



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, which are available at www.BACB.com. 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.

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. Because these events are to provide *continuing* education and professional development for certified individuals, however, the content and level of instruction must go beyond what is required to become certified. That is, CE events should not merely rehash material from the BACB Task List and the coursework required to sit for the certification exam, because all BCBA's and BCBA's should already have those basic competencies in their repertoires. Similarly, CE

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 BCABAs and at the post-master's level for BCBAs. 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; extant 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, events designed for 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

The BACB does not require that CE providers specify learning objectives for their CE events, but providers 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.