 **Step Up Therapy Services**

1100 Coney Island Ave, 3rd Fl, Brooklyn, NY 11230 Phone (718)434-1200; Fax (718)434-1099

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**Independent Provider’s Checklist**

All of these items are required for processing your registration at Step Up Therapy Services. Please make sure you leave a copy of your paperwork at Step Up Therapy Services.

Compliance Documents:

**Required:**

* Resume
* New York State License and/or Registration (if applicable)
* Malpractice Insurance (1 million per claim/3 million aggregate)
* Step Up Therapy Services Independent Contractor Agreement
* Annual Medical with PPD and Immunizations
* Vaccination Refusal Form
* Drug and Alcohol Conduct
* Compliance Agreement: License/Certification and Annual Medical
* Additional I9 and supporting documents (must be an original)
* Code of Conduct
* W-4/W-9 Form
* Provider Information Form
* New York State Central Registry Application
* NPI# ( National Provider Identification Number) (SLP, PT, OT, Psy D)

**Optional:**

* Continuing Ed, Workshop certificate (If applicable)
* Written Sample for Evaluation ( if applicable)

**For CPSE**

* Three written references
* Copy of fingerprint receipt for the NY Department of Education & the Department of Investigation
* NPI # ( National Provider Identification Number)
* Bilingual Extension
* NYS Medicaid Compliance Training (<http://www.oms.nysed.gov/mediciad/online_training3.html>) **If candidate dose not have Fingerprint Receipt/Clearance Letter**
* Fingerprint Referral Form
* Authorization to Forward Criminal Record History