

EXAMPLE – Employee File Checklist

- ◇ Resume
- ◇ Results of background check (review funder requirements for specific level of background check)
- ◇ Reference check(s)
- ◇ Job description
- ◇ Performance evaluations
- ◇ Signed employee handbook/policies
- ◇ Proof of identification
- ◇ Credentialing Information: CAQH/NPI/Medicaid ID

- ◇ BCBA Specific
 - Current License (if applicable)
 - Current BACB Certification
 - Evidence of BCBA completed supervision training (if supervision behavior technicians)
 - College Diploma or transcripts

- ◇ Evidence of staff training
 - HIPAA
 - Confidentiality
 - CPR Certification and/or BLS (varies by funder)
 - ***Training often need to be updated annually*

- ◇ Behavior Technician Specific
 - 40 hours of ABA training or RBT certification
 - Documentation of required supervision
 - High school diploma or GRE
 - Proof of experience (required by some funders, i.e. 6-months experience working with individuals with developmental disabilities)