



CONDITIONS OF EMPLOYMENT

The agency must receive the following information before we are able to offer you a position.

Below is a list of documents you must provide to Essential Therapeutic Perspectives, Inc. Once your documents are reviewed, you will receive notification from the Director of Human Resources regarding your position and salary.

1. Application for Employment
2. Resume
3. Education Degree/Transcript
4. References (3)
5. State Driver's License
6. Social Security Card
7. Physician's Statement
8. Proof of Professional Liability Insurance
9. Licensure Verification (Therapists)
10. OMHC Clinical Privilege Form (Therapists)
11. Orientation Forms (To be signed at Orientation)

A criminal background check is mandatory for all employees/contractors, which will require fingerprinting. Your prints are electronically forwarded to CJIS, who will initiate your background investigation. You are responsible for the cost of initiating the background check and fingerprinting fees. The total cost of the background investigation (Federal and State of Maryland) is \$72.00 (Major credit cards, checks, and money orders are accepted. Make check or money order payable to CJIS Central Repository). Make sure to check with the agency where you will obtain fingerprinting services for their fingerprinting fees as fees may vary. If you have already completed a criminal background clearance, the date cannot be more than 6 months prior to your date of hire.

We will withdraw an offer of employment if the investigation reveals information that precludes a security or suitability clearance (e.g. DWI/DUI, assault or child abuse, misrepresentation during the application process, etc.)

It is agency policy that all therapists obtain professional liability insurance. The following companies offer professional liability and malpractice insurance:

Healthcare Providers Service Organization- www.hpsso.com or 1-800-982-9491.
American Professional Agency- www.americanprofessional.com or 1-800-421-6694.
CPH and Associates- www.cphins.com or 1-800-875-1911.

You are also required to have the following mandatory training:

1. CPR Clearance
2. First Aid Certification
3. Infectious Disease Training
4. HIPAA Training

The Infectious Disease Training and HIPAA Training will be given during your orientation.

If you have any questions or concerns regarding any of the required documentation, please contact Human Resources at 301-577-4440.