

BACB® REQUIREMENTS FOR TYPE 2 CONTINUING EDUCATION

Purpose and Overview of Type 2 Continuing Education

The Behavior Analyst Certification Board, Inc.® (BACB®) approves *individuals* and *organizations* to provide Type 2 Continuing Education (CE) pursuant to standards found in *Renewal, Recertification and Reentry Requirements*, Section II for Board Certified Behavior Analysts® (BCBA®) and Board Certified Associate Behavior Analysts® (BCABA®). The goal of the BACB Type 2 CE approval program is to make a wide array of CE events available to BACB certificants, in accordance with the BACB's standards for recertification and acceptable continuing education. The requirements described here specify criteria for Type 2 CE providers and instructors; events; application, review and approval of provider status; quality control procedures; and fees.

Approved Continuing Education (ACE) Providers

Criteria

An approved continuing education (ACE) provider is defined as an *individual* or *organization* that arranges and oversees Type 2 continuing education events for BACB certificants.

Individual providers must provide the instruction themselves and be present during the entire Type 2 CE event, although a co-instructor may assist them.

Organization providers may approve *instructors* who meet the BACB ACE instructor criteria to present Type 2 CE events under its BACB *organization provider* number. *Organization providers* are not required to be present during CE events. ACE providers may not approve other individuals or organizations to provide BACB-approved continuing education. All prospective ACE providers must apply directly to the BACB.

To apply for ACE provider status, an *individual* must meet all of the following criteria, and an *organization* must designate an *ACE Coordinator* who meets all of the following criteria:

- Certification in good standing as a Board Certified Behavior Analyst®; and
- At least 36 months' experience in behavior analysis post-Master's degree or 18 months' experience post-Doctoral degree; and
- Be willing and able to fulfill all responsibilities described herein for the full duration of the approval period (one year).

Providers are approved for a period of one year. At the discretion of the BACB, provider approval may be renewed annually as long as the provider complies with all ACE provider responsibilities and BACB CE requirements, as may be revised. The BACB reserves the right to request and review any documentation required of the provider at any time. If an organization provider's ACE Coordinator changes at any point after the provider has been approved by the BACB, the ACE coordinator and the organization must notify the BACB of that change and provide the BACB with documentation that the new ACE Coordinator meets criteria 1-3 above.

Responsibilities

Approved *individual* and *organization* providers of Type 2 CE events are required to:

1. Apply for BACB approval following the procedures described herein, and
2. Sign and adhere to an agreement with the BACB ensuring that the provider will:
 - a. Provide Type 2 CE events that comport with the BACB CE requirements specified herein, and as may be revised;
 - b. Ensure that all Type 2 CE instructors and events meet the BACB Type 2 CE instructor and event requirements, and adhere to all other requirements specified herein, and as may be revised;
 - c. Ensure that all events meet BACB requirements for Type 2 CE. (Once providers are approved, they do not need to submit individual syllabi or events to the BACB for approval unless requested to do so by the BACB; the provider is responsible for ensuring that events offered through them meet all applicable BACB requirements);
 - d. Ensure that all instructors and co-instructors of Type 2 CE events attest that they have completed formal training, independent study, or experiential training in the subject matter of the instruction being provided;
 - e. Ensure that all instructors and co-instructors adhere to the BACB Guidelines for Responsible Conduct during the Type 2 CE event;
 - f. Obtain written evaluative feedback from participants on every Type 2 CE event;
 - g. Arrange for facilities, audiovisual equipment, materials, etc. for each Type 2 CE event offered;
 - h. Advertise its Type 2 CE events and include a description of the target audience in each advertisement;
 - i. Ensure that procedures are in place and adhered to that disclose any affiliation(s) with companies, products and/or services that may be featured during a Type 2 CE event. These disclosures must be made to participants prior to their registration for the event.

