

Extrayma, S.L.
Av. de la Innovacion, 11
41019 Seville, Spain
CIF: B41164112



EMPLOYMENT VERIFICATION LETTER

#KR:2819

Verification of Employment for **Million Seyoum Woldetsadik**

To whom it may concern:

Please accept this letter as confirmation that **Million Seyoum Woldetsadik** has been employed with Extrayma, S.L. since 04/15/2021.

Currently, **Million Seyoum Woldetsadik** holds the Title of Rental Coordinator and works on a part-time basis while earning \$4000.00 payable monthly and a Bonus of 5%.

For further inquiries regarding employment with the company, please contact manager Andrea Rivas at (321) 324-0580.

Regards,
CEO, Managing Partner
Eduardo Rivas Sosa

Eduardo Rivas Sosa

A circular blue ink stamp is positioned below the signature. The text within the stamp reads "Av. de la Innovación, 11 - 41019 Sevilla, Spain" around the top inner edge, "EXTRAYMA, S.L." in the center, and "CIF No. B41164112" around the bottom inner edge.

Extrayma, S.L. prohibits discrimination against its customers, employees, and applicants for employment on the basis of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation. If you wish to file a Civil Rights program complaint of discrimination, call us. Individuals who are deaf, hard of hearing or have speech disabilities may contact Extrayma, S.L. through the Federal Relay Service at (800) 877-8449; or (800) 845-6146 (Spanish). Extrayma, S.L. is an equal opportunity provider and employer.



RBT® Initial Competency Assessment Packet: Requirements



Overview

All RBT applicants must demonstrate that they can competently perform the tasks on the Initial Competency Assessment as part of the requirements to qualify for the RBT certification.

Qualified Assessor(s)

Responsible assessor: A BACB certificant (BCaBA, BCBA, or BCBA-D) who has completed the [8-hour supervision training](#) is responsible for overseeing the Competency Assessment. The responsible assessor must:

- Ensure that the assessment is conducted in accordance with these requirements;
- Sign the Initial Competency Assessment;
- Maintain records of all assessments conducted; and
- Ensure that the assessment meets quality standards, even when assistant assessor(s) are involved in conducting the assessment.

Assistant assessor(s): The responsible assessor may delegate some or all of the assessment to an assistant assessor who has demonstrated, through direct observation, proficiency in the material being delivered. This individual does not need to be certified by the BACB, however, the responsible assessor is professionally and ethically accountable for all of the assistant assessor's activities. The responsible assessor may utilize multiple assistant assessors for a single Competency Assessment.

The responsible assessor and assistant assessor(s) (hereafter referred to as "assessor") may not be related to, subordinate to, or employed by the applicant during the assessment. Employment does not include compensation paid to the assessor by the applicant for assessment services.

Note: It is permissible for the assessor to be the same person who delivered the RBT 40-hour training.

Timing

The Initial Competency Assessment must be completed after the 40-hour training is complete and cannot be completed more than 90 days before submitting an RBT certification application.

Structure

The Initial Competency Assessment:

- May be conducted over one or more sessions.
- May be conducted in person, live via the internet, or through observations of recorded videos created specifically for the purpose of the assessment.

Administration

The assessor will provide an opportunity for the applicant to perform each task and evaluate whether the task was performed in a competent manner. Based on the instructions in each section of the assessment, one of three assessment types might be used to evaluate each task:

- **With a client:** the assessor observes the applicant performing the task with a client.
- **Role-play:** the assessor observes the applicant performing the task in a situation similar to what might occur with a client (i.e., with another person acting in the role of the client). This method may be used when circumstances do not permit conducting the evaluation with a client.
- **Interview:** the assessor must conduct a live interview (in person or via the Internet) during which the applicant must accurately describe or discuss the relevant concept and provide examples and nonexamples where applicable. Initial and follow-up interview questions may be tailored to the applicant's current clients and/or workplace parameters.

