

**Autism Staff Training and Credentialing Tool**

<b>Staff Name:</b>		<b>Date of Hire:</b>	
<b>Position Held:</b>		<b>Employed By:</b>	

<b>Required Elements for all Autism Staff</b>	<b>Yes</b>	<b>Partial</b>	<b>No</b>	<b>N/A</b>	<b>Comment</b>
Date of hire (provide proof): <i>Please provide Employer letter, HR documentation, or other documentation</i>					
Criminal Background Check is completed prior to hire					
Last criminal background check was completed within the last two years					
OnPoint Corporate Compliance and Recipient Rights (CC/RR) completed					
<b>General Training for all Autism Staff</b>	<b>Yes</b>	<b>Partial</b>	<b>No</b>	<b>N/A</b>	<b>Comment</b>
Appeals and Grievances					
Corporate Compliance					
Cultural Competency					
First Aid Certification					
Health Insurance Portability and Accountability Act (HIPAA)					
Limited English Proficiency (LEP)					
Person-Centered Planning and Self-Determination					
Recipient Rights					
Standard Precautions (Blood Borne Pathogens/Infection Control)					
Trauma Informed Care					
Emergency preparedness					
<b>Behavior Technician Staff Review</b>	<b>Yes</b>	<b>Partial</b>	<b>No</b>	<b>N/A</b>	<b>Comment</b>
Able to communicate expressively and receptively					
Working under the supervision of an ABA Supervisor (BCBA, BCaBA, QBHP)					
BACB approved training outlined in the RBT Task List					
Proof individual is age 18 or older					
Beneficiary Specific IPOS Training					
<b>BCBA or BCBA(D)</b>	<b>Yes</b>	<b>Partial</b>	<b>No</b>	<b>N/A</b>	<b>Comment</b>
<b>Current License</b>					
<b>QBHP Requirements</b>	<b>Yes</b>	<b>Partial</b>	<b>No</b>	<b>N/A</b>	<b>Comment</b>
Minimum one-year experience in diagnosing / treating children with ASD based on the principles of ABA.					
Working under the supervision of a BCBA if QBHP or in consultation with a BCBA if a LP or LLP.					
Documented course work at graduate level from an accredited university in at least 3 of the following 6 areas: <ul style="list-style-type: none"> <li>Ethical Considerations</li> <li>Definitions &amp; characteristics &amp; principles, process, concepts of behavior</li> <li>Behavior assessment &amp; selecting interventions, outcomes, and strategies</li> <li>Experimental evaluation of interventions</li> <li>Measurement of behavior &amp; developing &amp; interpreting behavior data</li> <li>Behavioral change procedures and system supports</li> </ul> <i>*If LLP or LP acting as QBHP this coursework must be provided</i>					
Scheduled to become a BCBA by 9/30/2025 and is certified and licensed as a BCBA within two years of completing ABA coursework if QBHP.					
An LP/LLP must hold a doctorate or master's and a current State of Michigan license in psychology or if a QBHP is a physician, licensed practitioner, or holds a minimum of a master's degree in a mental health related field from an accredited institution					
<b>BCaBA</b>	<b>Yes</b>	<b>Partial</b>	<b>No</b>	<b>N/A</b>	<b>Comment</b>
Current Certification through the BACB					
Evidence of working under the supervision of a BCBA					
<b>Qualified Licensed Practitioner (Evaluators)</b>	<b>Yes</b>	<b>Partial</b>	<b>No</b>	<b>N/A</b>	<b>Comment</b>
Minimum one-year experience in diagnosing / treating children with ASD based on the principles of ABA					

*This document is intended to be used as a tool to assist providers in meeting requirements per the contract. OnPoint policy, procedure and contract should be consulted when determining requirements.*