ACE PROVIDER HANDBOOK
Effective July 1, 2026

Contents

Overview

The Authorized Continuing Education (ACE) program exists to make a wide array of continuing education and professional development events available to Behavior Analyst Certification Board (BACB) certificants. ACE Providers are authorized by the BACB to provide Learning continuing education (CE) to BCBA and BCaBA certificants and professional development (PD) to RBT certificants.

This handbook describes the requirements for obtaining and maintaining status as an ACE Provider.

The BACB does not review or approve individual events offered by ACE Providers. Authorization as an ACE Provider does not imply endorsement or approval of the ACE event content by the BACB. ACE Providers must avoid using language that suggests the BACB has accredited, approved, or endorsed a specific ACE event. It is the ACE Coordinator's responsibility to ensure that all ACE events meet the requirements described in this handbook. Noncompliance with these requirements may result in the suspension or revocation of ACE Coordinator and/or ACE Provider status, as well as a Notice of Alleged Violation (NAV) against the ACE Coordinator's BACB certification.

> *This handbook addresses both CE and PD events. When requirements differ for CE and PD events, you will find information regarding CE events designated by a gold ribbon and information regarding PD events designated by a burgundy ribbon. Information that does not have a ribbon next to it applies to both CE and PD events.*

ACE Provider and Coordinator Responsibilities

ACE Provider Types

There are two types of ACE Providers: **Individual ACE Providers** and **Organization ACE Providers**.

- **Individual ACE Providers:** An Individual ACE Provider is a single individual who is responsible for developing and presenting **all** ACE events. This individual serves two roles: the ACE Coordinator, who ensures that all administrative and compliance requirements are met, and the ACE Instructor, who delivers all of the content. While co-presenters may assist with delivering events, the Individual ACE Provider retains full responsibility for meeting all requirements associated with both the ACE Coordinator and ACE Instructor roles.
- **Organization ACE Providers:** An Organization ACE Provider is an organization (e.g., professional association, service delivery company, training company) that routinely offers ACE events delivered by different instructors. Organizations that wish to offer ACE events must designate an individual to serve as the organization's ACE Coordinator, who is authorized to make decisions regarding ACE events, including ensuring that all administrative and compliance requirements are met. This individual must be employed by the organization or have a contractual relationship with the organization.

  ACE Coordinators for organizations are not required to be present during ACE events or to provide all instruction for ACE events; however, they retain responsibility for the events provided by that organization. The ACE Coordinator is the single point of contact between the organization and the BACB.

  An Organization ACE Provider must be incorporated, registered, or otherwise recognized as a legal entity.

ACE Coordinator Qualifications

ACE Coordinators must meet the following criteria:

- all ACE Coordinators on Initial ACE applications or Coordinator Change applications must be actively certified in good standing as a BCBA for at least 5 years; AND
- be willing and able to fulfill all responsibilities described herein for the entire duration of the authorization period (one year).

> *Current ACE Coordinators can remain in their position, even if they have not been certified for 5 years, as long as they continue to renew on time.*

ACE Coordinator Responsibilities

ACE Coordinators must:

- follow the requirements stated in this handbook.
- have a system in place to ensure that instructors/co-presenters and ACE event content meet the requirements in this handbook.
- ensure that procedures are in place and followed for disclosing affiliations with companies, products, and/or services that may be featured during an ACE event. These disclosures must be made to participants prior to their registration for the event.
- monitor their intellectual property to ensure it is not being misused (e.g., forged certificates).
- provide replacement certificates to participants when requested, up to three years after the event.
- have a system in place for participants to submit concerns or complaints.
- have a system in place to address and manage all complaints from participants.
- ensure that all duties are carried out in compliance with the standards described in this handbook if delegating any administrative duties.
- serve as the single point of contact between the ACE Provider and the BACB for all communication, and respond to the BACB in a timely manner.
- ensure the information listed in the ACE Provider Verification Registry is accurate.
- advise the incoming ACE Coordinator or organization how to notify the BACB of the change (see the ACE Coordinator Changes section) and transfer all ACE event documentation (see the Event Documentation section) to the incoming ACE Coordinator.
- complete annual renewal requirements and pay renewal fees on time to maintain ACE Provider status.
- stay current on any changes to ACE requirements, logos, and any updates to this handbook.

