



Care Enterprise, LLC

Solutions to Complex Problems

## Private Home Care Provider License Training (PHCP) Designed for the State of Georgia

### \*\*\*Registration Form\*\*\*

If you want to own and start a non-medical home care agency (also called PHCP license) in the State of Georgia, this one-day training will give you the exact steps, information, documents, and materials to get licensed. Training includes **policy and procedure manual, operations and new hire forms, marketing plan and strategy and so much more.**

Attendee #1 Full Name: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Attendee #2 Full Name: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Main Contact Email: \_\_\_\_\_ Date to open PHCP: \_\_\_\_\_

What will be your PHCP legal name?: \_\_\_\_\_ County/City: \_\_\_\_\_

**TRAINING DATE/TIME:** Trainings are Fridays between 10:00 a.m. to 4:00 p.m. - Schedule your Friday!

**2021 PHCP Training Dates:** \_\_\_Apr 2, 2021 \_\_\_June 4, 2021 \_\_\_Aug 6, 2021 \_\_\_Oct 1, 2021 \_\_\_Dec 3, 2021

**LOCATION:** Google Meeting

**PHCP LICENSE 6-HOUR TRAINING INCLUDES:**

- We show you how to complete the EIN number, LLC, and criminal background clearance.
- We share the details about finances, taxes, staff wages, client's fees, services and daily, weekly, monthly, and yearly business operations.
- **We share details regarding licensing and the home care business that no one else will share with you.**
- We show you the online application submission steps to application and documents on online portal.
- We go over key information in the policy and procedure manual to give you greater insight and understanding regarding administration.
- **We give you a training binder via email and training certificate as proof of completion.**

**MATERIALS INCLUDE:**

- PHCP policy and procedure manual and operations forms emailed in Microsoft Word (Based on Georgia's rules and regulations) – **\$2,895 Value**
- Human resource and new hire forms - **\$250 Value**
- Detailed marketing plan and strategy (to get new clients) that includes a 1.5-hour audio in MP3 format. - **\$275 Value**
- List of national referral agencies to partner with to get home care agency clients.
- List of documents that need to go in each staff personnel file and the client's file (we give you the exact documents and forms)
- A 6-hour training certificate as proof of completion of training - **\$1,225 Value** (consulting and training)

**PROGRAM INVESTMENT FEE:**

- \$3,495/Single and \$3,995/Couple (Investment can be made in one or two installments – two 50% payments)
- Policy and procedure manual, forms and documents for staff files will be emailed with first payment received and cleared.
- Email your completed registration form to: **contact@careenterprisellc.com** **OR** Call our office at **770-575-4149**

**Payment Information:** Credit Card Type: \_\_\_\_\_ Card #: \_\_\_\_\_

Name on Credit Card: \_\_\_\_\_ Billing Date: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Security Code: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code \_\_\_\_\_ **Payment Schedule:** #1 \$ \_\_\_\_\_ #2 \$ \_\_\_\_\_

First payment you will receive marketing plan, agency referral list, operations, and human resource forms. Second payment you will receive the policy and procedure manual. Training materials and certificate will be emailed directly to your inbox in Microsoft and pdf format. By signing this agreement, you agree to the terms and conditions set forth in this form. I authorize Care Enterprise, LLC to process all payment(s) with the above listed credit card. All payments are nonrefundable, but can be used towards other training, consulting, coaching, products, and services.

Client Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Caring Solutions to Complex Problems!**