



# RBT Professional Development ACE Event Checklist for ACE Coordinators

ACE Coordinators may use this checklist to help determine whether an event meets the RBT professional development (PD) ACE event requirements. Be sure to review the [ACE Provider Handbook: Effective July 1, 2026](#) for more information.

## Before an Event:

**Identify and vet the instructors.** Make sure you have Qualified PD Instructors to deliver instruction for the event. Qualified PD Instructors must:

- hold an active BCaBA, BCBA, or BCBA-D certification; AND
- have agreed to follow the [Ethics Code for Behavior Analysts \(Ethics Code\)](#) during the event.

**Identify and vet the co-presenters (if applicable).** Co-presenters may present a portion of a PD event under the direct oversight of the Qualified PD Instructor, who is present at the event. Co-presenters cannot present an entire event; they may only assist the Instructor by presenting a portion of the instruction. Additionally, all co-presenters must agree to follow the Ethics Code during the event.

**Ensure that your event content meets RBT PD content requirements.** Be sure to review all presentation materials, including learning objectives, syllabi, and slides, to confirm that:

- all content is based on the [RBT 2026 40-Hour Training Requirements and Curriculum Outline](#), the [RBT Ethics Code \(2.0\)](#), other BACB requirements, or additional content that is appropriate for RBTs;
- all content is designed for RBTs; AND
- all content is accurate, up to date, and consistent with current best practices.

**Obtain learning objectives from the instructors.** Learning objectives are clear, specific statements describing what the instructor aims to accomplish during an ACE event.

**Determine the number of professional development units (PDUs) for your event.** Make sure the event includes at least 25 minutes of instruction; 0.5 PDUs can be awarded per 25 minutes of instruction.

**Establish a method for ensuring that participants are present and participating for the entire event.**

**Disclose affiliations in event materials.** Ensure that procedures are followed for disclosing affiliations with companies, products, and/or services that may be featured during the event (if applicable).

## After an Event:

**Collect and review feedback about the event.** Act on the feedback, if relevant (e.g., discontinue events with consistent negative feedback or require modifications for events that receive corrective feedback).

**Issue documentation to participants within 45 days of the event.** Use the [RBT Professional Development: ACE Event](#) form.

**Retain and manage event documentation.** Retain documentation for all events you offer, as these documents may be requested by the BACB at any time.

**Regularly review asynchronous online events to ensure that content remains up to date.**