ACE Event Content Requirements

CE Content Requirements

The content of Learning CE events may address any aspect of behavior analysis: practice, science, methodology, theory, or the profession itself. Learning CE content must be behavior-analytic in nature, go beyond a basic introduction to behavior-analytic techniques, be designed for attendees with a behavior-analytic background, and reflect current and accurate content.

This section has a gold ribbon next to it because it only applies to CE events.

Behavior-analytic in nature

The majority of a Learning CE event must cover content that is behavior-analytic in nature.

Examples of appropriate CE content:

- implementing behavior-analytic approaches to collaboration with other professionals
- using reinforcement-based strategies to improve toddlers sleeping through the night
- reviewing the efficacy of direct instruction in higher education
- training caregivers to implement behavior-analytic approaches for feeding disorders

Nonexamples of appropriate CE content:

- describing characteristics and diagnostic criteria of Autism Spectrum Disorder
- developing dynamic thinking and social relationships by looking at emotional engagement between children and their caregivers

Beyond basic behavior-analytic techniques

Learning CE events must cover material that goes beyond an introduction to basic principles and techniques. However, the event may include a brief review of basic principles or theories during the introductory portion.

Examples of appropriate CE content:

- an event including a review of typical functions of behavior before covering new research on functional analysis
- an event including definitions and examples of basic behavioral principles (e.g., reinforcement, punishment) before covering a new literature review on specific usage of that principle
- recent research on performance diagnostics to improve staff behavior in a human services setting

Nonexamples of appropriate CE content:

- an event covering the topic of reinforcement and focusing on differentiating between positive and negative reinforcement
- an event covering how to conduct a functional behavior assessment

Audience

A Learning CE event should be designed for professional behavior analysts who have already had bachelor's level (BCaBA) or master's level (BCBA) coursework in behavior analysis. Events designed for other audiences, such as parents, professionals from other disciplines, or RBTs, should not be offered for Learning CE.

Note: RBTs cannot earn professional development units (PDUs) by attending Learning CE events.

Up-to-date content

ACE Coordinators should make every effort to ensure that the content of all CE events is accurate and up to date (e.g., it represents best available scientific evidence, focuses on current best practices in behavior analysis, and is consistent with current local laws, regulations, policies, and ethical standards).

CE Type Requirements

In addition to general Learning continuing education units (CEUs), there are two CE subcategories: Ethics and Supervision.

Ethics CE

This category is defined as (a) events related to the BACB's ethics requirements and/or (b) events related to cultural/contextual responsiveness. The content must relate to behavior-analytic practice or applied research and be directly linked to the behavior-analytic literature and/or established practice. To qualify as Ethics continuing education, most of the event must focus on ethics or cultural/contextual responsiveness. Continuing education events that only briefly reference the BACB's ethics codes and primarily cover unrelated content should not be offered as Ethics continuing education.

Examples of appropriate ethics requirements content include:

- evaluating the appropriateness of implementing nonbehavioral therapies
- addressing ethics violations with others
- developing strategies for remaining compliant with requirements (e.g., billing, supervision, licensure, and certification requirements)
- using techniques to avoid or manage dual relationships
- examining the ethical implications of media and technology

Examples of appropriate cultural/contextual responsiveness content include:

- navigating situations where your cultural values differ from those of your client
- choosing assessment tools that are validated and appropriate for the client's contextual circumstances
- engaging in collaborative goal setting
- working with caregivers to identify goals that align with their cultural priorities
- delivering feedback in a manner consistent with cultural norms

Nonexamples of ethics requirements or cultural/contextual responsiveness content include:

- communicating one's perspective or lived experience without relating the majority of the event to behavior-analytic practice or applied research
- addressing political or societal events without relating the majority of the event to behavior-analytic practice or applied research

Supervision CE

Acceptable Supervision CE content must be behavior-analytic in nature and cover effective supervision as described in the Supervisor Training Curriculum Outline (2.0).

PD Content Requirements

The content of RBT PD events should cover or expand upon material included in 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 (e.g., working with supervisors, communicating with clients, managing stress).

This section has a burgundy ribbon next to it because it only applies to PD events.