- j. Provide a syllabus, in a format provided by the BACB, for each Type 2 CE event and ensure that it is made available to individuals upon request;
- k. Set and collect participant fees for each Type 2 CE event offered;
- l. Document participants' attendance at each Type 2 CE event offered;
- m. Issue certificates within 45 days of the event to participants for each Type 2 CE event that indicate: the title of the event; the instructor's name; date; location; number of CE units earned; the participant's name and BACB certificate number; and the provider's name and BACB ACE provider number. Certificates for multi-presentation conference events must include the title of each session attended by the certificand. Failure to include all of this information will result in the certificates not being accepted by the BACB;
- n. Retain (and provide to the BACB upon request) records on all Type 2 CE offerings, including instructors' names and qualifications; a syllabus for each event; dates; locations; attendance lists (including participants' BACB certificate numbers); and marketing materials for a period of 5 years from the event;
- o. Submit an annual report to the BACB summarizing Type 2 CE events offered during the preceding year (list of events with the title, location, number of participants, and number of CE units awarded for each);
- p. Serve as a single point of contact between the ACE provider and the BACB for all communication related to initial and continued approval as an ACE provider;
- q. Handle all communications with participants and resolve all complaints about its Type 2 CE offerings. All participant complaints regarding BACB CE event requirements violations must first be directed to the provider in writing. The provider must inform participants of BACB complaint procedures and make every reasonable attempt to resolve all complaints. If a complaint regarding BACB event requirements cannot be resolved with the provider, the provider must inform the complainant that they may file a formal complaint directly with the BACB; and
- r. Submit fees to the BACB with initial application and annual reports.

Initial Application

Individual Applicants

Individuals applying for approval as BACB ACE providers must submit:

1. A completed application form, including the provider's name and complete contact information;
2. Curriculum vita of the proposed ACE provider;
3. BACB certificate number of the *individual provider*;

4. A sample syllabus, provided on the BACB® Type 2 CE syllabus form, for one representative event clearly showing that the event meets all of the BACB's requirements for acceptable Type 2 CE (does not have to be for an actual scheduled event);
5. Curriculum vitae of instructor(s) and co-instructors(s) of the Type 2 CE event described in the sample syllabus, showing clearly that the individual(s) meet(s) all of the BACB criteria for Type 2 CE instructors and/or co-instructors; and
6. Initial application fee.

Organization Applicants

Organizations applying for approval as BACB ACE providers must submit:

1. A completed application form, including provider's name, ACE Coordinator's name, and complete contact information;
2. Curriculum vitae of ACE Coordinator;
3. BACB certificate number of the ACE Coordinator;
4. A sample syllabus, provided on the BACB® Type 2 CE syllabus form, for one representative event, clearly showing that the event meets all of the BACB's requirements for acceptable Type 2 CE (does not have to be for an actual scheduled event);
5. Curriculum vitae of instructor(s) and co-instructor(s) of the Type 2 CE event described in the sample syllabus, showing clearly that the individual(s) meet(s) all of the BACB criteria for Type 2 CE instructors and/or co-instructors; and
6. Initial application fee.

Application Review

When an initial provider application is received, the BACB will review it to determine whether it includes all required information and documentation. If the application is not complete, the BACB will request additional information or material from the applicant. When the application is complete, it will be reviewed by at least one member of the BACB CE Committee, which consists of one member of the BACB Board of Directors and two outside members who are either BCBAs or BCABAs in good standing. If the application is not approved on the first review, it will be sent to another member of the committee for a second

review.

The applicant will be sent a letter stating the BACB's decision, usually within 45 days of the BACB's receipt of a complete application. If the application is approved, the provider will be assigned a provider number. If the application is not approved, the letter will instruct the applicant as to the deficiencies in the application and how to remedy them. The applicant will then have 45 days to remedy the deficiencies and resubmit the application to the BACB without additional fees. A CE Committee member or the Executive Director will review the revised application to determine if it meets all requirements specified herein. Any revised applications not approved by the reviewer will be submitted to another member of the CE Committee for determination. A final denial by the CE Committee may only be appealed to the BACB Board of Directors in accordance with the BACB appeal procedures.

Initial Application Fees:

Organizations: \$200

Individuals: \$100

Annual Renewal

Unless otherwise specified by the BACB, ACE providers must apply for renewal annually and must submit:

1. Completed renewal application form, including provider's name and complete contact information;
2. BACB certificate number of the individual provider or ACE Coordinator for the organization provider;
3. An annual report as specified in Provider Responsibilities above; and
4. Annual renewal fee.

Annual Renewal Fees

Organizations: \$100

Individuals: \$ 50

ACE Event Requirements

Types of events that may be offered for BACB Type 2 CE include, but are not limited to: workshops; seminars; tutorials; professional conference sessions (such as addresses, papers, symposia, and panel discussions); on-line or other distance education activities; and activities such as reading journal articles, provided that participants are required to respond actively to the materials (e.g.,

by answering written questions about them).

