Onboarding Required Documents

Onboarding will begin once you have been assigned a client. If you have accepted the offer but have not yet spoken with an analyst regarding client placement, please email info@aofba.org and indicate which client you are interested in from the available cases listed at www.aofba.org/cases.

Personal Documents

01 - Driver's License

- Submit a clear photo of both the front and back of your license against a dark background.

02 - Social Security Card (SSC)

- Provide a clear photo of both the front and back of your card with a dark background.
- If there are any restrictions, please also include your work permit or other relevant documentation.

03 - Resume

- Be sure to include both month and year for all listed work experience and education.

04 - Diploma

- Submit a copy of your diploma.

05 - Recommendation Letters

- Provide two letters from individuals who can speak to your work ethic (personal or professional references are acceptable).

06 - Background Check

- No action needed—this will be completed through our system once your fingerprints are processed.

07 - Local Background Check

- Obtain a $5 clearance letter from your local police department.

08 - Certification

- Your certification must be active and verifiable on the BACB registry.

Trainings

09 - CPR Certification

- Must be completed in person
- Course search: https://cpr.heart.org/en/course-catalog-search
- Orlando Recommendation: Johnny Duncan at 407-739-0718 (Cost: $55)

10 - First Aid Certification

- Required in addition to CPR certification, in person

The following three trainings are completed through Train FL. Please follow the instructions below to create your account and access the courses.

Create an account at: https://www.train.org/main/welcome
After account creation, join the correct group:

1. Click your name (top right) → Your Profile
2. Select Join Group
3. Location: Florida
4. Group: APD Provider
5. Subgroup: Solo Southeastern
6. Confirm

11 - HIPAA Training (via Train FL)

- Course: APD – Health Insurance Portability and Accountability Act (HIPAA) Basics

12 - Zero Tolerance Training (via Train FL)

- Course: APD – Zero Tolerance Modules 1–5

13 - Direct Care Core Competencies (via Train FL)

- Course: APD – Direct Care Core Competencies Modules 1–7

Step 1: Go to https://behaviorlive.com/organizations/JadeHealth/home
Step 2: Click the red Login/Sign Up button in the upper right-hand corner.

- Log in to your existing BehaviorLive account -or-
- Follow the prompts to create a new account.

Step 3: Browse for an on-demand course or live event you'd like to join.
Step 4: Select the course/event and click Purchase.
Step 5: Enter your organization's unique promo code to access content free of charge:

- BHCOE_FOUNDART ACADEMY

Step 6: Click Apply and Complete Purchase-your content will be available immediately.

14 - Cultural Competency

- Creating an Effective Work Culture

15 - Decision Making

- Managing Conflict & Strengthening Relationships with your Patients

Need assistance? Contact Us!

Sierra Platt
sierra@aofba.org
888-900-7779 ext. 105

Download the **RingCentral App** and direct message us there!



Art of BA
Guided by Science, Driven by Commitment