Examples of appropriate PD content:

- using best practices for interacting with caregivers of clients
- using best practices for communicating appropriately with clients
- using best practices for implementing assent-based treatment
- applying evidence-based practices to mitigate work-related stress
- reviewing token economies
- running effective discrete trial teaching sessions
- reviewing verbal operants
- preparing effectively for service delivery
- following ethical practices for RBTs

Nonexamples of appropriate PD content:

- receiving client- or program-specific training
- reviewing company policies and procedures
- completing BCBA exam prep materials
- attending an ACE event that offers CEUs
- training on ABA program and data management software
- completing 40-hour RBT training
- completing CPR training

Audience

The PD event should be designed for RBTs. Because the content of RBT PD events does not go beyond basic behavior-analytic techniques and is not designed for professional behavior analysts, BCBAs and BCaBAs cannot earn Learning or Teaching CEUs from RBT PD events.

Up-to-date content

ACE Coordinators should make every effort to ensure that the content of all PD events is accurate and up to date (e.g., it represents best available scientific evidence, focuses on current best practices in behavior analysis, and is consistent with current local laws, regulations, policies, and ethical standards).

ACE Event Administrative Requirements

CE Instructor Requirements

Instructors

CE Instructors deliver instruction at CE events. For Organization ACE Providers, CE Instructors must work under the oversight of the organization's ACE Coordinator. For an Individual ACE Provider, the ACE Coordinator is also the CE Instructor.

CE Instructors must meet at least **one** of the following qualifications:

- hold active BCBA certification
- have a doctorate in behavior analysis
- have a doctorate, AND

    - **Doctoral Coursework:** Passed at least four behavior-analytic courses as part of their doctoral program of study; OR
    - **Mentorship:** Received formal mentorship from a faculty member who, at the time of their mentorship, held the BCBA credential and met the supervisor qualifications in place at that time; OR
    - **Publications:** Authored two published peer-reviewed journal articles that are behavior analytic in nature. These articles may have been published before, during, or after conferral of their doctoral degree. These publications do not need to be experimental in nature, and first authorship is not required; OR
    - **Postdoctoral Experience:** Accumulated a minimum of 1,800 hours in applied behavior analysis during a postdoctoral fellowship or postdoctoral employment experience, which included explicit, ongoing education in behavior analysis conducted under the supervision of a BCBA who met the supervision requirements in place at that time.

In addition to the qualifications above, ACE Coordinators must ensure that all CE Instructors have demonstrable expertise in the subject matter being presented. Evidence of expertise **must** include one of the following:

- a track record of published peer-reviewed research or books on the subject
- at least 5 years of practical experience with the subject (e.g., direct service delivery, personal engagement with the subject)
- at least 3 years of experience teaching, providing training, or mentoring on the subject
- a combination of the expertise categories described above (e.g., 4 years of practical experience and 1 year of teaching)

All CE Instructors must follow the Ethics Code for Behavior Analysts during the event.

Co-Presenter

An individual who does not meet one of the qualified CE Instructor requirements may present a portion of a CE event along with and under the direct oversight of a qualified CE Instructor who is present at the event. CE Instructors are required to confirm that the co-presenter has sufficient expertise for the CE event.

All co-presenters must follow the Ethics Code for Behavior Analysts during the event.

> *Co-presenters cannot present an entire event. They may only assist the qualified CE Instructor by presenting a portion of the instruction.*

> **Example of instructor roles:**
>
> A Learning CE event is structured as a symposium in which only the discussant is a qualified CE Instructor, and the other co-presenters are graduate students. This is acceptable as long as the discussant reviews the co-presenters' materials in advance and confirms that the co-presenters have sufficient expertise in the topic.

PD Instructors

PD Instructors deliver instruction at PD events. For Organization ACE Providers, PD Instructors must work under the oversight of the organization's ACE Coordinator. For an Individual ACE Provider, the ACE Coordinator is also the PD Instructor.

PD Instructors must hold an active BCaBA, BCBA, or BCBA-D certification.

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.

All PD Instructors and co-presenters must follow the Ethics Code for Behavior Analysts during the event.

Learning Objectives

Learning objectives are clear, specific statements describing what the instructor aims to accomplish during an ACE event. Learning objectives are required for each CE and PD presentation and must be submitted to the ACE Coordinator before the event.

