



We look forward to signing you on with Cooper Kids Therapy Associates!

One of the forms attached is our **State Central Registry** form. Please fill it out and email or fax it back to Rosemarie at 516-548-1637. *It can take up to 3 weeks for the state to return your SCR clearance.*

Below is a list of paperwork to be submitted in the meantime, via fax or email:

- **Copy of driver's license**
- **Business Card**
- **Copy of Social Security #**
- **Resume**
- **2 Reference Letters** (they can be old)
- **Copy of License** – (required if you are an ST, OT, PT, SW, etc.)
- **Copy of Certification** – (required if you are a Special Ed teacher)
- **Copy of Tier 1 Certificate** (required for Nassau/Suffolk ABA therapists)
- **Copy of NYS Dept. of Health EI Approval Letter** (or call DOH 518-473-7016 and tell them you'd like to become an Approved EI Provider the process usually takes a few weeks.)
- A Copy of your **Covid Vaccine Card**
- **Medical** performed within the last year **w/results of PPD test** and **Immunization History** - (form attached) everything must be dated and signed off by your doctor.
- **Professional Liability Insurance** - You can obtain this right before taking on your first case by calling Educators Liability Ins. at 800-821-7303 if you don't already have it.
- **NPI #** if you are a licensed provider – (you can visit <https://nppes.cms.hhs.gov/NPPES/StaticForward.do?forward=static.npistart> to obtain an NPI # if you haven't already - please call 1-800-465-3203.)
- **List of In-Services** - the certificates or a list of those you have attended within the last year totaling at least 10 hours– from at least 2 different workshops/trainings
- **Child Abuse Course** - Proof of attendance (may be listed on your college transcript – course offered by Coalition Domestic Violence - Garden City 516-747-2966 or available on-line – GOOGLE "Child Abuse Course on-line.") <http://www.nysmandatedreporter.org>
- **Contract-** (attached) please sign and date the first and last page
- **Policy-** (attached) please sign and date page #3
- **Service Areas** (attached)

PLEASE NOTE:

If you are Incorporated, you must send me paperwork with the following:

- Incorporated NPI #
- Employer Identification #
- Incorporated Name

Please contact Rosemarie at 516-496-4460 ext. 117 with any questions or concerns.