

Assistant BCaBA Onboarding Documents



Documents to be emailed upon acceptance of employment offer:

- ☐ Resume (2+ years of experience)
- ☐ Driver's License
- ☐ Social Security Card
- ☐ Bachelor's Degree
- ☐ BCaBA certificate
- ☐ FBI Clearance
- ☐ PA State Police Clearance
- ☐ [Child Abuse Clearance](#) (log into individual account and view current clearance if you already have one)
- ☐ CEU Certificates/Training transcripts for all trainings completed this calendar year

Final Onboarding Documents (sent through DocuSign after all documents are received)

- ☐ Employment Agreement
- ☐ I-9 Employment Eligibility Verification
- ☐ Affidavit of Good Moral Character
- ☐ Employee Handbook

Please send all documents from the first section so I can begin the onboarding process. Send them as PDF attachments in one email, if possible, to info@eliteabatherapy.com. If you have any questions, feel free to contact Amanda Jones (Owner/Administrative Director) at (786) 848-4047.
