



Authorized Continuing Education (ACE) Provider FAQs

Can an organization have multiple ACE Coordinators?

No. An organization may only have one ACE Coordinator.

I am an ACE Coordinator. Am I qualified to serve as a CE Instructor at a CE event?

It depends. ACE Coordinators may present CE events if they meet the expertise requirements for CE Instructors on the topic they are presenting.

Does an ACE Coordinator need to be an employee of the organization they are representing?

Yes, the ACE Coordinator must be employed by the organization or have a contractual relationship with the organization.

Can the ACE Coordinator for an Organization Provider also be the organizational representative?

It depends. Ideally, the ACE Coordinator is not also the organizational representative. It is best if someone in a supervisory position for the ACE Coordinator serves as the organizational representative. However, if necessary, the ACE Coordinator may serve as the organizational representative if they are also a member of the organization's leadership or ownership team, such as a chief executive officer, chief learning officer, chief clinical officer, board member, or department chair.

Does the ACE Coordinator have to be present at all ACE events?

It depends. ACE Coordinators for Individual ACE Providers must also be the instructor for all events, so they will be present for all events. ACE Coordinators for Organization ACE Providers do not have to be present during ACE events or provide the instruction for all ACE events. However, they retain responsibility for the events provided by that organization.

Will the BACB review my ACE event topics ahead of time to determine if they meet requirements?

No. The BACB does not approve or review ACE events in advance. Instead, it approves ACE Coordinators, who are then responsible for ensuring that their events meet the ACE event requirements. For an event or training offered by an ACE Provider to count as an ACE event, it must meet the ACE Event Requirements. You can also use the [Learning CE Event Checklist](#) to help evaluate CE events or the [RBT PD ACE Event Checklist](#) to help evaluate PD events.

Can I present an ACE event in a language other than English?

Yes. There are no requirements regarding the language in which an ACE event is presented.

Must all content in an ACE event be less than 5 years old?

No. Content should be accurate and up to date, but there are no specific requirements related to the date of the references used. ACE events that include outdated references to BACB requirements (e.g., the Professional and Ethical Compliance Code) should be updated or no longer offered as ACE events.

Can I change from an Individual Provider to an Organization Provider (or vice versa)?

No. If you are currently an Individual ACE Provider, you cannot change your provider status to an Organization Provider. You can either allow your Individual Provider status to expire and then reapply as an Organization Provider or apply to become an Organization Provider while maintaining your Individual ACE Provider status.

Can I be an ACE Coordinator for an Individual Provider and an Organization Provider?

Yes. The BACB allows an individual to be an Individual ACE Provider and an ACE Coordinator of an Organization Provider at the same time.

Can one event offer both CEUs and PDUs?

No. Because the content of RBT PD events does not extend beyond basic behavior-analytic techniques and is not designed for professional behavior analysts, BCBAs and BCaBAs cannot earn Learning or Teaching CEUs from these events. RBTs also cannot earn PDUs by attending Learning CE events. For more information about RBT professional development requirements, explore our BACB Blog post, [RBT Professional Development: In-Service and ACE Events](#).

What can I count as a Teaching CEU?

Teaching CEUs can be earned by delivering instruction for a Learning CE event, on a one-time basis per event, for the amount of time the instructor presents.

Delivering instruction for RBT PD does not count toward Teaching CEUs.

As an ACE Coordinator, can I issue myself a CE certificate?

Yes. You may issue yourself a certificate for attending or providing a CE event offered by the ACE Provider you work with.

Can I issue CEUs or PDUs to an attendee who was late or did not attend the entire CE or PD event?

It depends. As the ACE Coordinator, you may issue partial CEUs or PDUs if you can document how much of the event the attendee was present for *and* it is appropriate to issue credit for that specific portion. However, if your attendance procedures do not allow you to confirm the portion of the event that was attended—or if your attendance policy requires full participation—then issuing partial CEUs or PDUs might not be possible or appropriate.

Do I have to reissue CEU or PDU documentation if someone tells me they lost their certificate?

Yes. ACE Providers must provide replacement certificates to participants when requested, up to 3 years after the event.

Can an ACE Provider offer CEUs or PDUs for another organization?

It depends. The BACB does not prohibit ACE Providers from offering CEUs or PDUs for events offered by other organizations. However, if an ACE Provider collaborates with another organization on an ACE event, the ACE Coordinator must retain responsibility for the event, and all marketing and event materials must clearly state the name of the ACE Provider.

How can my organization complete RBT PD forms for large numbers of attendees?

ACE Providers can use software to bulk complete the forms with certain requirements. First, the final product must match the current version of the form on the BACB website. The form may not be modified in any way, including removing or adding content (e.g., adding company logos or removing required information). Second, if you would like to incorporate a BACB form into your software application, you must first receive explicit permission from the BACB. To request permission, go to Section 13 of the [BACB Terms of Use](#) and complete the Copyright and/or Trademark Permission Request Form.

Can I add my company's logo to the RBT PD ACE form?

No. The form must be identical to the BACB's form and may not be modified in any way, including removing or adding content (e.g., adding company logos or removing required information). See the December 2025 BACB Newsletter article, [Incorporating BACB Forms in Software Applications](#), for more information.