

Requirements for RBT



Legal Documents

1) Local Background Check (Police Record) (<u>Must be within 90 days of hiring date.</u>)	
2) AHCA Level II Fingerprints (Expires every 5 years) Note: Fingerprint Technologies, 5200 SW 8th Street Suite #204B Coral Gables, FL 33134, Tel 305-443-9148"	
3) Valid Driver's License (<u>Copy of front & back of ID</u>)	
4) Social Security Card (<u>colored copy</u>) Note: We cannot accept any Social Security Card that reflect: Not valid for employment, valid for work only with INS Authorization, or Valid for work only with DHS Authorization UNLESS you have an Employment Authorization Document issued by the Department of Homeland Security."	
5) Proof of Legal Status [citizenship or residence] (Must be valid & accepted as listed in I-9 Form) (<u>Copy of front & back</u>)"	
6) Physical Exam (Expires annually) **Must include Tuberculosis (TB) test results**	
7) Resume (Updated)	
8) Educational qualification(s) Master/Bachelor/High School Diploma Note: (Must include Translation and Evaluation if from a foreign country)"	
9) Professional Liability Insurance: (Expires Annually) (<u>Occupation must reflect "Behavior Technician"</u>)	
10) Certification evidence: Board Certificate; (<u>RBT Certificate of 40 hours</u>)	
11) Three professional letters of recommendation (<u>Must be dated, signed, and in English</u>) Note: We will not accept any recommendation letters that do not have contact information as we verify each one."	
12) Copy of Medicaid Provider Letter	
13) Copy of Voided Check (<u>from personal or business bank account **MUST reflect account NAME**</u>)	
14) Copy of IRS Letter	

Mandatory trainings (In-Services/Certificates):

I) FDOH HIV/ <u>AIDS 101</u> In the News (Expires: ANNUALLY) (from train.org)	
II) APD - Direct Care Core Competencies (DCCC) – <u>Modules 1-5</u> (No expiration) (from train.org)	
III) APD - Zero Tolerance - <u>Modules 1-5</u> (Expires: Every 3 years) (from train.org)	
IV) FDOH Infection Control Training: An Overview of Infection Control (Expires: ANNUALLY) (from train.org)	
V) FDOH Bloodborne Pathogens - <u>Part 1 & Part 2</u> (Expires: ANNUALLY)	
VI) APD - Health Insurance Portability and Accountability Act (HIPAA) Basics (<u>ID#1104639</u>) (Expires: ANNUALLY) (from train.org)	
VII) CPR+FIRST AID (Expires: Every 2 years) – <u>Cannot be completed online</u>	
VIII) DCF Security Awareness Training (Expires: ANNUALLY)	
IX) DCF Civil Rights Training Community Partners (Expires: ANNUALLY)	
X) APD Requirements for all Waiver Providers (No expiration) (Within the last year)	
XI) Crisis Management Training (PCM) (Expires: ANNUALLY)	
XII) APD Attestation of Good Moral Character. (No expiration)	

All providers **MUST** have an NPI number.

*Must be Authorized to work in the US (**E-Verify**)

**If course was done on Train Website, please have Train Transcripts on file.

