ACE PROVIDER HANDBOOK

Contents

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Overview

The Authorized Continuing Education (ACE) program exists to make a wide array of continuing education (CE) events available to Behavior Analyst Certification Board (BACB) certificants. ACE Providers have been authorized by the BACB to provide Learning Continuing Education (CE) to BCBA and BCaBA 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; it is the ACE Provider's responsibility to ensure that all CE events meet the requirements described in this handbook. Noncompliance with these requirements may result in the suspension or revocation of ACE Provider status.

Continuing Education Requirements

Purpose of CE

Initial BCBA and BCaBA certification indicates that an individual has met entry-level standards for practice as a behavior analyst. The purpose of the BACB's CE requirement is to ensure that certificants continue to engage in activities that expand their behavior-analytic skills beyond the requirements for initial certification and help them stay up to date on developments in the profession.

CE Content Requirements

The content of Learning CE events may address any aspect of behavior analysis: practice, science, methodology, theory, or the profession itself. In addition, Learning CE content must cover material that goes beyond the current BCBA/BCaBA Task List, be behavior-analytic in nature, be designed for attendees with a behavior-analytic background, and reflect current and accurate content.

Beyond the Current Task List: Learning CE events must cover material that goes beyond the current BCBA/BCaBA Task List and coursework required to sit for the certification exams. However, the event may include a brief review of task list material during the introductory portion. For example, an event may include a review of the typical functions of behavior before covering new research on functional analysis. Events that merely repackage basic behavior-analytic techniques are not acceptable for Learning CE.

Behavior-Analytic in Nature: The majority of a Learning CE event must cover content that is behavior-analytic in nature. For example, an event covering the characteristics and diagnosis of Autism Spectrum Disorder is not appropriate for Learning CE. However, an event covering techniques for safely conducting functional assessments of stereotypic behavior is appropriate.

Audience: The 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 or professionals from other disciplines, should not be offered for Learning CE.

Up-to-Date Content: ACE Providers 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; is focused on current best practices in behavior analysis; is consistent with current local laws, regulations, policies, and ethical standards).

While not mandatory, the BACB strongly encourages including learning objectives for all events. Learning objectives should be behaviorally written, identify new skills beyond those required to become certified, and be feasible to accomplish.

Ethics CE

BCBA and BCaBA certificants are required to obtain at least 4 continuing education units (CEUs) covering ethics content in every recertification cycle. Acceptable ethics content must cover ethical issues in behavior-analytic practice or research. Ethics content should relate to the BACB's ethics requirements. Examples of ethics content include the considerations for implementing non-behavioral therapies; strategies for avoiding/managing dual relationships; creating a culture of ethics in an organization; ethical implications of media and technology; among many other types.

Supervision CE

8-hour Supervision Training: Certificants who wish to supervise individuals pursuing BACB certification or the ongoing practice of BCaBAs or RBTs are required to obtain specific training in supervision based on the BACB's Supervisor Training Curriculum Outline (2.0). This training may be completed up to 180 days prior to the date the certificant becomes certified. This training must be delivered by an ACE Provider (or embedded in a VCS program).

Ongoing Supervision CE: Supervisors are required to obtain 3 CEUs on supervision in every recertification cycle. Acceptable supervision content must be behavior-analytic in nature and cover effective supervision as described in the Supervisor Training Curriculum Outline (2.0).

Teaching CE

Teaching CE includes instruction of a Learning CE event, 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 the certificant is continuing to engage in activities that will expand their behavior-analytic skills, which includes research, preparation for, and delivery of instruction.

> **The following activities could count as Teaching CE:**
> - A 25-minute presentation within a two-hour symposium could be submitted for .5 Teaching CEUs.
> - Presentation of a two-hour workshop could qualify as 2 Teaching CEUs.
> - Preparing for, and actively participating in, a one-hour panel could qualify as 1 Teaching CEU.

CE Event Requirements

Event Instructor

Every Learning CE event must have an instructor who meets the requirements outlined in the ACE Provider Roles and Responsibilities section of this handbook.

Refer to the "Learning CE Event Checklist" to make sure your event meets the Learning requirements.

Event Duration

Each event must include a minimum of 25 minutes of instruction, for which 0.5 CEUs are awarded. Additional CEUs should be awarded in increments of .5 (25 minutes of instruction) or 1.0 (50 minutes of instruction). For example, 50 minutes = 1 CEU; 75 minutes = 1.5 CEUs; 100 minutes = 2 CEUs; and so on. Rounding up is not permitted when issuing CEUs.

