

EMPLOYER ORIENTATION CERTIFICATION

New PCAs hired on or after January 1, 2015 must complete the PCA Orientation requirement. Once the orientation is complete, you must sign and return this document to ensure your new PCA's employment file reflects completion of the mandatory PCA Orientation program. Failure to do so could jeopardize your new PCA's ability to continue to work. Please sign and return this form to your fiscal intermediary as soon as possible.

Fiscal Intermediary Contact Information	
Allied Community Resources	Sunset Shores
860-627-5986 (fax)	1-866-380-0149 (fax)
1-855-313-4862 (phone)	1-800-887-0647 (option 1) (phone)

By signing this document, you certify that the following statements are true:

1. I have chosen to provide the orientation to my new PCA myself.
2. I understand that I must provide the orientation using the approved curriculum.
3. I acknowledge receipt of the approved curriculum and certify that I have covered all of the orientation topics with my new PCA, except for the "Workers' Rights and Responsibilities" topic, which has been/will be provided by a union representative.
4. I understand orientation is not complete until I have returned this form to my fiscal intermediary **AND** my PCA has attended the union-only session.

I certify that the above statements are true.

Employer Name (Print)

Employer signature

Federal Employer ID Number
(FEIN)

Date

PCA Name (Print)

PCA signature

Provider ID (if known)

Date