BCBA Onboarding Documents

Documents to be emailed upon acceptance of employment offer:

☐ Resume (2+ years of experience)
☐ Driver's License
☐ Social Security Card
☐ Master's Degree
☐ BCBA Certificate
☐ PA Behavior Specialist License or other state license (MSW, LPC, etc)
☐ FBI Clearance
☐ PA State Police Clearance
☐ Child Abuse Clearance (log into individual account-view current clearance if you already have one)

Training Certificates (send certificates you have with the other docs listed above)

☐ Mandated reporter for suspected child abuse/neglect
☐ CPR/First aid
☐ 8-Hour supervisor training
☐ Crisis intervention training
☐ Other certificates/training transcripts for all trainings completed this calendar year

Final Onboarding Documents (sent via PandaDoc after all docs are received)

☐ Employment Agreement
☐ I-9 Employment Eligibility Verification
☐ Employee Handbook
☐ Disclosure Statement

Hiring Process

1. Email documents from the first section (including training certificates you already have) as PDF attachments in one email, if possible, to info@eliteabatherapy.com
2. Once I receive all documents and training certificates from the first section, I will email you the final onboarding documents via PandaDoc to sign electronically.
3. Once signed, I will email you the link for your virtual orientation training (1 hour) along with your training log and hyperlinks to complete remaining onboarding trainings.
4. Email all training certificates as PDF attachments to info@eliteabatherapy.com. Once received, you will be contacted to coordinate your first day working at the center.