



Behavior Analyst/Assistant Required Documentation for Employment

SECTION 1 (License & Experience)

- ***Analyst***
 1. Active License/Certification
 2. Resume
 3. Two Letters of Recommendation
 4. Must know English
- ***Assistant***
 1. 40-Hour Training
 2. RBT Documentation (Assessment)
 3. Resume
 4. Two Letters of Recommendation
 5. Proof of Education
 6. Must know English

SECTION 2 (Personal Documents)

1. Contact Information Sheet
2. W-9 Request for Taxpayer
3. I-9 Employment Eligibility
4. FL Driver's License or FL ID (check expiration date)
5. Social Security Card
6. Proof of Citizenship, Residence or Employment Authorization Card (check expiration date)
7. E-Verify Confirmation
8. AHCA Level 2 Background Check (expires every 5 years)
9. Local Background Check (expires yearly)
10. Physical Exam w/ TB Results (expires every 2 years)

SECTION 3 (Insurance & Company Paperwork)

1. Malpractice Liability Insurance (Analyst)
2. Confidentiality Agreement
3. Employment Application
4. Job Description
5. Affidavit of Good Moral Character
6. Employee Guidelines
7. Employee Agreement
8. Child Abuse & Neglect Reporting Req.
9. Group Membership Authorization
10. (NPI#) National Provider Identifier

SECTION 4 (Trainings)

<https://www.nationalcprfoundation.com>

1. CPR (expires every 2 years)
 2. First Aid Training (expires every 2 years)
 3. Blood Borne Pathogens Training.
(<http://www.probloodborne.com/en/test/courses>)
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4. HIPAA (expires YEARLY) <http://myattain.org/> or <http://cms.meridianski.com/>
 5. FDOH HIV/AIDS 500/5001 <https://fl.train.org/DesktopShell.aspx>
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<http://www.myflfamilies.com/general-information/dcf-training>

6. Civil Right Training
 7. Security Awareness Training (expires yearly)
 8. Domestic Violence
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<http://apdcare.org/providers/training/required-basic-training.htm>

9. Requirements for all Waiver Providers
10. Direct Care Core Competencies Training: – Course ID No.: 1060050
11. Zero Tolerance Training – Course ID No.: 1058718\ (expires every 3 years)