**Registration/Orientation Checklist**

For registration, please supply the following forms (in electronic or paper form) with your applicable signatures:

* Statewide Central Register Database Check form
* Resume
* 3 professional reference letters
* Malpractice Insurance ($1 million per claim/$3 million aggregate)
* Professional Certificate or Initial Certificate (number for the latter)
* Bilingual Extension (if applicable)
* Physical Exam form (completed every 2 years)
* Hepatitis B Vaccine form
* Application for Employment form
* W-4 form
* SEIT Information form
* Mandated Reporter Training/Child Abuse certificate (completed within the past 3 years)
* Mandated Stop Sexual Harassment Training certificate (completed within the past year)
* SEIT Job Description

Before your orientation, please familiarize yourself with the following documents:

* Employment Agreement
* Code of Conduct and Ethics
* SEIT Handbook

During your orientation, please supply the following originals:

* I-9 form
* IT-2104
* Passport or combination of 2 government-issued picture and non-picture IDs
* Additional I-9 supporting documents (if applicable)

During your orientation, you will sign:

* Employment Agreement
* Rate form
* Code of Code and Ethics - last page
* SEIT Handbook - last page