

## To Find More Information

### TO OBTAIN:

- The PBC Home Caregiver Application Form
- The Home Caregiver Affidavit Form
- Information About Home Caregiver Licenses

### AND FOR ADDITIONAL INFORMATION

Visit Our Website:

[www.pbcgov.com/publicsafety/  
consumeraffairs/homehealthcaregivers/](http://www.pbcgov.com/publicsafety/consumeraffairs/homehealthcaregivers/)

Call Us:

**Palm Beach County  
Public Safety Department  
Consumer Affairs Division  
(561) 712-6600**

Office Location:

**50 South Military Trail, Suite 201  
West Palm Beach, FL 33415**

## Locations For Fingerprints & Photo

**PALM BEACH COUNTY CONSUMER AFFAIRS DIVISION**  
Fingerprints & Photo  
50 South Military Trail, Suite 201  
West Palm Beach, FL 33415

## BENEFITS

### For Vulnerable Adults

The License ensures you that your Home Caregiver has undergone a national fingerprint based check, and has not been disqualified from working as a Home Caregiver in Palm Beach County due to certain criminal adjudications.

You can also check the Palm Beach County Consumer Affairs Division website to see if your Home Caregiver has received a Home Caregiver License:

[www.pbcgov.com/publicsafety/  
consumeraffairs/homehealthcaregivers/](http://www.pbcgov.com/publicsafety/consumeraffairs/homehealthcaregivers/)

### For Home Caregivers

Creates additional employment opportunities

Will be in compliance with local Home Caregiver Ordinance and avoid civil fines.

If working as an unlicensed Home Caregiver you may be subject to a civil fine of \$500.00 for each violation.



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# HOME CAREGIVERS NOW NEED TO BE LICENSED



**Palm Beach County  
Public Safety Department  
Consumer Affairs Division**



## Palm Beach County Home Caregiver Ordinance

Working in cooperation with the Palm Beach County Sheriff's Office, the Palm Beach County Board of County Commissioners enacted the Palm Beach County Home Caregiver Ordinance in October of 2015.

The Ordinance requires that applicants for a Home Caregiver License must undergo a state and national fingerprint background check.

Pursuant to this Ordinance, Palm Beach County will begin issuing Home Caregiver Licenses in April of 2016. Beginning July 1, 2016, all those required to be licensed pursuant to the Home Caregiver Ordinance must have a Home Caregiver License in their possession while working as a Home Caregiver, or they may be subject to a fine of \$500.00.

## You Must Obtain A Home Caregiver License If...

You receive compensation, directly or indirectly, from a **Vulnerable Adult** for assisting that vulnerable adult with Covered Activities.

**Vulnerable Adult** is defined as a person 18 years of age or older whose ability to perform the normal activities of daily living or to provide for his or her own care or protection is impaired due to a mental, emotional, sensory, long-term physical, or developmental disability or dysfunction, or brain damage, or the infirmities of aging.

### Covered Activities

#### Activities of Daily Living

- Bathing
- Shaving
- Dressing
- Using the Toilet
- Getting In/Out of Bed
- Grooming
- Oral Care
- Eating
- Continence-Related Activities
- From Seated To Standing Position

#### Instrumental Activities of Daily Living

- Preparing Meals
- Housework
- Managing Finances
- Making & Keeping Doctor's Appointments
- Driving and/or Arranging for Travel (Either by Public Transportation or Private Car)
- Shopping
- Managing Medication

## Exemptions

**If you hold any of the following licenses and/or certifications, you are not required to obtain a Palm Beach County Home Caregiver License:**

- Registered Nurse (RN)
- Licensed Practical Nurse (LPN)
- Certified Nursing Assistant (CNA)
- Clinical Nurse Specialist (CNS)
- Advanced Registered Nurse Practitioner (ARNP)
- Physical Therapist (PT)
- Physical Therapist Assistant (PTA)
- Occupational Therapist (OT)
- Occupational Therapist Assistant (OTA)

### Charitable and/or Faith Based Organizations

Which are exempt from federal income tax pursuant to 26 U.S.C. § 501(c)(3), and which serve Vulnerable Adults by making referrals of volunteers to provide Covered Activities are not required to obtain a Palm Beach County Home Caregiver License.

**The following family members who are caring for Vulnerable Adults are not required to obtain a Palm Beach County Home Caregiver License:**

- Spouse
- Domestic Partner
- Parents and Step-Parents
- Grandparents and Step-Grandparents
- Children and Step-Children
- Grandchildren and Step-Grandchildren
- Great Grandchildren
- Siblings and Step-Siblings

### Services Offered on a Non-Recurring Basis

People who receive compensation directly or indirectly from a Vulnerable Adult in exchange for assisting that Vulnerable Adult with one or more Covered Activities on a non-recurring basis, **not to exceed 3 days in a calendar month or 24 days in any calendar year** are not required to obtain a Palm Beach County Home Caregiver License.

## How To Get Licensed

### You Will Need:

- Valid Driver's License or Passport
- Completed Application
- Payment via check or credit card (No Cash)

**Your Home Caregiver Agency must provide a completed Affidavit upon submittal of application if fingerprinting is not required.**

### We Will Coordinate Your:

- Photo
- Fingerprints

**Fingerprints are not required when your Home Caregiver Agency submits an Affidavit.**

## Cost and Time

The cost of the Home Caregiver License will depend on whether you are required to submit your fingerprints, or whether your Home Caregiver Agency submits an affidavit in lieu of fingerprinting.

If you are required to submit fingerprints, the cost is \$70.00.

If your Home Caregiver Agency is submitting an affidavit in lieu of fingerprinting, the cost is \$20.00.

## National Fingerprint Background Check

If you have already undergone a state and national fingerprint background check through the Florida Agency for Health Care Administration (AHCA), **you must still apply for a Palm Beach County Home Caregiver License**, but you will not be required to undergo another fingerprint background check if an affidavit is provided by your Home Caregiver Agency.

## No Training Needed

**The Palm Beach County Home Caregiver License DOES NOT require education or training.**

The Home Caregiver License ensures **only** that the Home Caregiver who possesses the license has undergone a national fingerprint based check, and is not disqualified from working as a Home Caregiver because of certain criminal adjudications.