Each event offered by an ACE provider must:

1. Be presented or co-presented by an individual who meets the ACE instructor criteria (below);
2. Cover behavior analysis practice, theory or methodology;
3. Be designed to further the skills or knowledge of BCBAs or BCABAs;
4. Provide a minimum of 50 minutes of instruction, for which one Type 2 CE unit is awarded. Additional CE units should be awarded for additional instructional time in increments of .5 (25 minutes of instruction) or 1.0 (50 minutes of instruction). For example, 50 minutes = 1 CEU; 75 minutes = 1.5 CEUs; 100 minutes = 2 CEUs; and so on.
5. Include procedures for ensuring that participants are present for the entire event (e.g., a sign in/sign out procedure with monitoring throughout the event); and
6. Adhere to the BACB Guidelines for Responsible Conduct during the Type 2 CE event.

ACE providers may offer the same event on multiple occasions, as long as all of the criteria above are met each time.

ACE Instructor Requirements

ACE instructors deliver the instruction at Type 2 CE events. Instructors are approved and work under a BACB approved *organization provider* or are *individual providers*. All instructors of Type 2 CE events must have ONE of the following qualifications:

1. Is a Board Certified Behavior Analyst (BCBA) in good standing; or
2. Holds a doctorate and meets either the coursework or college teaching option for fulfilling BCBA eligibility requirements; or
3. Has completed all requirements for a doctorate except the dissertation, meets the coursework option for BCBA eligibility, and has completed graduate coursework or has published research in the subject matter on which Type 2 CE instruction is provided.

An individual who does not meet one of the ACE instructor criteria may serve as a co-instructor under the direct, in-person supervision of a fully qualified ACE

instructor.

All instructors and co-instructors of Type 2 CE events must have completed substantial formal training, independent study, or experiential training in the subject matter on which Type 2 CE instruction is provided.

Multi-presenter events (such as conference symposia or paper sessions) may be offered for Type 2 CE if at least one presenter meets the CE instructor criteria specified above, PROVIDED that the qualified CE instructor actively and directly supervises the instruction presented by the co-instructors (e.g., by reviewing all presentation materials and providing feedback to the presenters in advance of the session). This allows type 2 CE to be offered, for example, for symposia in which only the discussant qualifies as a CE instructor but reviews the co-instructors' presentations in advance, or for symposia chaired by university faculty who meet the CE instructor criteria, with all instruction presented by that person's own graduate students.

All instructors and co-instructors must adhere to the BACB Guidelines for Responsible Conduct during the Type 2 CE event.

Complaints on Violations of Event Requirements

All complaints from participants in Type 2 CE events, including those regarding potential BACB CE Event Requirements violations must first be directed to the ACE provider/ACE coordinator in writing, with copies of all written communications between the parties provided to the BACB. If a complaint cannot be resolved with the provider, the participant may file a formal complaint directly with the BACB using a form provided by the BACB upon request. The formal complaint must identify each event standard that was allegedly violated and specify the nature of the alleged violation. After reviewing the formal complaint, the BACB will inform the provider in writing about the complaint and will allow the provider 30 days to submit a written response to the BACB. At that time, the provider must also submit all documentation relating to the complaint as well as documentation of any and all other complaints received and resolved by the provider. If the provider fails to respond in a timely fashion, or if the evidence provided to the BACB does not adequately refute the allegations stated in the complaint, the provider's approval status may be sanctioned by the BACB. Potential sanctioning actions include, but are not limited to: suspending the provider's approval status until the complaint has been resolved to the BACB's satisfaction; requiring the provider to revise its Type 2 CE events, procedures, and/or instructors; or revoking the provider's approval status altogether. Decisions to sanction a provider may be appealed to the BACB Board of Directors in accordance with the BACB appeal procedures.

BACB® GUIDELINES FOR INDIVIDUAL AND ORGANIZATIONAL TYPE 2 APPROVED CONTINUING EDUCATION PROVIDERS

The following guidelines are offered to assist individuals and organizations that are Behavior Analyst Certification Board (BACB) Type 2 approved continuing education (ACE) providers. They are intended to supplement - but not supplant - the BACB's Type 2 CE requirements above. Providers are urged to become very familiar with the requirements and these guidelines, and to contact the BACB office with any questions about them.

