



12 STEPS TO BECOME A BEHAVIORAL ASSISTANT

1. BE ELIGIBLE

- ◆ MUST HAVE HIGH SCHOOL DIPLOMA HOWEVER BACHELORS IS PREFERRED
- ◆ CLEAN DRIVING RECORD
- ◆ NO FELONIES
- ◆ RELIABLE TRANSPORTATION

2. GET SPONSORED BY AN AGENCY

- ◆ GOOGLE SEARCH "MENTAL HEALTH AGENCIES IN NEW JERSEY"
- ◆ SEND E-MAIL OR CALL FOR DETAILS WHEN YOU FIND ONE THAT MIGHT BE A FIT

3. BASIC TRAINING

- ◆ EVERY AGENCY HAS ITS OWN TRAINING SYSTEM OR NO SYSTEM
- ◆ RECEIVE YOUR SYSTEM LOGIN CREDENTIALS

4. CREATE STATE UNIVERSITY CONTINUING STUDIES ACCOUNT

- ◆ USE GOOGLE TO LOCATE CONTINUING STUDIES PORTAL & REGISTER
- ◆ LOCATE THE CURRENT TRAINING CALENDAR

5. ATTEND BA/IIC ORIENTATION

- ◆ BEHAVIORAL ASSISTANT CERTIFICATION IS GOVERNED BY A SUBSIDIARY OF THE STATE UNIVERSITY OF NEW JERSEY
- ◆ HELD WITH STATE UNIVERSITY VIA WEBINAR

6. SHADOW A CERTIFIED BA

- ◆ OBSERVE A LIVE BA SESSION WITH A CERTIFIED BA

7. DOCUMENT A PROGRESS NOTE

- ◆ USE A PROGRESS NOTE GUIDE SHEET
- ◆ SUMMARIZE YOUR EXPERIENCE WITH THE YOUTH & FAMILY

8. ATTEND A [CFT] MEETING

- ◆ CHILD FAMILY TEAM MEETINGS ARE MANDATORY
- ◆ ALL TEAM MEMBERS ARE PRESENT

9. SIGN A BAISP

- ◆ EVERY YOUTH MUST RECEIVE A BAISP
- ◆ THIS DOCUMENT WILL COME FROM PRIMARY THERAPIST

10. SUBMIT INVOICE FOR PAYMENT

- ◆ COMPLETE TIMESHEET WITH COMPLETED INVOICES WITH NO ERRORS
- SCAN - EMAIL TO BILLING DEPARTMENT (KEEP ORIGINALS)

11. RECEIVE YOUR FIRST PAYCHECK

- ◆ A COMPLETED TIMESHEET WITH INVOICES SUBMITTED AND NO ERRORS
- ◆ PAYMENT SCHEDULE IS WEEKLY, BI-WEEKLY OR MONTHLY

12. COMPLETE BA CERTIFICATION

- ◆ 7 REQUIRED STATE UNIVERSITY TRAININGS MUST BE COMPLETED (LIST PROVIDED AT ORIENTATION)

◆ NEED THE SHORTCUT?
[CLICK HERE TO BOOK A CALL WITH A CERTIFIED BEHAVIORAL ASSISTANT TODAY!](#)