

ORIENTATION SYLLABUS

PART A

Attendance at the orientation is voluntary. If you drop out during the orientation no monetary reimbursement will be made. **Once you begin a case, a \$200 starting bonus will be paid to you in your first paycheck.**

Paychecks are issued on the 10th and 25th of each month.

PRIOR TO 1ST ZOOM MEETING Watch A1 & A2 Videos

Time needed to watch videos: (2 hrs:40 min)

A1 ABA Day 1 video – Provides eligibility to sit for Registered Behavior Technician (RBT) examination (1 hr:13 min) <https://youtu.be/mZ6K7xmuWUY>

A2 ABA Day 2 video– Provides eligibility to sit RBT examination (1 hr:27 min)
<https://youtu.be/FBptsBNQtk4>

A3 ATTEND HR ZOOM MEETING (4 HOURS)

Meeting link <https://us02web.zoom.us/j/6915865934?pwd=MTRna2RHRGk1dmpUZ XVWUFR1ZFjiZz09>

Meeting ID: **691 586 5934**

Passcode: **CBC187**

We welcome any questions you have during the orientation
It helps us to get to know you better

TO DO for Zoom Orientation:

- Find a quiet space to take notes
- Please keep your camera turned on
- Add First name, last initial on your screen
- Mute your microphone when not speaking
- You will be given frequent breaks
- Please notify Janeli at jpatino@cbc-autism.com if you are unable to attend the orientation or have any questions

PART B

PRIOR TO 2nd ZOOM MEETING **Watch HOW TO videos**

Time needed to watch videos: (45 min)

- Video **B1**: HOW TO FILL OUT A TIMESHEET (3 min:37 sec)
<https://youtu.be/Qmh4Y8fCCIM>
- Video **B2** - LIVESCAN FORMS (5 min:30 sec) - When to Submit a PV form (starts at 2:55)
<https://us02web.zoom.us/rec/share/5ci9eEi450IssPrP14jBhU4jNor-6LvOKDAwdpspZYaO8IXa15AGFK--DAeIrUN.54nPkymks05VScbL?startTime=1659160444000>
Passcode: **FTB*+AP4**

B2a How to find a Livescan Location

<https://oag.ca.gov/fingerprints/locations> - bring Livescan form and Photo ID with you

Return HR forms to Lboccuti@cbc-autism.com in 1 email

- Video **B3** – How to Complete HR forms and Parent Verification (PV) forms (15 min:50 sec)
<https://youtu.be/4LgijYyxVlc>

Attachments are fillable forms if you download them to your desktop

You can sign the documents using a *cursive font* - If a document does not allow you to type your signature, print-sign-scan-return documents to Lboccuti@cbc-autism.com

HR FORMS

<ul style="list-style-type: none">•Link to Sexual Harassment class•Job description•W-4•EDD State withholding•Acknowledgment form•Direct Deposit•Meal Waiver•I-9•Driver's License and Social Security card•Proof of Car Insurance•Degree•Covid Vaccination card•TB test results if going on school case
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- Video **B4** – HANDBOOK/Policies & Procedures (18 min:57 sec) <https://youtu.be/mse-X-1McrM>

B5 ATTEND 2ND ZOOM MEETING (1.5 HOURS) HR

Meeting link <https://us02web.zoom.us/j/6915865934?pwd=MTRna2RHRGk1dmpUZlZlZz09>

Meeting ID: **691 586 5934** Passcode: **CBC187**

PART C

Clients are assigned on a first come/first serve basis **AFTER**

1. All onboarding paperwork is received signed and dated
2. Livescan Reports are received from DOJ/FBI

The faster you complete your onboarding hiring paperwork and Livescan, the faster we can assign a client to your caseload

Congratulations Orientation Graduates



Last 4 items:

Please do Sexual Harassment Training, send certificate to jpatino@cbc-autism.com

Watch HR Recap (link below), if you need additional support to understand HR protocols

- a. HR RECAP starts at 1 min 20 seconds (1:20) Total time: 37 min

Watch **COVID PROTOCOLS** <https://youtu.be/MeGD25xituc>

- b. Starts at 37 min., 40 sec. (37:40)
- c. Read, sign, email three (3)* Covid documents to kgumberg@cbc-autism.com

***(C1 Covid Waiver, C2 Covid Protocols, C3 Employee Covid Agreement)**

Final Task Read **(C4)** What to Expect after the Orientation