If the applicant does not demonstrate competence in a task, the assessor may provide corrective feedback and assess the task with the applicant on another day. This process must be repeated until competence is demonstrated. Corrective feedback *may not* be delivered on the final assessment of a task.

Documentation

After the assessor has observed a task being performed competently, the assessor will (a) initial the box next to the task and (b) if applicable, mark the assessment type used. After *all* of the tasks have been competently performed, the responsible assessor will sign and date the final attestation.

Applicants will be required to submit a completed Initial Competency Assessment with their certification application.

Document Retention: The responsible assessor must maintain documentation of each assessment (e.g., completed Competency Assessments, assessors who conducted portions of the assessment) for a minimum of 7 years.

Modification to the Initial Competency Assessment: Responsible assessors may develop their own version of the Initial Competency Assessment. The form must include all of the following elements:

- All of the tasks, listed individually, with a place for initials
- The assessment type(s) specified for each task
- A comment field for specific information about the assessment
- A list of the assistant assessors
- A signed attestation, including:
 - 1) Attestation text:

By signing below I attest that the tasks initialed above have been successfully demonstrated by the applicant.
 - 2) The relationship of the responsible assessor to the RBT (i.e., employer, contracted)
 - 3) The responsible assessor's name, certification type, certification number, signature, and date signed



RBT® Initial Competency Assessment: Responsible Assessor Checklist



Instructions: The responsible assessor should complete this self-review checklist prior to overseeing a Competency Assessment.

- ☐ I am actively certified as a BCaBA, BCBA, or BCBA-D.
 - ☐ I am not related to, subordinate to, or employed by the RBT being assessed.
 - ☐ I have completed the 8-hour supervision training.
 - ☐ I have read and understand the Competency Assessment requirements (see pages 4-5).
 - ☐ I have identified suitable clients for the tasks identified in the Competency Assessment (e.g., client tolerates new therapists and new tasks, client has scheduling availability).
 - ☐ I have a process for checking that the applicants have completed their 40-hour training prior to starting the assessment.
 - ☐ I have a system to track and maintain records of completed Competency Assessments (e.g. dates delivered, names of assistant assessors, dates completed; see the Sample RBT Assessor Log for an example of how to track assessment information).
-

Oversight and Evaluation of Assistant Assessors

- ☐ I have criteria to evaluate the readiness of the assistant assessors and a process to assess their skills before they complete portions of a Competency Assessment.
- ☐ I have materials for the assistant assessors who are conducting portions of the assessment (e.g. guided instructions, evaluation criteria, role-play scenarios, videos) to ensure every assessment is conducted in a high-quality manner.
- ☐ I have identified procedural integrity and interobserver agreement metrics and implemented systems to ensure there is consistency within and across assessments (see the RBT Assessor Performance Evaluation tracker for an example of tracking assistant assessor performance)
- ☐ I have a process to ensure that the assistant assessors are not related to, subordinate to, or employed by the applicants being assessed.



RBT® Initial Competency Assessment: Form



Applicant Name: _____ Applicant BACB ID #: _____

Measurement

Instructions: Any assessment type is permissible.

	Task	Initials	Assessment type
1	Continuous Measurement: Implement continuous measurement (e.g., frequency, duration, latency, IRT).	JFB	<input type="checkbox"/> With a Client <input type="checkbox"/> Role-Play <input type="checkbox"/> Interview
2	Discontinuous Measurement: Implement discontinuous measurement procedures (e.g., partial and whole interval, momentary time sampling).	JFB	<input type="checkbox"/> With a Client <input type="checkbox"/> Role-Play <input type="checkbox"/> Interview
3	Data and Graphs: Enter data and update graphs.	JFB	<input type="checkbox"/> With a Client <input type="checkbox"/> Role-Play <input type="checkbox"/> Interview

Assessment







Instructions: Either assessment type is permissible.

