



## Checklist of Items to Be Returned

- ❑ Sign and return Exhibits B, C, D E and F. Exhibit A you may keep for your own use.
- ❑ **Copy of vaccines including** TB, MMR (Measles, Mumps and Rubella) and Varicella

*HERE IS WHAT WE NEED, ANY MISSING VACCINE RECORD WILL DELAY YOUR PROCESSING- We suggesting taking this sheet to your physician so as not to delay your paperwork:*

**TB** – We must have proof of no TB. This can be done a number of ways:

- 1) Negative PPD Read not older than 1 year
- 2) Negative T-spot or Quantiferon gold test which is a blood test showing no TB - not older than 1 year
- 3) For those that are PPD Positive you must do #2, or provide a clean X-ray report from your physician that is no older than 5 years old. Each year you must provide a physician note showing no symptoms.

**MMR** – Proven immunity to these diseases, or two separate doses of these vaccines. **(MANDATORY)**

**Varicella** – either proof of varicella immunity or two doses of the varicella vaccine. **(MANDATORY)**

**Hep B** – Proof of Immunity. **(RECOMMENDED)**

**FLU Shot** – A copy of your yearly flu shot for use in hospitals September-April **(MANDATORY)**

**TDaP Shot** – You should have this vaccine. **(RECOMMENDED)**

- ❑ One copy of your resume
- ❑ One copy of at least a 45-hour training certificate and/or certification if you are a QMI /CMI or AHI/CHI.
- ❑ A color passport-type picture for your badge. Can e-mail to: [whyeewoodwest@interpretersassociates.com](mailto:whyeewoodwest@interpretersassociates.com)
- ❑ A copy of first page of your passport, Driver's License, Alien Reg. Card or Employment Authorization Card as well as a copy of your Social Security Card.

### Please return the paperwork to:

Mail: Interpreters Associates, Inc.  
529 Main Street  
Powerhouse Building – Suite 200  
Charlestown, MA 0212  
FAX – 781-629-2699  
or e-mail to: [aliebl@interpretersassociates.com](mailto:aliebl@interpretersassociates.com)

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