



BEHAVIOR & THERAPY
CONSULTANTS INC.
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BEHAVIOR ANALYSIS
REQUIREMENTS TO PROVIDE THE SERVICE

- One (1) copy of each document listed below is needed:

- Florida's driver's license (in color)
- Social security (Valid for employment and duly signed)
- High School Diploma or Equivalent, University Diploma (Bachelor's, Master's, Ph.) If it is a foreign credential, it must be translated and evaluated by an authorized entity.
- Resume updated with at least two years of experience providing direct services to recipients with mental health disorders, developmental or intellectual disabilities.
- Two references letters from two of those previous jobs. (If it is private cases, it must include client or caregiver's contact information for verification purposes)
- Legal status (Work Permit, Residency, Citizenship Certificate, Birth Certificate, Passport)
- Liability (Malpractice) Insurance
- Behavior Analyst Certificate (Board Certificate as B.C.B.A or BCaBA) or License (LM.H.C; L.M.F.T.; L.C.S.W, PSY).
- Registered Behavior Technician Certificate (RBT) and 40 hours Certificate
- Level II (2) FBI background Screening (AHCA) (Every 5 yrs)
- Local Police report (less than a year)
- Continuing Education Courses to get your Licensure or Certification (updated)
- MEDICAID PROVIDER ID FOR BEHAVIOR ANALYSIS (PROVIDER TYPE 39)
- CONSENT TO RELEASE CONFIDENTIAL INFORMATION
 - Copy of the Responsible Certificate Certification.
 - Copy of the Supervisor's Driver License.
- CORPORATION (LLC, INC, CORP)
- EXEMPTION FROM WORKERS COMPENSATION (CORPORATION)
- Check (Void)
- CAQH number

- IN-SERVICES/CONTINUING EDUCATION

- Domestic Violence (Annual)
- OSHA (Annual)
- Recent C.P.R. (online Course is not acceptable) Only by American Heart Association, or American Safety & Health Institute)
- First Aid. Only by (American Heart Association, American Red Cross or American Safety & Health Institute)
 - HIPAA. Annual (<http://myattain.org/workshops2/>)
 - HIV / Infection control (named in some web sites: Blood Borne Pathogens) (Annual)
 - <https://fl.train.org/DesktopShell.aspx>
 - Zero Tolerance (Every 3 years):
 - TRAIN FLORIDA SYSTEM: Create your account at <https://fl.train.org/DesktopShell.aspx>
 - Requirements for all Waiver Providers (ONCE)
 - APD WEB SITE: <http://apdcares.org/providers/training/requirements.htm>
 - Direct Care Core Competencies (DCCC) (ONCE)
 - TRAIN FLORIDA SYSTEM: Create your account at <https://fl.train.org/DesktopShell.aspx>
- Incident Reporting (ONCE)
 - CLASSROOM SESSION: <http://apdcares.org/providers/training/required-basic-training.htm>
 - Core Assurances (Med. Waiver Serv. Agreement and Med Waiver Required Documentation) (ONCE)
 - CLASSROOM SESSION: <http://apdcares.org/providers/training/required-basic-training.htm>