Event Duration

Each ACE event must include a minimum of 25 minutes of instruction, for which 0.5 continuing education units (CEUs) or professional development units (PDUs) are awarded. Additional CEUs or PDUs should be awarded in increments of 0.5 (25 minutes of instruction) or 1 (50 minutes of instruction). For example, 50 minutes = 1 CEU/PDU; 75 minutes = 1.5 CEUs/PDUs; 100 minutes = 2 CEUs/PDUs; and so on. Rounding up is not permitted when issuing CEUs or PDUs.

Event Format and Monitoring Participation

The format of an ACE event may vary as long as it meets all requirements outlined in this handbook and is appropriate for the content. Both live and online (synchronous and asynchronous) events are permitted.

ACE Coordinators are responsible for ensuring that participants are present for the entire event and for maintaining documentation of their attendance.

Examples of permitted formats and measures of participation include (but are not limited to) the following.

Synchronous Events

A learning event that occurs in real time, where the presenter and attendees are engaged simultaneously, regardless of whether it is held in person or virtually.

Examples of event formats:

- live conference presentations (e.g., paper presentations, symposia, panel discussions, invited addresses)
- workshops and webinars

Examples of measures of participation:

- having attendees sign or scan in and out of in-person presentations
- embedding active responding (e.g., periodic numerical codes, multiple-choice questions) within the presentation

Nonexamples of measures of participation:

- event registration records
- a sign-in sheet without a sign-out requirement
- Zoom records

Asynchronous Events

A learning event that does not occur in real time. Instead, attendees engage with the content independently, at their own pace, without live interaction with the presenter.

Examples of event formats:

- conference presentation recordings
- online modules with videos, reading, activities, or quizzes

Examples of measures of participation:

- answering questions designed to evaluate knowledge from the event (at least 3 per CEU/PDU)
- completing other activities that require active responding

Nonexamples of measures of participation:

- code words embedded in a recorded presentation
- the amount of time logged in to the delivery platform

Journal Club

An organized, synchronous group meeting in which attendees review, discuss, and critically evaluate published research articles from peer-reviewed journals. Time spent reading the article to prepare for journal club does not count toward CEUs/PDUs. There is a cap of 1 CEU/PDU per article, regardless of article length.

Examples of measures of participation:

- answering questions designed to evaluate knowledge from the event (at least 3 per article)
- actively participating in the group meeting

Nonexample of measures of participation:

- independently reading a journal article and completing a knowledge check

Podcasts

A learning event where a podcast is listened to and activities are completed to demonstrate engagement with the material. This can be done individually (asynchronous) or in an organized group meeting (in person or online synchronous) in which attendees review, discuss, and critically evaluate a podcast, similar to a journal club.

Examples of measures of participation:

- answering questions designed to evaluate knowledge from the event (at least 3 per CEU/PDU)
- actively participating in the group meeting

Nonexamples of measures of participation:

- code words embedded in a recorded presentation
- a written attestation regarding engagement with the podcast

Event Fees

ACE Providers may establish their own fees for ACE events. The BACB does not establish event fees and does not collect any portion of provider fees (i.e., no kickbacks). ACE events may be offered free of charge and may be available publicly or limited to in-house participants only.

Marketing Materials

Publicly available programs or other marketing materials for the ACE event must include:

- the ACE Provider's name
- information regarding CE Instructors' qualifications and expertise on the topic
- learning objectives for the event
- disclosed affiliations with companies, products, and/or services that may be featured during the event
- online ACE events must include the publication date of the event

Event Feedback

ACE Coordinators must provide all participants the opportunity to submit written evaluative feedback about the event. This opportunity must be provided within 2 weeks (14 days) of the event. ACE Coordinators should review the feedback, share it with ACE Instructors within 45 days, and take any necessary action—such as discontinuing events that receive consistently negative feedback or requiring modifications to events that receive corrective feedback.

Complaint Process

Participants in ACE events must be provided with information about the complaint process by the ACE Provider, including how to contact the ACE Coordinator regarding concerns and that participants may file a Notice of Alleged Violation against the ACE Coordinator if the original complaint is not sufficiently resolved.

All complaints from attendees of ACE events, including those regarding potential violations of ACE event requirements, must first be submitted in writing to the ACE Coordinator. If the complaint cannot be resolved with the coordinator, the participant may then submit an NAV against the ACE Coordinator.

