

**LPN'S DOCUMENTS CHECKLIST**

CANDIDATE: \_\_\_\_\_ DATA: \_\_\_\_\_ PLACE: \_\_\_\_\_

NO	DOCUMENT	RECEIVED	MISSING
1	Copy of ID or Driver License		
2	Copy of Social Security Number		
3	Copy of valid up to date Registered LPN License from the State of Louisiana (or where registered) and a copy of your active LPN training certificate card		
4	Valid Current CPR or BLM Card (Must be Current) front and back of CPR card & must be provided to us and signed.		
5	Copy of current Immunization Record		
6	Copy of recent current TB Test Report (PPD) Renewal is required every year) (Tuberculosis Screening Questionnaire)		
7	Copy of Hepatitis B Test Report		
8	Current valid Flu Shot Report (renewal is required every year) if not ....sign the Flu Declination form attached in this email		
9	Job Application form- please fill out completely including references		
10	Signed Job Description		
11	Criminal background form signed authorization form (must be signed)		
12	Cornerstone Confidentiality Information Obligation		
13	Conflict of Care		
14	LVN/LPN -RN's Assessment Form		
15	Bloodborne Pathogens		
16	Environment of Care ( Safety Mgt, life Safety & Security Test)		
17	Pharmacy Quiz		
18	(2) references will be needed: <u>one supervisory professional clinical reference</u> and one employment verification that is not the same as the supervisory reference.(co-worker)		
19	OIG Screening Report – Sam.Gov Search		