	Task	Initials	Assessment type
4	Preference Assessments: Conduct preference assessments.	JFB	<input type="checkbox"/> With a Client <input type="checkbox"/> Role-Play
5	ABC Data: Collect ABC data.	JFB	<input type="checkbox"/> With a Client <input type="checkbox"/> Role-Play

Skill Acquisition and Behavior Reduction






Instructions: **Three** of the **tasks** below **must be** evaluated **with a client**.

	Task	Initials	Assessment type
6	Discrete-Trial Teaching: Implement discrete-trial teaching procedures.	JFB	<input type="checkbox"/> With a Client <input type="checkbox"/> Role-Play
7	Naturalistic Teaching: Implement naturalistic teaching procedures (e.g., incidental teaching).	JFB	<input type="checkbox"/> With a Client <input type="checkbox"/> Role-Play
8	Chaining: Implement task analyzed chaining procedures.	JFB	<input type="checkbox"/> With a Client <input type="checkbox"/> Role-Play
9	Shaping: Implement shaping procedures.	JFB	<input type="checkbox"/> With a Client <input type="checkbox"/> Role-Play
10	Discrimination Training: Implement discrimination training.	JFB	<input type="checkbox"/> With a Client <input type="checkbox"/> Role-Play
11	Stimulus Control Transfer: Implement stimulus control transfer procedures.	JFB	<input type="checkbox"/> With a Client <input type="checkbox"/> Role-Play

12	Prompting: Implement prompt and prompt fading procedures.		<input type="checkbox"/> With a Client <input type="checkbox"/> Role-Play
13	Token Systems: Implement token systems.		<input type="checkbox"/> With a Client <input type="checkbox"/> Role-Play
14	Crisis/Emergency: Implement crisis/emergency procedures according to protocol.		<input type="checkbox"/> With a Client <input type="checkbox"/> Role-Play
Observe one of the below tasks:			
15	Antecedent Interventions: Implement interventions based on modification of antecedents such as motivating/establishing operations and discriminative stimuli.		<input type="checkbox"/> With a Client <input type="checkbox"/> Role-Play
16	Differential Reinforcement: Implement differential reinforcement procedures (e.g., DRA, DRO).		<input type="checkbox"/> With a Client <input type="checkbox"/> Role-Play
17	Extinction: Implement extinction procedures.		<input type="checkbox"/> With a Client <input type="checkbox"/> Role-Play

Professionalism and Requirements

Instructions: Each task must be demonstrated as described in the assessment type.

	Task	Initials	Assessment type
18	Session Notes: Generate objective session notes by describing what occurred during sessions.		<input type="checkbox"/> With a Client <input type="checkbox"/> Role-Play <input type="checkbox"/> Interview
19	Client Dignity: Provide examples of how to maintain client dignity.		<input type="checkbox"/> Interview
20	Professional Boundaries: Provide examples of how to maintain professional boundaries.		<input type="checkbox"/> Interview
21	Supervision Requirements: Describe BACB Supervision Standards for RBTs.		<input type="checkbox"/> Interview
22	Clinical Direction: Describe at least one situation in which you'd seek clinical direction from your supervisor.		<input type="checkbox"/> Interview

Comments:

Assistant Assessor Name(s): _____

By signing below, I attest that the tasks initialed above have been successfully demonstrated by the applicant.

Responsible Assessor's Name: _____

Certification Type: ☐ BCaBA ☐ BCBA ☐ BCBA-D ☐ FL-CBA

BACB Certification #: _____

Relationship of Responsible Assessor to the applicant: ☐ Employer ☐ Faculty ☐ Other

Responsible Assessor's Signature: _____ Date: _____

This document must be signed in accordance with the [Acceptable Signatures Policy](#).



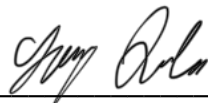
Compassionate Exception Attestation for RBT Initial and Renewal Competency Assessments

Tasks Assessed “With a Client” during the COVID-19 Pandemic

Instructions: During the qualifying months (see the BACB’s [COVID-19 Updates](#) page for qualifying time period), the assessor will complete this form when, due to the COVID-19 pandemic, the “with a client” tasks could not be assessed on the Initial or Renewal Competency Assessments. On the Competency Assessment Form, the assessor will indicate or write in that “role play” was used for all applicable tasks.

