



Learning and Training Support Center for People with Special Needs

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Required Documents

Employment Documentation

- Application for Employment
- E-Verification
- Resume
- Driver's License
- Copy of Diploma/Transcript
- Professional Liability Insurance
- Physical Certification
- Local Police Background Check
- Background Check Level II (AHCA) FDLE & FBI
- Two Letters of Recommendation (Min. 2 years of relevant experience)

Mandatory Trainings

- BACB RBT Confirmation -OR-
 - Behavior Assistant/RBT Course Completion Certificate
- CPR**
- First Aid**
- HIPAA*
- Domestic Violence*
- Civil Rights*
- Security Awareness*
- HIV/AIDs
- Zero Tolerance***
- Direct Care Core Competencies***

Upon Employment

- W-9 Request for Tax Payer
- Independent Contract Agreement
- Affidavit of Good Moral Character (Notarized)
- Medicaid Provider Letter

**Free online at <http://www.myflfamilies.com/>*

***Must be in person with a certified trainer, authorized by American Red Cross, American Heart Association, American Safety and Health Institute*

****Train Florida (fl.train.org) Must be registered by provider.*

FoundArt Inc. (DBA: FoundArt Academy) does not guarantee employment with the above required documents.

By signing this form, you agree to the Terms and Conditions listed on this document and will adhere to the Policies that govern this facility for the safety of the people we serve.

Name (Printed): _____ Signature: _____