ACE Event Documentation

CE Documentation for Participants

Documentation of Learning CEUs must be issued to participants within 45 days of the event and must include the following information:

- participant's name and BACB certification number
- ACE Provider's name and provider number
- ACE Coordinator's name
- title of the event (*Note:* Multi-presentation conference events must include the title of each session attended by the certificant)
- ACE Instructor's name
- event date(s)
- event modality (i.e., in person, online synchronous, online asynchronous)
- number of Learning CEUs
- number of CEUs applicable to the Ethics and Supervision subcategories

The format of CE documentation is flexible. Examples of acceptable documentation include, but are not limited to:

- a formal certificate, customized by the ACE Provider
- completion of one of the following:
    - Learning Certificate Template—Individual ACE Providers
    - Learning Certificate Template—Organization ACE Providers

Participants are responsible for entering information and uploading the documentation from each event into their BACB account.

PD Documentation for Participants

Documentation of PDUs must be issued to participants within 45 days of the event.

Professional development events must be documented through this fillable form. ACE Coordinators may not create other methods to document PDUs.

Participants are responsible for entering information and uploading the documentation from each event into their BACB account.

ACE Documentation for the BACB

In addition to the information listed above, ACE Coordinators must maintain records demonstrating that they are meeting the requirements outlined in this handbook, which may include a combination of the following:

- a summary of all events offered
- event syllabi and/or presentation materials
- learning objectives
- evidence of instructor qualifications (e.g., curriculum vitae, list of relevant publications)
- copies of attendance records
- description of event monitoring procedures
- copies of certificates awarded to attendees (and CE Instructors)
- event feedback
- evidence of responding to feedback
- marketing materials
- recordings of presentations (if applicable)

These records must be maintained for a period of three years from the date of the event. ACE Providers must make these records available to the BACB upon request.

Note: Failure to provide documentation that these requirements were met may result in the BACB not accepting CEUs from the relevant event.

ACE Policies and Procedures

How to Become an ACE Provider

Applicants for ACE Provider status must read this handbook in its entirety and agree to meet all requirements before applying to become an ACE Provider.

Instructions

1. Read the ACE Provider Handbook and contact the BACB with any questions via the Contact Us Form.
2. Complete the ACE Provider Initial Application (for Individual Providers or Organization Providers) and submit it via the Contact Us Form.
   a. All organizations applying for ACE Provider status must be incorporated, registered, or otherwise recognized as legal entities.
   b. ACE Coordinators for Organization ACE Providers must be employed by the organization or have a contractual relationship with the organization.
   c. Organizations applying for ACE Provider status must have a member of the organization's leadership (e.g., chief executive officer, chief learning officer, chief clinical officer, board member) complete an attestation approving the appointment of the ACE Coordinator and agreeing to appoint another ACE Coordinator or end the organization's status as an ACE Provider if there is evidence of continued noncompliance by the current ACE Coordinator.
3. Pay the nonrefundable processing fee by either:
   a. Paying via credit card. If you choose this payment option, BACB staff will send you information about how to pay the fee.
   b. Mailing a check to: Behavior Analyst Certification Board, 7950 Shaffer Parkway, Littleton, CO 80127 USA (please include the ACE Provider name on the check).
4. Wait up to two weeks from the date your complete application (including payment) is received for your application to be processed.
5. After your application is reviewed, you will receive either an approval email with your provider number or an email informing you of what is needed to continue processing your application.

Fees

Application	Fee
ACE Initial Application (Individuals)	$100
ACE Initial Application (Organizations)	$200

Annual Renewal

Annual renewals are required to maintain ACE Provider status and may be completed up to 45 days prior to the ACE Provider's renewal date.

Instructions

1. Read the ACE Provider Handbook and contact the BACB with any questions via the Contact Us Form.
2. Complete the ACE Provider Renewal Application (for Individual Providers or Organization Providers) and submit it via the Contact Us Form.
   a. Beginning July 1, 2026, organizations must be recognized as legal entities to renew their Organization ACE Provider status.
3. Pay the nonrefundable processing fee by either:
   a. Paying via credit card (through your BACB account)
   b. Mailing a check to: Behavior Analyst Certification Board, 7950 Shaffer Parkway, Littleton, CO 80127 USA (please include the ACE Provider name on the check).
4. Wait up to two weeks from the date your complete application (including payment) is received for your application to be processed.
5. After your application is reviewed, you will receive either an approval email or an email informing you of what is needed to continue processing your application.

