University and Practical Experience Training Directory

Applied behavior analysis includes a number of practice subspecialty that have established effective treatment procedures, but have relatively few practitioners to deliver them. Training and experience directories might be a useful mechanism for facilitating growth in these areas by clearly identifying training opportunities for students. This guide describes the steps and resources needed to produce such a directory.

ABA SUBSPECIALTY-AREA RESOURCE

1. Identify the Information Needed

Typical information for a directory includes contact information, details about the experience, and requirements. University training directories might include information about relevant academic experiences (e.g., degree, practicum experience, faculty name, contact information). Experience directories might include information about the availability of time-limited training experiences (e.g., internship, externship, post-doctoral fellowship), requirements (e.g., degree, prerequisites, application), length (e.g., 6 months, 1 year), funding (e.g., full, partial), and contact information.

2. Identify your Information Sources

The next step is to identify individuals who can best provide the information needed for the directory. Sources of information include: Special Interest Group members, authors of publications in the area, university faculty, practitioners and service organizations in the area, and professional associations (see "Information Resources" links).

3. Collect Information

Develop a survey, email, or other method for obtaining information from the sources identified above. When contacting graduate training programs and faculty members, ask questions about relevant academic experiences to gather the information you identified. When contacting service organizations, ask questions about the availability of time-limited training experiences, requirements, length, funding, and contact information. Surveys are a useful tool for gathering the information and there are free resources for creating surveys and distributing them to contacts (see "Survey Resources" links).

4. Capture and Assess the Data

Export survey data into a Microsoft Excel file. This will allow you to organize and refine the information. Identify functional categories of data for your display (e.g., university training, internships, externships, geographical location). Consider the following example:

Name	Type	Sub-Type	Contact	Email Address	Location	Funding	Website
Western Colorado College	University Training	MS, PhD Degrees	Roger Batten	batten@wcc.edu	Wild Sands, CO	Yes	URL
Gerontology Consultants	Practical Training	Internship	Nancy Simpson	simpson@gc.org	San Diego, CA	Yes	URL
Elder Care ABA	Practical Training	Externship	Gary Smith	smith@ecaba.com	New Shire, NY	Partial	URL

5. Share the Data

The directory information can be conveyed using lists/tables or interactive maps. One option is a Google Map, which allows user to see a training site's geographical location and can be formatted to display specific symbols for different site types. The Google Maps function can be created by uploading a Microsoft Excel spreadsheets containing directory information (as illustrated above) and is available to anyone who has a Google account (Google Drive > + New > More > "Google my maps") and allows the uploading of Microsoft Excel spreadsheets containing directory information as illustrated above. Locations can be mapped based on country, city/state, or longitude-latitude coordinates. Including email addresses and links in the spreadsheet will allow users to interact with them after hovering over the location symbol on the map.

6. Maintain the Information

It is important to identify a person within the organization who is responsible for updating the directory content on a regular basis (e.g., monthly). This is an important step because information becomes out of date quickly and if you have a number of sites that are not actually available, people will stop using the resource. Include an email address on the directory webpage for users to share information about new sites or site changes so this information can be included in the updates.

Training Locations Map

Figure 1. Google Maps image. Customize your icons and link to a webpage for direct updates from your Google account.

Information Resources

- Association for Behavior Analysis International (ABAI) Special Interest Groups
- ABAI Accredited Graduate Training Programs
- ABAI VCS Directory
- BACB Mass Email Service

Survey Resources

- Survey Monkey
- TypeForm.com
- Zoho Surveys