The applicant or RBT must submit this form with the competency assessment when completing an RBT certification or renewal application.

By signing this form, I _____ (assessor’s name) confirm that, due to the [COVID-19 pandemic](#), _____ (applicant/RBT name) did not have access to clients. As a result, I used a role-play scenario with a client surrogate to assess tasks to substitute for the “with a client” requirement on the competency assessment completed in _____ (month/date).

Assessor Signature:  _____ Date: _____

This must be signed in accordance with the [acceptable signature policy](#).



Imperial Oil Ltd.

**JOB OFFER LETTER
5TH OF April 2021**

Dear Million Woldetsadik ,

Imperial Oil Ltd is pleased to offer you the position of a **DATA ENTRY SPECIALIST**, for our organization. We are excited about the potential that you bring to our company.

As discussed during communication, you will be working from home as part of our online team until the branch in your area is commissioned. **DATA ENTRY SPECIALIST**, you will be entitled to an hourly salary starting remuneration of \$41.10/hr which indicates cost to our company. You will be on a probation period of one month. Regular performance review will be conducted to assess your performance and suitability. Your continued employment is dependent on your successful completion of the probationary period. Your salary will be reviewed after a period of 6 months and thereafter every 12 months. You will be entitled to all allowances and benefits whatsoever decided by the management.

In accepting our offer of employment, you certify your understanding that your employment will be on an at-will basis, and that neither you nor any company representative has entered into a contract regarding the terms or the duration of your employment. As an at-will employee, you will be free to terminate your employment with the Company at any time but with cause or advance notice. Likewise, the Company will have the right to reassign you, to change your compensation, or to terminate your employment at any time but with cause or advance notice.

We look forward to your arrival at our company and are confident that you will play a key role in our company's expansion into national and international markets. Your Employment will commence on the 4/12/2021

Sincerely,

Mr. Corson was appointed
chairman,
president and CEO
of Imperial Oil Limited.

Provided for reference only
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<https://www.imperialoil.ca>



Probationary Period :

	<ul style="list-style-type: none"><input type="checkbox"/> A one month Probationary Period will apply to this role.<input type="checkbox"/> During period, your salary will still be at a rate of \$41.10 per hour and you will receive training and guidance to help you become familiar with, and competent in, performing the work you have been appointed to do.<input type="checkbox"/> The appointment is subject to the satisfactory completion of the Probationary Period which itself is subject to termination during any stage, by either party, upon <one week's notice in writing>, or by payment in lieu of notice.
<input type="checkbox"/>	<p>Payment :</p> <ul style="list-style-type: none"><input type="checkbox"/> Your salary is at a rate of \$41.10 per hour.<input type="checkbox"/> Your salary will be paid weekly on Friday of each week, working 6-8 hours daily and 40-45 hours weekly. Given that hours are flexible, you can choose hours to work so long as you complete the daily tasks.<input type="checkbox"/> All or any expenses made out of your pocket for the sake of the company will be reimbursed immediately or during your respective pay period.
<input checked="" type="checkbox"/>	<p>Superannuation :</p> <ul style="list-style-type: none"><input type="checkbox"/> Superannuation payments will be made on your behalf in accordance with the Superannuation Guarantee into a Superannuation fund of your choice. If you do not choose a fund, your contributions will be placed into the default fund.

□	<p>Salary Review : □</p> <p>Your remuneration package will be reviewed after a period of 6 months and thereafter every 12 months or about the anniversary of your employment or in accordance with workplace laws.</p> <p>Personal leave :</p> <p>You are entitled to 10 days paid personal/career's leave in accordance with The Fair Labor Standards Act (FLSA).</p> <p>You are entitled to a period of two days unpaid career's leave per occasion in accordance with The Fair Labor Standards Act (FLSA)</p> <p>You are entitled to a period of two days paid compassionate leave per occasion in accordance with The Fair Labor Standards Act (FLSA).</p>

The minimum period of notice required to be given to the employer by the employee is either:

- That prescribed by the relevant employment agreement or other contract of employment.
- If no period of notice is prescribed as above, a period of notice equal to the employee's usual pay period.