Expiration

ACE Provider status will expire for any provider who does not submit a completed renewal application (including payment) by their renewal date. There is a 30-day reinstatement period for ACE Providers who do not renew on time. If all renewal information and payment (including an additional $50 late fee) are submitted during this period, then ACE Provider status may be restored. Payment of the late fee may be submitted as described in step 3 above. ACE events may not be offered during the reinstatement period, and ACE Providers will not be listed on the ACE Provider Verification Registry during this time. Please note, continued provision of ACE events following expiration could constitute a violation of the BACB's ethics requirements.

If an ACE Provider does not complete a renewal within the allowable time period, they will need to apply for ACE Provider status again by completing a new initial application (including paying the initial application fee). If approved, a new ACE Provider number will be issued. ACE events may not be offered while expired, and an ACE status may not be retroactively applied. If ACE status is believed to have been expired in error, the BACB appeals policies may be reviewed.

Fees

Application	Fee
ACE Renewal Application (Individual)	$50
ACE Renewal Application (Organization)	$100
ACE Renewal Late Fee	$50

ACE Coordinator Changes

Organization Providers who would like to change the ACE Coordinator on record with the BACB must have the incoming ACE Coordinator complete the ACE Coordinator Change Application and submit it via the Contact Us Form in advance of the change. If approved, the previous ACE Coordinator must transfer all documentation to the new ACE Coordinator.

Note: All documentation related to ACE events offered before the coordinator change was approved must be completed by the outgoing coordinator.

Use of the ACE Logo and ACE Provider Names

ACE Providers must consistently use the same organization or individual name across all materials, including the ACE application, ACE Provider Verification Registry, provider website, CE certificates, PD forms, and marketing materials. Additionally, only active providers listed in the ACE Provider Verification Registry are permitted to use the current version of the ACE logo. In the event that an ACE Provider collaborates with another organization on an ACE event, all marketing and event materials must clearly state the name of the ACE Provider who will take full responsibility for the ACE event.

Teaching CEUs

Teaching CE includes instruction of a Learning CE event (including Ethics and Supervision CE events) on a one-time basis for each event, for the duration of time the instructor was presenting the event. Teaching CE is intended to ensure that certificants continue engaging in activities that expand their behavior-analytic skills, such as conducting research, preparing instructional materials, and delivering instruction.

The Teaching Letter Template can be used to issue CEUs for Teaching.

ACE Audits

The BACB makes certification maintenance and disciplinary decisions based on information provided by ACE Providers; therefore, the BACB reserves the right to audit ACE Providers at any time. The BACB may request documentation to verify that all of the requirements in this handbook have been met (see ACE Event Documentation). BACB staff may also attend ACE events to assess compliance. If inconsistencies are found between documentation submitted by the certificant and the ACE Coordinator, or if the ACE Coordinator has provided inconsistent responses, the ACE Coordinator may be required to sign a Continuing Education Affidavit.

Disciplinary Action

If an ACE Coordinator fails to respond in a timely fashion to correspondence related to an ACE audit or Notice of Alleged Violation related to their position as an ACE Coordinator, if an ACE Coordinator was noncompliant with an audit request, or if a violation was found, the BACB may sanction the provider/coordinator's approval status. Potential sanctions include, but are not limited to, requiring the ACE Coordinator to change their ACE events, procedures, or instructors; suspending the ACE Coordinator's status until the complaint has been resolved; revoking the ACE Coordinator's status; or revoking the ACE Provider's status as an ACE Provider.

Note: If an NAV is filed against an Organization ACE Coordinator, the organization leadership who completed the attestation on the most recent application will be copied on all related BACB correspondence.

All ACE Coordinators must hold an active BCBA certification in good standing with the BACB. ACE Coordinators who are subject to specific consequences outlined in a Disciplinary Determination that would affect their role as an ACE Coordinator are responsible for taking action to minimize disruption to the delivery of ACE events. If an Organization ACE Coordinator's certification is revoked, suspended, or inactivated, they must transition their duties within 30 days of receiving their disciplinary determination by submitting a Coordinator Change Application. If an Individual ACE Provider's certification is revoked, suspended, or inactivated, they must submit a request via the Contact Us Form to inform the BACB that, due to disciplinary sanctions, their Individual ACE Provider status needs to be placed on inactive status.

