

## How to become a

# Personal Care Attendant

## A step-by-step guide

Support people with behavioral or mental health needs.

**Provider Navigators  
are here to help.**

They can help you with every step of the home care sign up process. They can also help you find work.

**Learn more about the program and sign up.**

**1**

Contact Comagine to start application process.

**2**

Fill out background check forms.

**3**

Go to an orientation.

**4**

Submit your application packet.

**5**

Get an email with a welcome letter and provider number.

**6**

Complete the free training for new workers.

**7**

Set up your account to find work.

**8**

Get authorization to work. Set up account to track hours.

**9**

Start working on the agreed upon date.

**Did you know?** You can also apply to be a Homecare Worker, Personal Support Worker and Personal Support Worker Job Coach. You can be enrolled for all roles at the same time.

**Learn more about each step starting on page 2.**



**Work that matters starts here.**

Apply Now: [OregonHomeCareJobs.com](https://www.OregonHomeCareJobs.com)

# How to become a Personal Care Attendant

Additional step-by-step information



**Check your email often, including the spam and junk folders. You will get messages that:**

- Ask you to take action to continue to apply
- Share information about next steps
- Ask for more information about you

## 1 Start the application process

Contact [Comagine](#), the organization that manages Personal Care Attendant enrollment. Let them know you want to apply. Use the contact form on its website, email or call.

You will get an email from them with background check information to begin your application process.

Let Comagine know if you would like translation services in your language.

## 2 Fill out the background check forms

Fill out the background check request form. Then email, fax or mail in the form to Comagine with a copy of a valid government-issued ID and a photo of you next to your ID.

You will get an email from ORCHARDS. This is the system used for the background checks. The email will give you the steps to complete your background check.

**This can only be done online** through the ORCHARDS portal.

**Important:** You must complete the background check within seven days of getting the email. If you need to get fingerprints you have 21 days to finish that step. If you do not finish the steps in the given time, you will need to start the process again. It takes three to six weeks to get the results of your background check.

## 3 Go to an orientation

There is an orientation for new Personal Care Attendants. **The orientation is in person.** It is six hours long. To sign up, visit the [Carewell Learning Portal](#).

**You can go to orientation while your background check processes.** Orientation is considered complete when you take the test and send your certification to Comagine.

**Important:** The orientation has to be done within 90 days before enrollment (step 5).

## 4 Submit your application packet

Fill out the forms in your application packet. You will need to include copies of valid supporting documents for the [I-9 form](#). Submit the packet to Comagine by email or mail.



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**5**

## Get a welcome letter and provider number

After you complete steps 1 through 4, you get a welcome letter by email with your provider number. This number allows you to work as a Personal Care Attendant.

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**6**

## Complete the training for new workers

Sign up for the free training classes on the [Carewell Learning Portal](#). They are online.

**Important:** You must complete the training within 120 days of getting your provider number. If you do not, the number is no longer active and you will also have to enroll again.

You can start working while you complete the training by finishing the next steps.

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**7**

## Set up your account to find work

Create an account on the job website [Carina](#). This is where you can match with people who want to hire home care support.

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**8**

## Get authorization to work and set up your account to track hours

You will need an authorization for each person you support.

Whether you find someone who needs support through Carina or you already know someone, you will work with Comagine to send in the required authorization forms.

You will also fill out federal and state W-4 forms for each person you support at this step.

When you get your first authorization, you will get instructions to set up your timekeeping and billing account in the [Oregon Provider Time Capture system](#). It is how you track your time and get paid for the work you do. Your authorizations to work will show up in this system.

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**9**

## Start working on the agreed upon date

Support people you are authorized to work with in their home and community.

Use the service plan to support the person who hired you. Log your hours in the Oregon Provider Time Capture system.

As an enrolled home care provider, you can now get a [professional development certificate](#) from the Oregon Home Care Commission to increase your pay per hour.