



# Learning Continuing Education Event Checklist for ACE Coordinators

## For events offered on or after July 1, 2026

ACE Coordinators may use this checklist to help determine whether an event meets the Learning Continuing Education (CE) 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 CE Instructors to deliver instruction for the event. Qualified CE Instructors must:

- hold a BCBA certification with no published disciplinary sanctions, a doctorate in behavior analysis, or a doctorate plus additional expertise in behavior analysis (see the ACE Provider Handbook for details);
- have demonstrable expertise in the topic being presented (see the ACE Provider Handbook for details; this can usually be found on their resume or CV); 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 CE event under the direct oversight of the Qualified CE Instructor, who is present at the event. Co-presenters cannot present an entire event; they may only assist the Qualified CE Instructor by presenting a portion of the instruction. Additionally, all co-presenters must:

- have demonstrable expertise in the topic being presented (see the ACE Provider Handbook for details; this can usually be found on their resume or CV), AND
- have agreed to follow the Ethics Code during the event.

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

- all content is behavior-analytic in nature and addresses the practice, science, methodology, theory, or the profession itself;
- all content is designed for certified individuals and extends beyond an introduction to basic principles and techniques;
- all content is accurate, up to date, and consistent with current best practices; AND
- Ethics or Supervision CE is identified where appropriate.

**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 CEUs for your event.** Make sure the event includes at least 25 minutes of instruction; 0.5 CEUs 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.** Ensure that it contains the information listed in the CE Documentation for Participants section of the ACE Provider Handbook.

**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.**