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<https://www.imperialoil.ca>



Imperial Oil Ltd may terminate your employment by giving the following period of notice (or payment in lieu) depending on service:

Period of continuous service	Notice period
Not more than 1 year	1 week
More than 1 year, but not more than 3 years	2 weeks
More than 3 years, but not more than 5 years	3 weeks
More than 5 years	4 weeks

If you are over 45 with more than two years continuous service, you will receive an additional week's notice (or payment in lieu).

The company may terminate your employment at any time without notice if:

- You are guilty of serious misconduct; or you are in material breach of a provision of this contract, including confidentiality undertakings.

Following the termination of your employment you will be required to return all company property.

You are required to observe and uphold all of the Company's privacy policies and procedures as implemented or varied from time to time.

Collection, storage, access to and dissemination of employee personal information will be in accordance with privacy legislation.

BENEFITS OFFERED

Health, Dental and Vision
Plans, Short- and Long-
Term Disability, Life
Insurance,
Critical Illness and Accident Policies,
401k Retirement Plan (with Employer
Contributions), Health Club Membership (up to \$50 per Month),
Tuition Assistance (for employees still in college),
Employee Assistance, Program Personal and
Vacation Time Holiday Pay.

Provided for reference only

® HR Council for the **Imperial Oil Ltd.**

<https://www.imperialoil.ca>



Imperial Oil Ltd has in place a number of company policies and procedures. You are required to comply with company policy. A failure to comply with these policies may result in disciplinary action being taken against you.

During your employment you may become aware of information relating to the business of **Imperial Oil Ltd**, including but not limited to client lists, trade secrets, client details and pricing structures.

Confidential information, including client lists, trade secrets, pricing structures and any and all documents created by you in the course of your employment remain the sole property of **Imperial Oil Ltd**. You shall not, either during or after your employment, without the prior consent of **Imperial Oil Ltd**, directly or indirectly divulge to any person or use the confidential information for your own or another's benefit.

You are welcome, we would like to take this opportunity to welcome you to **Imperial Oil Ltd** and wish you a long and rewarding career with us.

Yours Sincerely,
D.C. (Dave) Brownell
The senior vice-president of
Imperial Oil Ltd.

EMPLOYEE:

I, _____, accept the terms and conditions of this contract.

Signature _____ Date _____

Provided for reference only

® HR Council for the **Imperial Oil Ltd**.
<https://www.imperialoil.ca>

12/30/2019

Lisa Washington, BWS, CPRP, CDDC, CLC
Quality Assurance Program Manager
The Institute for Emotional Regulation LLC.
Tel. 571-264-5711

Dear Ms. Washington

I would like to recommend Million Woldetsadik as a candidate for a position with your organization. I got to know Million as president of Unity University where she was our student. She was very active leader of student government, team member of girl's education project and student services department.

I had the opportunity to work closely with her when she was student representative, student leadership training program team member and various projects within the girl's education project where she was given various assignments. During my acquaintance with Million, she has been efficient, professional, organized, and a fantastic team member.

I believe that Million would be an asset to your company as she brings a tremendous amount of energy and enthusiasm to the company. She is a very bright and qualified individual, and a pleasure to work with. She's organized, detail-oriented, effective, and committed to getting the job done. She's also a quick learner who picks up new technology with great speed. I've been consistently impressed with her organizational skills and grace under pressure.

I strongly recommend Million for a position at your company. She would add value to any company, and she'd make an excellent addition to your team. Please feel free to contact me at 202-735-4262 if you have any questions.

Sincerely,

Fisseha Habtemariam, MD, MPH, DM
COO
Global Personalized Health Services LLC.
Rockville, MD
Tel. 202-735-4262