Frequently Asked Questions

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 member of the organization's leadership team on an ACE application?

Yes.

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.

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.

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 for an individual to be an Individual ACE Provider and an ACE Coordinator of an Organization Provider at the same time.

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 was presenting the event.

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 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.

Glossary

ACE Coordinator: The individual responsible for overseeing ACE events. See page 2 for a full list of ACE Coordinator responsibilities. May serve as an Individual ACE Coordinator or an Organization ACE Coordinator.

ACE Event: An occasion where instruction is provided structured to meet the BACB's requirements for CE or PD events, allowing participants to earn either CEUs or PDUs. See also **CE Event** and **Professional Development (PD) Event.**

ACE Instructor: The individual who creates and presents material for an ACE event. See page 6 for a list of CE Instructor qualification requirements and page 7 for PD Instructor qualification requirements. The ACE Coordinator may also serve as a CE or PD Instructor if they create or present ACE event material.

ACE Provider: The entity that offers CEUs and PDUs. May be an Individual ACE Provider or an Organization ACE Provider.

CE Event: An occasion where instruction is structured to meet the BACB's Learning CE requirements, allowing participants to earn CEUs.

Co-Presenter: An individual who does not meet ACE instructor qualifications but may present a portion of an ACE event under the direct oversight of a qualified ACE instructor who is present at the event.

Continuing Education (CE): Instruction provided specifically for BCaBAs and BCBAs that covers aspects of behavior analysis, including practice, science, methodology, theory, or the profession itself.

Continuing Education Units (CEUs): The number of continuing education units earned by attending a CE event. Twenty-five minutes of instruction equals 0.5 CEUs.

Ethics CE: Continuing education that (a) relates to the BACB's Ethics Code for Behavior Analysts and/or (b) addresses cultural/contextual responsiveness. Content must pertain to behavior-analytic practice or applied research and be directly linked to the behavior-analytic literature and/or established practice. To qualify as Ethics CE, most of the event must focus on ethics or cultural/contextual responsiveness. Includes teaching or attending the event.

Individual ACE Provider: A single individual who develops and presents events that meet ACE requirements (i.e., ACE Instructor) and ensures that all ACE Provider requirements are met (i.e., ACE Coordinator).

Learning CE *(also called CE in this handbook)***:** Continuing education that covers behavior analysis, including the practice, science, methodology, theory, or the profession itself. Includes teaching or attending the event. See also **Ethics CE** and **Supervision CE**.

Organization ACE Provider: A legal entity providing CEUs that is incorporated, registered, or otherwise recognized as a legal entity, and that has an Organization ACE Coordinator to manage the ACE program.

Professional Development (PD) Event: An event where instruction is provided specifically for RBTs that reviews or expands on material included in the RBT 40-hour training, the RBT Ethics Code, or additional content that is appropriate for RBTs.

Professional Development Units (PDUs): The number of professional development units earned by attending a PD event. Twenty-five minutes of instruction equals 0.5 PDUs.

Supervision CE: Continuing education that specifically covers effective supervision in behavior-analytic practice as described in the Supervisor Training Curriculum Outline (2.0). Includes teaching or attending the event.

Teaching CE: Continuing education earned by the CE instructor on a one-time basis for each event, for the duration of time the instructor was presenting the event.
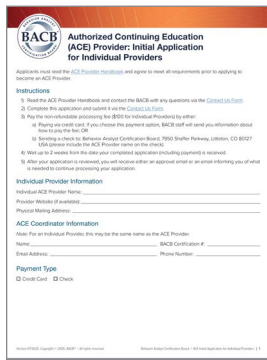
Appendix A