Monitoring Participation

Providers are responsible for ensuring that participants are present for the entire event and maintaining documentation of participants' attendance.

Event Format

The event format may vary as long as all of the requirements outlined in this handbook are met. For instance, providers may offer Learning CE for participating in conference presentations (e.g., paper presentations, symposia, panel discussions, invited addresses), workshops, tutorials, online courses or other distance education activities, and activities such as reading a journal article and discussing it in a facilitated journal club meeting.

There are many ways to ensure participants remain for the entirety of an event. For instance, have participants sign in and out, embed active student responding questions, or include verification codes to access additional material.

Event Feedback

Providers must obtain written evaluative feedback from participants for every CE event.

Event Fees

ACE Providers may establish their own fees for CE events. The BACB does not establish fees, nor does it recoup fees (i.e., no kickbacks). CE events may be offered free of charge and may also be offered in-house only.

CE Event Documentation

Documentation for Learning Participants

Documentation of Learning CE must be issued to the participant 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, if an Organization Provider
- title of the event (**note:** *multi-presentation conference events must include the title of each session attended by the certificant*)
- 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 categories

The format of CE documentation is flexible. Examples of acceptable documentation include, but are not limited to a formal certificate, a letter of verification, or completion of the template included with this handbook (see the Learning Certificate Template - Individual ACE Providers and the Learning Certificate Template - Organization ACE Providers). Participants are responsible for entering information from each event into their BACB account.

Documentation for Teaching Instructors

ACE Providers must also provide a letter for instructors who request it for Teaching CE purposes. This letter should contain the same information required in certificates of completion, above, with the event instructor's name and certification number. See the Teaching Letter Template.

Documentation for the BACB

In addition to the information listed above, ACE Providers 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
- evidence of instructor qualifications
- copies of attendance records
- description of event monitoring procedures
- copy of certificates awarded to attendees
- event feedback
- marketing materials

These records must be maintained for a period of five 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(s).

ACE Provider Roles and Responsibilities

ACE Provider Types

There are two types of ACE Providers: **Individual Providers** and **Organization Providers**. Individual Providers must deliver the instruction themselves and be present during the entire CE event, although a co-presenter may assist them. Organization Providers must designate an individual to serve as the organization's ACE Coordinator (described below). ACE Coordinators are not required to be present during CE events offered by their organization; however, they retain responsibility for the events provided by that organization.

ACE Coordinators and Individual Providers

Qualifications
ACE Coordinators and Individual Providers must meet *all* of the following criteria:

- be actively certified as a BCBA
- have at least 36 months of full-time experience in behavior analysis after earning a master's degree or 18 months of full-time experience in behavior analysis after earning a doctoral degree
- be willing and able to fulfill all responsibilities described herein for the entire duration of the authorization period (one year)

Responsibilities
ACE Coordinators and Individual Providers must:

- follow the requirements stated in this handbook
- ensure that instructors/co-presenters and CE 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 a CE 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
- resolve 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
- ensure the information listed in the ACE Provider Directory 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 CE event documentation (see the CE 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 Provider requirements, logos, and any updates to this handbook

Qualified ACE Instructor Requirements

Qualified ACE Instructors may deliver instruction at CE events for Organization Providers. Qualified ACE Instructors must work under the supervision of the organization's ACE Coordinator and must meet *one* of the following qualifications:
- hold active BCBA certification
- have a doctorate and substantial, formal training in behavior analysis
- be a current graduate student who has completed a master's degree and is enrolled in a behavior-analytic doctoral program

Co-Presenter: An individual who does not meet one of the Qualified ACE Instructor requirements may serve as a co-presenter under the direct, in-person supervision of a Qualified ACE Instructor or an Individual Provider.

All Qualified ACE Instructors, co-presenters, and Individual Providers must have substantial expertise in the subject matter being presented and follow the Professional and Ethical Compliance Code for Behavior Analysts (Code) during the event.

> **Example of ACE roles in a symposium:**
>
> Learning CE could be offered for symposia in which only the discussant is a Qualified ACE Instructor, as long as they review the co-presenters' materials in advance. Additionally, Learning CE could be offered for symposia chaired by university faculty who meet the Qualified ACE Instructor requirements, with the faculty member's graduate students presenting all instruction, provided those students have substantial expertise in the subject matter being presented.

