicants are invited to a face-to-face interview with Registry staff. Applicants are expected to arrive on time, communicate effectively, be courteous, respectful and responsible, and follow directions during the application process.
- **IHSS Orientation and Fingerprinting:** Applicants who pass the interview are asked to call for a first update if they are currently employed by IHSS or if they have completed the state mandated Orientation and have an IHSS criminal background clearance from the California Department of Justice (DOJ).

If an applicant has not yet completed the state mandated orientation and Live Scan fingerprinting for DOJ, this IHSS requirement must be completed before final acceptance onto the Registry.

- **Understandings & Services and Release Agreements:** Applicants must sign and date forms indicating that they have read, understood, and agreed to abide by Registry guidelines. These forms are given at the interview.