
**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!