Pre-Employment Forms/Checklist

**Pre-Hire**

\_\_\_Application

\_\_\_Copy of licenses (social work, mental health, marriage and family

and substance abuse)

\_\_\_NC TRACKS (application/affiliation- download face sheet and the

application completed)

\_\_\_CAQH (application/update)

\_\_\_Copy of therapist’s general liability insurance

\_\_\_­Background Check Authorization

\_\_\_Attestation (criminal charges)

**Employment forms required**

\_\_\_CPH Group Insurance Form

\_\_\_Consent and Release for Drug and Alcohol Employment Screening

\_\_\_W-9 Form

\_\_\_Copy of Driving License

\_\_\_Supervision Agreement Form for provisionally licensed clinicians

\_\_\_WCFCS Contract/Agreement form

**Post Hire**

\_\_\_Credentialing

\_\_\_Orientation

\_\_\_Policy & Procedures

\_\_\_Integrity Support

\_\_\_Time Sheets