



## Type 2 Approved Continuing Education Provider Application

Organization, Version 2/2017

NAME OF ORGANIZATION: \_\_\_\_\_

NAME OF PROPOSED ACE COORDINATOR: \_\_\_\_\_

EMAIL ADDRESS OF PROPOSED ACE COORDINATOR: \_\_\_\_\_

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

PHONE: \_\_\_\_\_

\_\_\_\_\_ Curriculum vitae (or resume) of proposed ACE Coordinator is attached

\_\_\_\_\_ Sample Type 2 CE Syllabus is attached

\_\_\_\_\_ \$200 application fee has been paid

\_\_\_\_\_ ACE Provider training module has been completed

ACE initial applications will not be processed until the ACE provider training module has been completed.

To access the ACE provider training module and request an invoice for your application fee, please contact [ACE@bacb.com](mailto:ACE@bacb.com) from the email address listed above. Once the module is completed and payment has been submitted to your BACB Gateway account, you may submit this application as a single PDF to [ACE@bacb.com](mailto:ACE@bacb.com). Should payment via check be required, please request instructions from [ACE@bacb.com](mailto:ACE@bacb.com).

*Providers MUST be approved by the BACB prior to offering any events for Type 2 continuing education. The BACB suggests that providers apply well in advance of the first event they wish to offer.*

*All Type 2 continuing education (ACE) provider applicants MUST agree to the following terms and conditions. The BACB will not review any application that does not include a signature of agreement to all of the terms and conditions. Any violation of these terms and conditions WILL result in immediate termination of provider status.*

*If your ACE Coordinator changes, the new coordinator must submit this completed application; however, no fee is required.*

## **APPLICATION TERMS & CONDITIONS**

BACB ACE providers may only represent that they are "BACB approved continuing education providers." The BACB forbids any other representations. BACB ACE providers may not suggest or imply in any advertisements of their ACE events that the BACB warrants, endorses, sponsors, or is otherwise affiliated with (1) the continuing education event; (2) the organization offering or sponsoring the event; or (3) the instructor of the event.

1. BACB ACE providers must ensure that all events offered for Type 2 (approved) continuing education are consistent with all BACB Type 2 CE standards, criteria, and policies, and that the events accurately portray the BACB standards, criteria, and policies.
2. Prospective BACB ACE providers must not provide confidential information during the application process. Information provided in this application may be disclosed to third parties, including, but not limited to, state and federal agents or agencies requesting such information.
3. BACB ACE providers are responsible for ensuring that all ACE events comply with applicable laws, including facility licensure requirements and the Americans with Disabilities Act (or similar laws outside of the United States) accommodation requirements.
4. By signing below, the BACB ACE provider applicant affirms and represents that the information provided in this application and any attachments hereto is true and accurate. The applicant agrees to be bound by all BACB standards and requirements for ACE providers, as may be revised. The applicant agrees to indemnify and hold harmless the BACB, its directors, officers, employees, agents, and volunteers from and against any and all liability (including court costs and attorney's fees) that may arise from the BACB's agreement to process this application for approved continuing education providers and any decisions or actions relating to this application, including, but not limited to, approval decisions, renewal actions and decisions, denials of approved status, and the issuance of sanctions regarding approval status.

### **AGREED:**

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**SIGNED NAME OF PROPOSED ACE COORDINATOR**

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**PRINTED NAME OF PROPOSED ACE COORDINATOR**

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**TITLE OF PROPOSED ACE COORDINATOR**

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**BACB CERTIFICANT NUMBER OF PROPOSED ACE COORDINATOR**

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**DATE**



## Type 2 ACE Provider Sample Syllabus Form

Version 2/2017

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 for 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 convergence sessions (such as addresses, papers, symposia, and panel discussions); online 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.

**TITLE OF EVENT:**

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**DATE AND LOCATION OF EVENT:** \_\_\_\_\_

**TIME AND TOTAL DURATION OF EVENT:** \_\_\_\_\_

*Minimum duration is 50 minutes.*

**NUMBER OF TYPE 2 CE UNITS:** \_\_\_\_\_

*Must be at least 50 minutes of instruction for 1 CEU; additional CEUs 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:** \_\_\_\_\_

*Must ensure that participants seeking Type 2 CEUs are present for the entire event.*

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

**NAMES OF EVENT INSTRUCTOR(S):**

*Attach curriculum vitae (or resumes) of instructor(s) (and co-instructors, where applicable), showing clearly that they meet 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:**

BCBA's       BCaBA's       both BCBA's & BCaBA's

**EVENT LEVEL:**

*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.*

Basic (BCaBA)       Intermediate (Junior BCBA)       Advanced (BCBA)

**LEARNING OBJECTIVES FOR PARTICIPANTS:**

*Must be stated in behavioral terms; must be at least two objectives for the first 50 minutes of instruction and a minimum of one objective for each additional 50 minutes 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.*

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**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 BCaBA's, and that the level of instruction is appropriate for the designated participants (i.e., at least beginning master's-degree level for BCaBA's; post-master's-degree level for BCBA's).*

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