Overview of ACE Roles and Qualifications

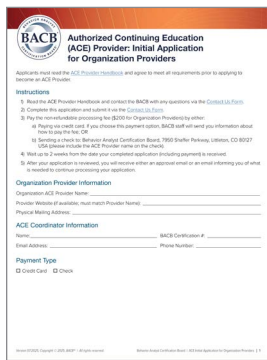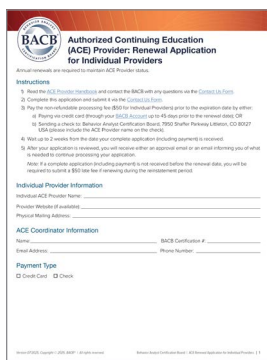| Role	ACE Coordinator for an Organization Provider	ACE Coordinator for an Individual Provider	CE Instructor	Co-Presenter
ACE Provider Type	Organization Provider	Individual Provider	Organization Provider	Organization or Individual Provider
Role	▶ Is designated by the Organization Provider to be the BACB contact ▶ Is responsible for ACE events provided by organization ▶ Does not need to be present during ACE events	▶ Delivers CE instruction themselves ▶ Is present during entire ACE events ▶ Issues CEUs/PDUs ▶ May receive assistance from a co-presenter	▶ Delivers instruction at ACE events ▶ Is supervised by ACE Coordinator	▶ Co-presents a portion of an ACE event along with and under the direct oversight of a qualified CE Instructor who is present at the event
Qualifications	▶ Is actively certified as a BCBA for at least 5 years; AND ▶ Is willing and able to fulfill all responsibilities described herein for the full duration of the authorization period (one year) ▶ Is employed by the organization or has a contractual relationship with the organization	▶ Is actively certified as a BCBA for at least 5 years; AND ▶ Is willing and able to fulfill all responsibilities described herein for the full duration of the authorization period (one year); AND ▶ Has expertise in the subject matter; AND ▶ Agrees to follow the Ethics Code during ACE events	▶ Is actively certified as a BCBA; OR ▶ Holds a doctorate in behavior analysis; OR ▶ Holds a doctorate and meets other requirements, such as doctoral coursework, mentorship, publications, or postdoctoral experience; AND ▶ Has expertise in the subject matter; AND ▶ Agrees to follow the Ethics Code during ACE events	▶ Has expertise in the subject matter; AND ▶ Agrees to follow the Ethics Code during ACE events

Appendix B

Applications

Authorized Continuing Education (ACE) Provider: Initial Application for Individual Providers. The ACE Provider Initial Application for Individual Providers is used to apply for Individual ACE Provider status. To apply, an individual must meet all of the criteria listed in this handbook.
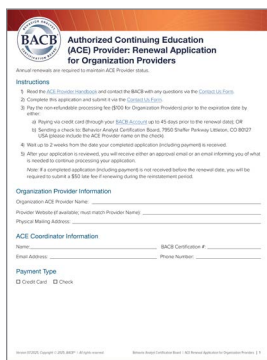

Authorized Continuing Education (ACE) Provider: Initial Application for Organization Providers. The ACE Provider Initial Application for Organization Providers is used to apply for Organization ACE Provider status. To apply, an organization must designate an individual to serve as an ACE Coordinator. The application must be submitted by the person applying to be ACE Coordinator.

Authorized Continuing Education (ACE) Provider: Renewal Application for Individual Providers. The ACE Provider Renewal Application for Individual Providers is used to apply to renew Individual ACE Provider status. Annual renewals are required to maintain ACE Provider status. The renewal application must be submitted by the ACE Coordinator.

Authorized Continuing Education (ACE) Provider: Renewal Application for Organization Providers. The ACE Provider Renewal Application for Organization Providers is used to apply to renew Organization ACE Provider status. Annual renewals are required to maintain ACE Provider status. The renewal application must be submitted by the ACE Coordinator.

Authorized Continuing Education (ACE) Provider: Coordinator Change Application. The ACE Provider Coordinator Change Application should be completed and submitted by the individual who will assume the duties of ACE Coordinator for an Organization ACE Provider.

Additional Resources

Learning Certificate Template: Individual ACE Provider. The Template for Individual Providers may be used by Individual Providers to document the CEUs a certificant obtains at a specific event.

Learning Certificate Template: Organization ACE Provider. The Template for Organization ACE Providers may be used by Organizational ACE Providers to document the CEUs a certificant obtains at a specific event.

Teaching Letter Template. The Teaching Letter Template may be used by the department chair, academic or administrative heads of the institution, or by the ACE Coordinator of an organization to document that a certificant has provided instruction for the purpose of earning CEUs.

RBT Professional Development: ACE Event. This form is used to document the PDUs that an RBT certificant obtains at a specific event.