

## **DSE HEALTHCARE PRE-EMPLOYMENT REQUIREMENT**

Completion of the pre-employment requirements is a required process for all job positions at Peter-Elst LLC. As a part of the application process, Peter Elst LLC will also review and verify your registry on the NC HCPR site.

### **Certified Peer Support Specialist Applicant Requirements:**

1. Completed Application Form
2. Social Security Card
3. Resume
4. Proof of Education Credentials
5. Driver's License
6. Proof of current auto insurance
7. CPR & First Aid Certification
8. Fingerprint Background Check from the North Carolina Department of Justice
9. Reference Form
10. Mental Health First Aid Training
11. Peer Support Training and Certification
12. Wellness Recovery Action Plan (WRAP) Training
13. NC Interventions Training Program
14. Blood Borne Pathogen Certification

### **Applicant Pre-Employment Requirements:**

#### **Completed Application Form**

Pre-employment applicants must submit a completed application form as part of the application process.

#### **Social Security Card**

Pre-employment applicants must have a valid social security number and be U.S. citizens or legal permanent residents.

#### **Resume**

Pre-employment applicants must provide a copy of their most recent resume along with the application.

#### **Proof of Education Credentials**

Pre-employment applicants must provide a proof of their education credentials. A minimum of a GED certificate/high school diploma is required.

#### **Valid driver's license**

**Exceptional care....Excellent service**

Pre-employment applicants must have a valid driver's license.

**Proof of current auto insurance**

Pre-employment applicants must provide proof of a current auto insurance policy.

**CPR & First Aid Certification**

Pre-employment applicants must provide proof of current CPR & First Aid Certification.

**Fingerprint Background Check from the North Carolina Department of Justice**

Pre-employment applicants must provide a fingerprint background check from the North Carolina Department of Justice.

**Reference Form**

Pre-employment applicants must submit 2 references on the form provided by the company.

**Mental Health First Aid Training**

Pre-employment applicants must provide proof of the completion of the mental health first aid training.

**Peer support Training and Certification**

Pre-employment applicants must provide proof of the completion of the peer support training and certification.

**Wellness Recovery Action Plan (WRAP) Training**

Pre-employment applicants must provide proof of the completion of the WRAP training.

**NC Intervention Training Program**

Pre-employment applicants must provide proof of the completion of the NC Intervention Training Program.

**Blood Borne Pathogen Certification**

Pre-employment applicants must provide proof of the completion of the blood borne pathogen certification.