

<b>INDIVIDUAL NAME:</b>	<b>EMPLOYEE NAME:</b>

**PERSONAL ASSISTANT (PA) EMPLOYMENT REQUIREMENTS**

**Type of Personal Assistant (PA):**  Regular PA  Medical PA

**A Personal Assistant must meet one of the following education requirements:**  
 High School Diploma\*  GED\*  Regional Office Exemption\*

**PRE-EMPLOYMENT TRAINING**

<p>The Individual/Designated Representative may exempt the following requirements if the exemption is due to:          [A] Duties of the PA named above will not require skills to be attained from this training requirement.          [B] The PA named above has adequate knowledge or experience.          To grant an exemption, the appropriate reason code must be marked in the exemption column <b>and justification for the exemption and safeguards in place must be documented in the ISP.</b></p>	<i>Check if TRAINING IS REQUIRED</i>	<i>Check if TRAINING IS EXEMPT</i>  <i>Select an EXEMPTION CODE</i>
<b>American Red Cross, American Heart Association, or Division of DD approved competency based CPR Training*</b> <i>(Cannot be exempt for Medical PA)</i>	<input type="checkbox"/>	<input type="checkbox"/> A <input type="checkbox"/> B
<b>First Aid Training*</b> <i>(Cannot be exempt for Medical PA)</i>	<input type="checkbox"/>	<input type="checkbox"/> A <input type="checkbox"/> B
<b>Medication Administration Training*</b> <i>(Cannot be exempt for Medical PA if providing medication administration)</i>	<input type="checkbox"/>	<input type="checkbox"/> A <input type="checkbox"/> B
<b>Behavior Intervention Crisis Management Training:</b> <input type="checkbox"/> Mandt* <input type="checkbox"/> NCI/CPI* <input type="checkbox"/> PCMA/SCM* <i>(Cannot be exempt if physical intervention is needed)</i>	<input type="checkbox"/>	<input type="checkbox"/> A <input type="checkbox"/> B
<b>Behavior Intervention-Positive Behavior Supports Training:</b> <input type="checkbox"/> "Tools of Choice"* <input type="checkbox"/> Columbus PBS* <input type="checkbox"/> College of Direct Support PBS* <input type="checkbox"/> Other training approved by RO QE dept. or Div. Chief Behavior Analyst*	<input type="checkbox"/>	<input type="checkbox"/> A <input type="checkbox"/> B
<b>Abuse and Neglect Training*</b> <i>(Cannot be exempt)</i>		

*\*Proof of education & training or supporting documentation must be provided to Acumen at enrollment@acumen2.net All training and certifications must be kept current for the duration that the employee is employed.*

**COMMUNITY SPECIALIST EMPLOYMENT REQUIREMENTS**

Are you a family member (parent, step-parent, sibling, child by blood, adoption, or marriage; spouse, grandparent, or grandchild) to the program Individual you are applying for?  Yes  No

**A Community Specialist must meet one of the following education and experience requirements:**  
 Bachelor degree from an accredited university plus one year experience\*;  
 Registered Nurse (with an active license in good standing, issued by the Missouri State Board of Nursing)\*;  
 Associate degree from an accredited university or college plus three years of experience.\*;

**PRE-EMPLOYMENT TRAINING**

**Abuse and Neglect Training\*** *(Cannot be exempt)*

*\*Proof of degree/experience and training or supporting documentation must be provided to Acumen. All training and certifications must be kept current for the duration that the employee is employed.*