Overview of ACE Roles and Qualifications

Role	ACE Coordinator for an Organization Provider	Individual Provider	Qualified ACE Instructor	Co-Presenter
ACE Provider Type	Organization Provider	Individual Provider	Organization Provider	Organization or Individual Provider
Role Description	▶ Is designated by Organization Provider to be BACB contact ▶ Is responsible for events provided by organization ▶ Does not need to be present during CE event	▶ Delivers instruction themselves ▶ Is present during entire CE event ▶ May receive assistance from a co-presenter	▶ Delivers instruction at CE event ▶ Is supervised by ACE Coordinator	▶ Co-presents information under the direct, in-person supervision of a qualified ACE Instructor or Individual Provider
Qualifications	▶ Is actively certified as BCBA; *and* ▶ Has at least 36 months of full-time experience in behavior analysis after earning a master's degree or 18 months of full-time experience in behavior analysis after earning a doctoral degree; *and* ▶ Is willing and able to fulfill all responsibilities described herein for full duration of authorization period (one year)	▶ Is actively certified as a BCBA; *and* ▶ Has at least 36 months of full-time experience in behavior analysis after earning a master's degree or 18 months of full-time experience in behavior analysis after earning a doctoral degree; *and* ▶ Is willing and able to fulfill all responsibilities described herein for full duration of authorization period (one year); *and* ▶ Has expertise in subject matter; *and* ▶ Agree to follow Code during CE event	▶ Is actively certified as a BCBA; *or* ▶ Holds a doctorate and has completed substantial, formal training in behavior analysis; *or* ▶ Be a graduate student enrolled in a behavior-analytic doctoral program who has received master's degree A Qualified ACE Instructor must also: ▶ Have expertise in subject matter; *and* ▶ Agree to follow Code during CE event	▶ Has expertise in subject matter; *and* ▶ Agree to follow Code during CE event

ACE 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 prior to applying to become an ACE Provider.

Instructions

1) Read the ACE Provider Handbook and contact the BACB with any questions via the ACE Provider Contact Form.
2) Complete the ACE Provider Initial Application and submit it via the ACE Provider Contact Form located at the bottom of the ACE Providers webpage.
3) Pay the non-refundable processing fee ($200 for Organization Providers; $100 for Individual Providers) by either:
   a) paying via credit card. If choosing this payment option, BACB staff will send you information about how to pay the fee within two business days of receiving the application.
   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.

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 ACE Provider Contact Form.
2) Complete the ACE Provider Renewal Application and submit it via the ACE Provider Contact Form located at the bottom of the ACE Providers webpage.
3) Pay the non-refundable processing fee ($100 for Organization Providers; $50 for Individual Providers) 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. Learning CE events may not be offered during the reinstatement period and ACE Providers will not be listed on the ACE Provider Directory during this time. Please note, continued provision of Learning CE 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. Learning CE 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 Initial Application (Individuals)	$100
ACE Initial Application (Organizations)	$200
ACE Renewal Application (Individuals)	$50
ACE Renewal Application (Organizations)	$100
ACE Renewal Late Fee	$50

ACE Coordinator Changes (Organization Providers)

Organization Providers who would like to change the ACE Coordinator on record with the BACB must complete the ACE Coordinator Change Request Form and submit it via the ACE Provider Contact Form located at the bottom of the ACE Providers webpage in advance of the change. Once approved, the previous ACE Coordinator must transfer all documentation to the new ACE Coordinator.

ACE Audits

The BACB performs quality assurance audits to ensure ACE Providers are meeting the requirements described in this handbook. ACE Providers may be audited at any time for any reason at the discretion of the BACB. Documentation requested may include the information described in the CE Event Documentation section above.

Complaint Process

All complaints from participants in Learning CE events, including those regarding potential BACB CE event requirements violations must first be directed to the Individual Provider/ACE Coordinator in writing. If a complaint cannot be resolved with the provider, the participant may file a formal complaint by submitting a Notice of Alleged Violation directly with the BACB.

Disciplinary Action

If the provider fails to respond in a timely fashion, was noncompliant with an audit request, or if the evidence does not adequately refute the allegations in the Notice of Alleged Violation, the BACB may sanction the provider's approval status. Potential sanctions include, but are not limited to: suspending the provider's status until the complaint has been resolved; requiring the provider to revise their CE events, procedures, and/or instructors; or revoking the provider's status as an ACE Provider.

ACE Documents

Applications

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

Authorized Continuing Education (ACE) Provider: Renewal Application. The ACE Provider Renewal Application is used to apply to renew ACE Provider status. Annual renewals are required to maintain ACE Provider status.

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

Additional Resources

Learning CE Event Checklist. The Learning CE Event Checklist may be used to help determine whether an event meets all Learning CE requirements.

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 can may 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.