



## **BEHAVIOR ANALYST SERVICE REQUIREMENTS**

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

- ❖ Identification Card and Document of legal Status (Voter's Reg, Passport, Alien card, Work permit, Residency, etc.)
- ❖ Social security (Valid for employment and duly signed)
- ❖ University Diploma (Bachelor's, Master's, Ph.) If it is a foreign credential, it must be translated and evaluated by an authorized entity.
- ❖ Resume
- ❖ Malpractice Insurance
- ❖ Behavior Analyst Certificate (Board Certificate as BCBA or BCaBA) or License (LMHC, LMFT, LCSW, PSY).
- ❖ Level II (2) FBI background Screening (AHCA) (Every 5 yrs)
- ❖ Local Police report (less than a year)
- ❖ Medicaid Provider ID number for behavior analysis (provider type 39)
- ❖ NPI (National Provider Identifier)
- ❖ Corporation (ANY TYPE)
- ❖ Exemption from workers compensation (CORPORATION)
- ❖ Voided Check for direct deposit

### **IN-SERVICES/CONTINUING EDUCATION**

- Domestic Violence (**Annual**)
- OSHA (**Annual**)
- Recent C.P.R. and First Aid (**online course is NOT acceptable**)  
Only by American Heart Association, or American Safety & Health Institute)  
(**Every two years**)
- HIPAA (**Annual**) ( <http://myattain.org> )
- HIV(**Annual**)
- Infection control (**Annual**)

**Office hours:**  
**Monday – Friday from 8:00 A.M. to 4:00 P.M.**