

travel

BINDER CHECKLIST

- ☐ NBCOT certification
- ☐ State licenses/application documents
- ☐ Immunization records or cards
- ☐ Credentialing items (drug screen, TB test, physical, direct deposit, etc)
- ☐ State license receipts for reimbursement (license, renewals)
- ☐ Timesheets (if on paper)



MISCELLANEOUS

- ☐ pet medical records
- ☐ passport photo
- ☐ CEU certificates
- ☐ state license expirations
- ☐ passport (if traveling in between)

to do/to get:



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