Adherence to BACB Standards/Requirements and Quality Control

The BACB requirements allow approved ACE providers considerable leeway - as well as considerable responsibility - in implementing their CE programs. Once approved, providers need not submit events they propose to offer for Type 2 CE to the BACB CE Committee, but they *must* make sure that all of their CE events and instructors comport with the BACB's standards and requirements (including the BACB Guidelines for Responsible Conduct). BACB-approved providers may not approve other individuals or organizations to provide Type 2 CE; all prospective providers must apply directly to the BACB.

For organization providers, responsibility for ensuring compliance with BACB standards and requirements rests principally with the Type 2 ACE Coordinator, who signs an attestation to that effect when the organization applies for Type 2 ACE provider status and annual renewal. Some organizations may find it helpful to establish an internal committee to assist the Type 2 ACE Coordinator in fulfilling that responsibility. Such a committee might, for example, review syllabi for events that the organization proposes to offer for CE, vitae of proposed ACE instructors and co-instructors, and other materials to make sure that each event meets the criteria spelled out in the BACB's standards and requirements. A committee could also help gather the documentation of CE events that is required for the organization's annual report to the BACB, monitor the quality of the organization's CE program, and assist in handling any complaints from participants regarding the organization's CE activities. In instances where a committee is used, or other tasks delegated, the ACE coordinator is ultimately responsible for ensuring that all CE events meet the BACB's requirements for Type 2 CE. The ACE coordinator must serve as a single point of contact between the organization and the BACB (e.g., Committee members or staff should not seek advice or interpretation from the BACB directly. They should consult with the ACE coordinator. If guidance from the BACB is necessary, the ACE coordinator may contact the BACB directly.)

Content and Instructional Level of CE Event

The content of Type 2 CE events can address any aspect of behavior analytic theory, methods, and/or practice. However, because these events are to provide *continuing* education and professional development for certified individuals, the content and level of instruction must go **beyond** what is required to become certified. Type 2 CE events should not simply cover material from the BACB Task List and the coursework required to sit for the certification exam, because all BCBA's and BCABA's should already have those basic competencies in their repertoires. Instruction should be presented at a level of difficulty that is appropriate for certificants who already have degrees and have completed some coursework in behavior analysis, i.e., at least at a beginning master's-program level for BCABA's and at the post-master's level for BCBA's. Finally, every effort should be made to ensure that the content of all CE events is as accurate and up-to-date as possible, i.e., that it represents the best available scientific evidence; current best practices in behavior analysis; current local laws, regulations, policies, ethical standards; and so on.

Type 2 CE events are to be designed explicitly for professional behavior analysts. Events designed for other audiences, such as parents or professionals from other disciplines, and not specifically for BACB certificants, should not be offered for Type 2 CE.

Learning Objectives for CE Events

Although learning objectives are required during the application process, the BACB does not require that CE providers specify learning objectives for all of their CE events, but they may do so at their discretion. If objectives are specified, it is recommended that they be written in behavioral terms that specify what the *participants* will *do* during the event or should be able to do after completing the event, rather than what the participants will "know" or what the *instructor(s)* will do. For example, an objective stating that "participants will write the principal behavioral effects and side effects of 6 widely used psychoactive medications" would be appropriate; objectives stating that participants will "gain knowledge of psychoactive medications" or that the purpose of the event is to "provide an overview of the effects of psychoactive medications" would not be appropriate.

Offering Type 2 CE for Conference Events

Selecting CE events

Some approved organization providers may wish to offer Type 2 CE for participating in conference presentations, such as workshops, tutorials, invited

addresses, paper presentations or sessions, panel discussions, or symposia. Implementing the BACB's CE requirements for workshops, tutorials, invited addresses, and single paper presentations should be straightforward, as long as the principal presenter meets one of the criteria for CE instructors specified in the BACB requirements, the event is at least 50 minutes in duration, there are 50 minutes of instruction for every unit of CE offered, there is a syllabus available for participants (see below), there is a procedure for ensuring that participants seeking CEUs are present for the entire duration of the event (e.g., a sign in/sign out procedure), and written evaluations of the event are completed by participants.

