

Documents

- 01 – Driver’s License
 - Clear picture of the front and back of your ID with a dark background
- 02 - SSC
 - Clear picture of the front and back of your Social Security Card with a dark background
 - If restrictions apply, please provide your work permit or additional documents
- 03 - Resume
 - Experience and education must include month and year
- 04 - Diploma

- 05 - Recommendation (2 letters)
 - May be from anyone who can speak to your work ethic
- 06 - Liability Insurance (optional)
 - 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 can look this up in the system once the fingerprints have been 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 following three trainings (HIPAA, Zero Tolerance, and Direct Core Competencies) must be completed in Train FL. You can create an account to complete these trainings. To gain access, you need to add a group to your account. Please 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*

- APD - Health Insurance Portability and Accountability Act (HIPAA) Basics
- <https://www.train.org/main/welcome>

13 - Zero Tolerance*

- APD – Zero Tolerance Modules 1-5
- <https://www.train.org/main/welcome>

14 – Direct Care Core Competencies*

- APD – Direct Care Core Competencies Modules 1-7
- <https://www.train.org/main/welcome>

****These trainings are provided under our accreditation with Jade Health (formerly BHCOE). To gain free access, please 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

