



Nonverified Course Content Attestation

2022 Coursework Requirements

Overview

This attestation may be completed by the university to establish behavior-analytic content hours in courses that are not part of a [Verified Course Sequence \(VCS\)](#).

This should *not* be used in the following situations:

- The course is part of a current or former VCS.
- There has already been a Nonverified Course Content Attestation submitted for those dates. *Once a Nonverified Course Content Attestation is submitted, the content hours are used for **everyone** that applies for BCBA or BCaBA certification from that institution. It is recommended that this document be kept in the university records for future reference as these records cannot be changed.*
- There has already been a Nonverified Course Content Attestation completed under a different set of BCBA or BCaBA eligibility coursework requirements. *The content hours will be translated across coursework requirements per the BCaBA and BCBA 2022 transition resource document.*
- At least one of the course content attestations cannot be marked.

Instructions:

This attestation must be completed by the Chair, Dean, or VCS Coordinator.

Before completing this attestation, please review: (a) the syllabus from the time period the hours are allocated, (b) a record of how the course appears on a student transcript, and (c) the BACB's 2022 Coursework Requirements outlined in the [BCaBA](#) and [BCBA](#) Handbooks. Please pay careful attention to the freestanding course requirements outlined in the handbooks. Non-freestanding content hours in areas where freestanding coursework is required cannot be used to meet our eligibility requirements.

Based on this review:

- determine how many hours were taught in each content area and
- determine how long the course was taught with this same syllabus. The first term/year offered and last term/year offered fields will establish the timeframe that this course followed a particular syllabus and contained the same course content.

Return the completed form to the student and save a copy in the university records for future reference as these records cannot be changed and will be used for future applicants.

General Course Information

Institution Name: _____

Department: _____

The following course number, name, number of credits, and term/year must match the information provided in a transcript **exactly** for hours to be allocated in a certification application.

Course Number: _____

Course Name: _____

Course Abbreviation as it Appears on a Transcript (if applicable): _____

This Content Hour Allocation is Valid From First Term/Year: _____ Last Term/Year: _____

Credit Level: _____ Credit System: _____

Number of Credits: _____

Total Instructor-Led Hours: _____ (may not exceed number of credits—e.g., 1 credit/quarter ≤ 10 hours)

Professor/Instructor Name(s): _____

Course Content Hour Information

Based on the syllabus from the dates when the course was offered, enter the number of instructor-led hours covered in each category below. The total hours may not exceed the number of credits listed on a transcript (e.g., 1 credit/semester ≤ 15 hours; 3 credits/semester ≤ 45 hours).

BACB Ethics Code and Code Enforcement Systems; Professionalism	Philosophical Underpinnings	Concepts & Principles	Philosophical Underpinnings; Concepts & Principles (BCaBA use only)	Measurement, Data Display and Interpretation; Experimental Design	Behavior Assessment	Behavior-Change Procedures; Selecting and Implementing Interventions	Personnel Supervision and Management

Course Content Attestations

Please complete the following attestations. The BACB will not be able to process Nonverified Course Content Attestations if any of the following attestations are unchecked. This attestation may be completed by the chair of the department.

I have confirmed that this course is not part of a [Verified Course Sequence](#) for the dates listed above.

I have thoroughly reviewed the BACB's Pathway 2 behavior-analytic coursework requirements outlined in the [BCaBA](#) and [BCBA](#) Handbooks and made the hour allocations accordingly.

I hereby assert that the hours listed, including the requirements for freestanding hours, only reflect time spent engaging in instruction (e.g., live or recorded didactic instruction, interactive training and role-play, class presentations, and/or synchronous class discussions) and do not include time spent engaged in independent activities (e.g., reading, preparatory assignments, asynchronous discussions, and/or fieldwork activities).

I have reviewed and will retain (for at least 2 years) copies of syllabi used to make these hour allocations and will provide them to the BACB upon request.

I understand that the BACB will enter this information into course records and use it to determine whether students, now and in the future, have met the BACB's coursework requirements.

I understand that the BACB may make course content information in this document publicly available.

I understand that I may not retroactively revise these content hours and that the BACB will not allow me any additional opportunities to modify my statements regarding the allocation of hours for this course (taught in the same term and year by the same instructor).

I understand that the proposed hours may be rejected if they are not aligned with the BACB's coursework requirements, if the BACB has conflicting records, if insufficient supporting documentation is found upon an audit, or if they are overturned in the event of appeal. Rejected coursework attestations may result in the inability to submit future attestations.

I assert that I have the authority to sign this form, and I attest that the information provided is accurate and consistent with the culture of institutional integrity associated with my institution.

By signing below, I acknowledge that I have completed this form and that I agree with the course content attestations listed above.

I am the: Dean Chair VCS Coordinator

Email Address: _____

Printed Name: _____

Signed Name: _____ Date: _____

Instructions to the applicant: Submit this form to the BACB either with a certification application or as part of a preliminary coursework evaluation application. Submission instructions are included in the relevant application.