Multiple-presenter sessions – e.g., paper sessions, panel discussions, and symposia – require special consideration. The BACB CE Committee recommends the following:

1. It is preferable, of course, if *all* presenters in a session meet the BACB ACE instructor criteria. In that case, the event can be offered for Type 2 CE, provided all other requirements are met (syllabus, objectives, sign in/out procedure, written evaluation). Where that is not the case:
2. Multi-presenter events may be offered for Type 2 CE if at least one presenter meets ACE instructor criteria and all other presenters meet CE co-instructor criteria, PROVIDED that the qualified ACE instructor actively and directly supervises the instruction delivered by the co-instructors (e.g., by reviewing all presentation materials and providing feedback in advance of the session). For instance, Type 2 CE could be offered for symposia in which only the discussant qualifies as a ACE instructor, as long as that individual reviews the co-instructors' presentations in advance, or for symposia chaired by university faculty who meet the ACE instructor requirements, with all instruction presented by the faculty member's own graduate students, all of whom qualify as CE co-instructors. *All* presenters must have substantial training and experience in the subject matter being presented.

Soliciting CE offerings for conference events.

Some advance planning and documentation will be required if conference events are to be offered for Type 2 CE. Abstracts of conference submissions must be reviewed by the ACE Coordinator and/or internal review committee to see if the content is appropriate for Type 2 CE, and the qualifications of proposed ACE instructors and co-instructors must be determined. Additionally, a syllabus must be made available for participants in each CE event, and participants must be given the opportunity to complete a written evaluation of each event. The BACB CE Committee suggests that organization providers reproduce the criteria for Type 2 CE events and instructors in their conference Call for Papers, and solicit

the following information from authors at the time they submit proposals for conference presentations to be considered for Type 2 CE:

1. Name, BACB certification number (if applicable), and vitae of proposed CE instructor(s) and co-instructor(s).
2. Title and abstract.
3. Attestation that the proposed CE instructor(s) and co-instructor(s) (where applicable) and the proposed CE event meet BACB CE requirements, and that the instructor(s) and co-instructor(s) agree to comply with the BACB Guidelines for Responsible Conduct during the event.

This information can then be converted into a syllabus to be provided to participants at the conference if the event is accepted for Type 2 CE.

Because some (though not much) additional work will be required of authors who submit conference presentations for Type 2 CE, we suggest including in the Call for Papers some rationale and encouragement for engaging in that effort, along the following lines:

“Offering your presentation for consideration as a BACB Type 2 Continuing Education event at our conference will:

- help attract an audience for your presentation;
- help ensure that BCBAs and BCABAs keep up-to-date with developments in conceptual, experimental, and applied behavior analysis;
- support this organization and its continuing education program
- support the BACB certification program
- help maintain the integrity and vitality of our field.”

Organization providers may also wish to consider implementing other contingencies to encourage CE offerings via conference presentations, such as providing reduced conference registration fees or other benefits for CE presenters.

Offering On-Line Events for Type 2 CE

On-line courses, tutorials, and the like may be offered for Type 2 CE provided they meet all the criteria specified in the BACB CE requirements. One criterion that may warrant special consideration in the case of on-line events is the requirement that the provider must ensure that participants are present for the entire duration of a CE event. This requirement can be met by having participants log in and out of the event so that the duration of their participation can be verified electronically.

Setting CE Fees

Once approved by the BACB, Type 2 ACE providers may establish their own fees for participating in their CE events. We understand that providers must charge participants enough to cover the expenses and labor involved in planning, advertising, and presenting CE events, but we strongly encourage all providers to make their CE fees as reasonable as possible. Consider that behavior analysts must incur substantial costs in obtaining the necessary formal and experiential training to be eligible for certification, and some additional costs to become certified. It is very important for the health and further development of the certification program that the cost of maintaining certification – a substantial proportion of which is the cost of obtaining the required CEUs – be kept as low as possible. Unfortunately, at this point in time most BCABAs and BCBAs do not command salaries comparable to other professionals, such as licensed psychologists or physicians. Many do not have budgets to cover all the expenses of traveling to and registering for conferences sponsored by the Association for Behavior Analysis or its Affiliated Chapters every year, for example, much less substantial additional fees to obtain CEUs at those conferences. Nor are all certificants located in areas with ABA Affiliated Chapters or universities nearby where they might obtain the CEUs required to maintain certification. On the other hand, certificants who have a choice are likely to choose to participate in CE events that are affordable over those that are more costly. In short, it would seem to be in the best interests of certificants as well as Type 2 ACE providers to keep CE fees reasonably low.