

**BEHAVIOR ANALYST CERTIFICATION BOARD, INC. TYPE 2 (APPROVED)  
CONTINUING EDUCATION (ACE) SAMPLE SYLLABUS FORM**

*The purpose of the sample syllabus is to demonstrate that a prospective Type 2 (approved) continuing education provider can construct an event that comports with all of the BACB's standards and policies regarding Type 2 continuing education events and instructors. The event described in the sample syllabus need not be an actual or completed event, but should be representative of events the provider will offer if approved by the BACB. Types of events that may qualify for Type 2 (approved) continuing education 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). Approved Type 2 CE providers may also use this form for syllabi to be provided to participants in CE events, or for events that are being considered for Type 2 CE events by approved organization providers.*

NAME OF ACE PROVIDER APPLICANT:

\_\_\_\_\_

NAME OF PROPOSED ACE COORDINATOR FOR ORGANIZATION PROVIDER APPLICANT:

\_\_\_\_\_

ADDRESS: \_\_\_\_\_

Street/suite#                      city                      state/province                      country                      zip/postal  
code PHONE: work (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ x \_\_\_\_\_ EMAIL ADDRESS:

**IMPORTANT** \_\_\_\_\_

\_\_\_\_ TITLE OF EVENT:

\_\_\_\_\_

DATE AND LOCATION OF EVENT: TIME AND TOTAL DURATION OF EVENT (minimum duration -- 50 minutes): \_\_\_\_\_

\_\_\_\_\_

NUMBER OF TYPE 2 CE UNITS -- Must be at least 50 min. of instruction for 1 CEU; 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. All CE events must be of sufficient duration to accomplish the stated learning objectives: \_\_\_\_\_

ATTENDANCE PROCEDURE (procedure to ensure that participants seeking Type 2 CEUs are present for the entire event): \_\_\_\_\_

\_\_\_\_\_

TOTAL EVENT FEE PER PARTICIPANT: \_\_\_\_\_

NAME(S) OF EVENT INSTRUCTOR(S) – Attach curriculum vitae of instructor(s) (and co-instructor[s], where applicable), showing clearly that the individual(s) meet(s) all

of the BACB criteria for Type 2 CE instructors and/or co-instructors:

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EVENT COVERS THE FOLLOWING BEHAVIOR ANALYSIS CONTENT (check all that apply):  Practice  Theory  Methodology EVENT IS DESIGNED FOR: \_\_\_  
BOARD CERTIFIED BEHAVIOR ANALYSTS (BCBAS) \_\_\_ BOARD CERTIFIED  
ASSOCIATE BEHAVIOR ANALYSTS (BCABAS) \_\_\_ BOTH BCBA's AND BCABAs  
LEARNING OBJECTIVES FOR PARTICIPANTS – Must be stated in behavioral terms;  
must be at least 2 objectives for the first 50 min of instruction and a minimum of 1  
objective for each additional 50 min or fraction thereof. NOTE: Objectives must  
accompany the sample syllabus; however, if this application is approved, you need  
not require objectives for all Type 2 CE events you offer, but may do so at your  
discretion. DESCRIPTION OF TYPE 2 CE EVENT CONTENT (minimum: 100 words) --  
Must indicate how the event is designed to further the skills or knowledge of BCBA's  
or BCABAs, and that the level of instruction of instruction is appropriate for the  
designated participants (i.e., at least beginning master's-degree level for BCABAs;  
post-master's-degree level for BCBA's):