How to Apply for a Job on Accrecy

Learn how to browse available jobs, review job requirements, check your credentials, complete your application, authorize profile access, sign, and submit a job application through Accrecy.

Getting Started | Hiring & Applications

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Accrecy allows you to search for healthcare jobs and apply directly using your Accrecy Profile.

Your profile helps make the application process easier because information you have already added to Accrecy—such as your personal information and credentials—can be used during the application process.

Before applying, make sure your Accrecy Profile is accurate and your credentials are up to date.

Step 1: Open Job Applications

From your Accrecy dashboard, locate **Job Applications** under **My Accrecy**.

Select **Open Applications**.

This opens your Job Applications area, where you can review applications you have already submitted and search for new opportunities.

Step 2: Select Browse Jobs

From the Job Applications page, select **Browse Jobs**.

You will be taken to the Accrecy job board.

The job board contains positions posted by healthcare providers using Accrecy.

Step 3: Search and Filter Available Jobs

Use the available filters to help find a position that matches what you are looking for.

Depending on the available jobs, you may be able to filter by:

- Position
- State
- Work setting
- Location
- Other job information

Review the available job cards and select **View details** for a position you are interested in.

Step 4: Review the Job Details

Before applying, carefully review the complete job posting.

The job page may include:

- Position title
- Provider or employer
- Employment type
- Work setting
- Location
- Compensation
- Job description
- Responsibilities
- Required credentials

Make sure you understand the position and its requirements before continuing.

Step 5: Review the Required Credentials

Each provider may specify credentials that are required for the position.

Examples may include:

- CPR Certification
- Driver's License or State ID
- DSP training certificates
- First Aid Certification
- High School Diploma or GED
- TB Test
- Other licenses, certifications, or documents

The requirements depend on the position and the provider.

After reviewing the requirements, select **Apply for this Job**.

Step 6: Review Your Credential Eligibility

When the application opens, Accrecy compares the credentials currently available in your profile with the credentials required by the employer.

Credentials that meet the requirement are shown as available or complete.

Missing required credentials are identified so you know what may still be needed.

You may also see an **Eligibility** percentage summarizing how many of the listed requirements are currently satisfied by information in your Accrecy Profile.

> A low eligibility percentage does not necessarily prevent you from continuing. It means some required information or credentials are not currently available in your profile.

Step 7: Handle Missing Credentials

If Accrecy identifies missing credentials, you may have options to manage or upload them before submitting the application.

Whenever possible, add current and accurate credentials to your Accrecy Profile.

Depending on the application, Accrecy may also allow you to continue with the information currently on file.

Remember that submitting an application with missing credentials does not mean the provider will consider the credential requirement satisfied. The provider may require the missing documents before moving forward with hiring.

Step 8: Authorize the Provider to Review Your Information

Before submitting the application, review the **Profile & Credential Authorization** section.

You will be asked to authorize the provider to access information you have chosen to share for the purpose of reviewing your employment application.

This may include:

- Your Accrecy Profile
- Employment information
- Application information
- Credentials you have chosen to share

Check the authorization box if you agree.

This authorization allows the employer to review the information needed to evaluate your application.

Step 9: Review the Applicant Certification

Read the **Applicant Certification** carefully.

By submitting and signing the application, you are certifying that the information you are providing through your application and Accrecy Profile is true and complete to the best of your

knowledge.

Do not submit information that you know is false, misleading, or materially incomplete.

If an application is later returned to you for corrections, you may be required to review and sign the corrected application again.

Step 10: Select Your Employment Preferences

Choose the employment arrangements you are interested in when the application provides those options.

Examples may include:

- Full-time
- Part-time
- PRN

You may also be asked how you heard about the opportunity.

Complete the fields that apply to you.

Step 11: Sign Your Application

The final portion of the application requires your electronic signature.

Enter or confirm your **Signed Name**, then provide your signature in the signature area.

If available, you can choose to save the signature to your Accrecy signature vault for future use.

Before submitting, check the confirmation stating that you reviewed the certification and agree that your electronic signature applies to the employment application.

Step 12: Submit Your Application

After reviewing everything, submit the application using the available application button.

Depending on your credential status, the button may indicate that you are applying with the information currently available in your profile.

Before submitting, make sure:

- Your personal information is correct
- Your employment preferences are correct
- Your credentials are current
- You understand any missing credential warnings
- You authorized the provider to review the information you are sharing
- You reviewed the Applicant Certification
- Your signature is complete

Once submitted, the application will appear under **My Applications** in your Accrecy account.

After You Apply

Return to:

My Accrecy → Job Applications

to review your submitted applications and application status.

You can use the available search and status filters to locate previous applications.

If a provider needs additional information or returns an application for correction, follow the instructions provided in Accrecy and update the requested information.

Keep Your Accrecy Profile Updated

Your Accrecy Profile is an important part of the application process.

Keeping your profile and credentials current can make future applications easier and helps providers review accurate information.

Before applying for additional positions, review:

- Personal information

- Contact information
- Qualified positions
- Credentials and certifications
- Employment information
- Availability

You generally do not need to create a separate Accrecy Profile for each employer. Your existing profile can be used when applying to different providers through Accrecy.

Need More Help?

If you need assistance with an application, credentials, or another Accrecy feature, visit **Contact Us** to view support options or send a message to the Accrecy team.

Contact Us
