

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:

1. Certification in good standing as a Board Certified Behavior Analyst;
2. At least 36 months' experience in behavior analysis post-Master's degree or 18 months' experience post-Doctoral degree; and
3. 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 herein at any time. If an organization provider's ACE Coordinator changes at any point after the provider has been approved by the BACB, 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. 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;
 - j. Set and collect participant fees for each Type 2 CE event offered;
 - k. Document participants' attendance at each Type 2 CE event offered;
 - l. 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 approval number. Failure to include all of this information will result in the certificates not being accepted by the BACB;
 - m. 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;
- n. 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);
 - o. 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
 - p. 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. Completed application form, including provider's name and complete contact information;
2. Curriculum vitae of provider;
3. BACB certificate number of the *individual provider*;
4. A sample syllabus, provided on the Type 2 CE syllabus form, for one representative event that clearly shows 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], where applicable) 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. 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 Type 2 CE syllabus form, for one representative ACE event that clearly shows 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], where applicable) 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.

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). That is, 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); 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 provider 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.