

AAW PROVIDER STAFF QUALIFICATIONS REVIEW
**For confirming qualifications are met for Behavioral Specialist,
 Systematic Skill Building, Career Planning or Supports Coordination Services**
Complete ONE form for each DSP for each SERVICE.

Agency _____ Contact Name _____

Contact Email _____ Contact Phone _____

Service _____ DSP Name _____

Submit to RA-PWBASPROVENROLL@pa.gov or 215-965-0548 (fax) and indicate “DSP Qualifications Review.”

Acceptable documentation of qualification(s) must accompany form.

Please allow up to 5 working days to be notified of BAS’s determination.

EDUCATION/EXPERIENCE/LICENSE QUALIFICATION			
Documentation submitted? Yes or N/A	SERVICE	REQUIRED QUALIFICATION	ACCEPTABLE DOCUMENTATION *
	Behavioral Specialist	See the attached infographic for the education/license qualifications for this service	Copy of diploma or license
	Systematic Skill Building	At least a Bachelor’s Degree (BA/BS) in <i>Social Work, Psychology, Education or a related human services field</i>	Copy of diploma
	Career Planning	At least a BA/BS in Rehabilitation, Business or Marketing <i>or</i> one of the following degrees along with verifiable experience, in the amount specified, related to job assessment, job finding or employment supports: - BA/BS in a field related to Rehabilitation, Business or Marketing + 1 yr exp - BA/BS in Education, Psychology or other related social sciences + 1 yr exp - Associate’s Degree (AA/AS) in Rehabilitation, Business, Marketing or a related field + 2 yrs exp - AA/AS or higher in <i>any field</i> + 5 yrs exp	Copy of diploma and resume with professional references
	Supports Coordination	At least a Bachelor’s Degree in <i>Education, Psychology, Social Work or a related social science</i> <u>and</u> at least <i>3 years of experience</i> providing case management for people with disabilities <i>or</i> working with individuals with Autism Spectrum Disorder (ASD)	Copy of diploma and resume with professional references

*** If there is any question whether a DSP meets the requirement for service delivery because the degree is not within a field specified above, the provider must also send a copy of the official college transcript showing the candidate’s coursework. The transcript will be reviewed to determine whether the coursework meets BAS’s qualifications.**

Submitted training certificate? Yes, No** or N/A	SERVICE	REQUIRED TRAINING NOTE: Training certificates are issued by BAS upon completion and should be kept in DSP’s employee file.
	Behavioral Specialist	Functional Behavioral Assessment Training <i>and</i> Specified training available on BAS’s online training platform
	Systematic Skill Building	Specified training available on BAS’s online training platform <i>and</i> SPeCTRUM online training
	Career Planning	Specified training available on BAS’s online training platform <i>and</i> SPeCTRUM online training
	Supports Coordination	Specified training available on BAS’s online training platform <i>and</i> SPeCTRUM online training

**** If the training certificate cannot be located, indicate “No” and BAS will attempt to verify via electronic records.**