



## Tips for Completing NTDC Class Paperwork

**Please note the following before you get started:**

1. Type directly onto the PDF forms. Save as an attachment and email to [Recruitment@embracefamilies.org](mailto:Recruitment@embracefamilies.org) once completed.
2. Fill in all spaces. Apply N/A when applicable
3. To add your electronic signature onto the PDF forms:
  - Click on the word *Tools*
  - Select *Fill* and Sign
  - Click on the word sign at the top middle of the page
  - Create your signature
  - Once completed, drag the signature to the appropriate spot

**Please complete each of these sections in their entirety:**

Part 1: Caregiver Interest Profile

- Please fill out everything. Place N/A on items that do not apply.

Part 2: Adam Walsh Form

- Complete this section if you have lived outside of Florida within the past 5 years.

Part 3: Central Abuse Hotline Record Search

- Must list all addresses for the last 2 years. Second page of this form should include all other household members apart from the applicants listed on the first page and youth ages 12-17.
- Additional Household Members: Any other adults living in the home should complete a separate Central Abuse Hotline Form.
- Note: If there is someone living on your property they need to complete a separate Central Abuse Hotline Form. Example: If you have someone living in a month-in-law suites they need to be included as residents.

Part 4: Release of Information

- Needs to be signed by all adult household members. Youth ages 12-17 names will need to be listed on the form. There is space on the form for three signatures. If there are more than three people in the household additional forms can be requested.

Part 5: Privacy Policy (one per caregiver)

- Please print & sign your name as the Employee/Contractor.

Part 6: Driver's License

- Please provide a copy by either scanning or taking a clear picture of your license. One license per caregiver required.