

**HORIZON NURSING SERVICES**  
4765 S. Congress Ave • Lake Worth, FL 33461  
Phone (561) 432-1932 Fax (561) 432-1492

Thank you for choosing our company. In order to register you **MUST** provide the following **ORIGINAL** documents:

- (1) **PROFESSIONAL LICENSE OR 75 HOUR CERTIFICATE** (e.g. RN, LPN, HHA or CNA) HHA Certificates must have course curriculum attached.
- (2) **SOCIAL SECURITY CARD**
- (3) **WORK AUTHORIZATION** (e.g. US Passport, US Birth Certificate, Naturalization Certificate, Voter Card, Alien Card or Work Permit).
- (4) **CPR CARD**, MUST be “hands-on” and from the American Red Cross, American Heart Association or Health and Safety Institute.
- (5) **DRIVER LICENSE, LEARNER LICENSE, ID CARD** issued by the State of Florida.
- (6) **AUTO INSURANCE** with your name listed on the card as an insured driver.
- (7) **PROFESSIONAL LIABILITY INSURANCE** MUST be renewed each year.
- (8) **PHYSICAL EXAM** MUST be less than 6 months old, state “appears to be free from communicable disease” and completed by a licensed MD, PA or ARNP. NO CHIROPRACTIC PHYSICALS.
- (9) **CAREGIVER LICENSE ISSUED BY PALM BEACH COUNTY** (HHA and Companion only)
- (10) **HIV/AIDS CERTIFICATE (1 HOUR )**
- (11) **ALZHEIMERS DISEASE AND RELATED DISORDERS (2 HOURS)**
- (12) **ASSISTANCE WITH SELF ADMINISTRATION OF MEDICATIONS (2 HOURS)**
- (13) **OSHA (2 HOURS)**
- (14) **LEVEL 2 BACKGROUND SCREENING** Must be completed prior to being registered and repeated every 5 years. We must be able to verify you have not had a 90 day break in service since the screening date. Otherwise, a resubmission is required.
- (15) **DRIVING RECORD CHECK** to be completed initially and annually for all with a valid driver’s license. This can be done through the company by paying the nonrefundable fee of \$12.00. If you already completed this you may provide us with the report and information to verify.

**\*\*APPLICATIONS ARE TAKEN ON THE FOLLOWING DAYS AND TIMES:**

**MONDAY - 11AM-3PM**  
**TUESDAY - 10AM-2PM**  
**WEDNESDAY- 10AM-2PM**  
**THURSDAY- 10AM-2PM**