



FoundArt Academy, Inc. | Call: 888-900-7779 | E-mail: info@foundartacademy.org | Fax: 786-441-4412
Location 1: 10200 NW 25th St Suite 204 Doral, FL 33172 | Location 2: 6881 Kingspointe Pkwy Suite 18 Orlando, FL 32819

Required Documents

Welcome to Onboarding! Please ensure you review the descriptions for each of the required documents listed below. If you have any questions or concerns, reach out to:

Jennifer Capote

888-900-7779 ext. 115

jennifer@foundartacademy.org

Brionne Atkinson

888-900-7779 ext. 102

brionne@foundartacademy.org

Documents

- 01 – Driver’s License
 - Clear picture of your ID with a dark background
- 02 - SSC
 - Clear picture of your Social Security Card with a dark background
 - If restricted provide work permit
- 03 - Resume
 - Experience and education must have month and year
- 04 - Diploma
- 05 - Recommendation (2)
 - May be from anyone able to speak on behalf of your work ethic
- 06 - Liability Insurance
 - Google search and shop around for policies
 - If providing services in school, you must have a minimum coverage of \$1,000,000/\$2,000,000
 - Analysts must have a minimum coverage of \$1,000,000/\$3,000,000
- 07 - Background Check
 - You do not have to provide any information we are able to look this up in the system once the fingerprints are completed
- 08 - Local Background Check
 - \$5 clearance letter from your local police station
- 09 – Certification
 - Must appear active on the BACB registry

Trainings

- 10 - CPR
 - Must be in person
 - <https://cpr.heart.org/en/course-catalog-search>
- 11 - First Aid

* The follow 3 trainings (HIPAA, Zero Tolerance, & Direct Core Competencies) must be completed in Train FL. You can create an account to complete these trainings. To gain access to these trainings you must add a group to your account. Follow these steps after creating your account:

1. "Your Profile" (click on your name on the top right)
2. Join Group
3. Location
4. Florida
5. APD Provider
6. Solo Southeastern
7. Confirm

- 12 – HIPAA*
 - <https://www.train.org/main/welcome>
- 13 - Zero Tolerance*
 - <https://www.train.org/main/welcome>
- 14 – Direct Care Core Competencies*
 - <https://www.train.org/main/welcome>

** These trainings are completed under our accreditation with Jade Health (formerly BHCOE). To gain free access follow these steps:

1. Step One: Register at <https://learning.bhcoe.org/redeem>.
2. Step Two: Use the below unique registration code to access your team's Learning Hub.
3. Your Organization's Unique Code: foundartacademy (this is not a promo code)

- 15 - Cultural Competency**
 - On-Demand Workshop – Creating an Effective Work Culture
 - <https://learning.jadehealth.org/courses/on-demand-workshop-creating-an-effective-work-culture>
- 16 - Decision Making**
 - Managing Conflict & Strengthening Relationships with Your Patients
 - <https://learning.jadehealth.org/courses/managing-conflict-strengthening-relationships-with-your-patients>

Apps to Download: ADP, Rethink and RingCentral

