



ACE PROVIDER HANDBOOK

Contents

Overview.....	2
Purpose of CE Events.....	2
ACE Provider Roles and Responsibilities	2
Acceptable CE Instructors.....	5
Acceptable CE Content	6
Additional CE Event Requirements	7
Acceptable CE Documentation	8
Offering Type 2 CE for Conference Events.....	8
Offering Online Events for Type 2 CE	10
CEU Fees.....	10
Initial Application Process	10
Annual Renewal.....	14
Violations	15
Complaint Process.....	16
Complaint Form	17



ACE PROVIDER HANDBOOK

Overview

The Behavior Analyst Certification Board, Inc.® (BACB®) approves providers of Type 2 Continuing Education (CE) pursuant to the recertification standards found at www.BACB.com. The goal of the BACB Type 2 CE approval program is to make a wide array of CE events available to BACB certificants. The requirements described here specify criteria for Type 2 CE providers and instructors; events; application, review and approval of provider status; quality control procedures; and fees.

Purpose of CE Events

BACB credentials are entry-level credentials, indicating that individuals have met minimum standards for training and experience in the field of behavior analysis. However, all certificants should acquire additional training beyond the requirements for certification in an effort to ensure they remain current and competent in the practice of behavior analysis.

Furthermore, like most professions, behavior analysis evolves over time. The practice of behavior analysis is continually affected by factors such as advances in research (both applied and basic), development of new technology, and changing consumer needs, just to name a few.

The purpose of the BACB's CE requirements is to ensure that all certificants engage in training and experience activities that will expand and maintain their behavior-analytic skills. In particular, the requirements for Type 2 approved CE are set forth to ensure the availability of CE events that are behavior-analytic in nature and adhere to the BACB's quality standards.

ACE Provider Roles and Responsibilities

An approved continuing education (ACE) provider is an individual or organization that arranges and oversees Type 2 continuing education events for BACB certificants.

The BACB does not review or approve individual CE events. Approval as an ACE provider is not a blanket approval of all events provided by an individual or organization. Once approved, it is the ACE provider's responsibility to ensure that they only offer Type 2 CE for events that meet the requirements outlined in this handbook.

ACE providers may not approve other individuals or organizations to provide Type 2 CE. All prospective ACE providers must apply directly to the BACB.

Criteria

To apply for ACE provider status, an individual must meet all of the following criteria, and an organization must designate an individual to serve as ACE Coordinator who meets all of the following criteria:

- Certification in good standing as a Board Certified Behavior Analyst® (BCBA) or Board Certified Behavior Analyst®-Doctoral (BCBA-D); and
- At least 36 months of full-time experience in behavior analysis post-Master's degree or 18 months of full-time experience in behavior analysis post-Doctoral degree; and
- Be willing and able to fulfill all responsibilities described herein for the full duration of the approval period (one year).

Individual Provider Role

Individual providers must provide the instruction themselves and be present during the entire Type 2 CE event, although a co-instructor may assist them.

ACE Coordinator Role (Organizations)

Organization providers may offer Type 2 CE for events that meet all of the criteria outlined in this handbook. 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.

If an organization provider's ACE Coordinator changes at any point after the provider has been approved by the BACB, the ACE Coordinator and the organization must immediately notify the BACB of that change and provide the BACB with documentation that the new ACE Coordinator meets the stated criteria, including a new sample CE event demonstrating their ability to select an event that comports with the BACB's requirements.

It is the responsibility of the ACE Coordinator to notify the organization of how to change their coordinator in the event that he or she leaves the agency. If an ACE Coordinator leaves an agency without making appropriate arrangements for succession, that individual will not be permitted to serve as coordinator for any other agency or apply to become an individual ACE provider for a period of two (2) years.

Delegation of Responsibilities

The BACB expects that the initial application process, including the sample event syllabus, will be submitted by the individual named in the application. The initial application process is, in part, an assessment of that individual's ability to design an event that meets the requirements for Type 2 CE. The initial application should NOT be completed by another individual on behalf of the proposed provider or coordinator.

After approval is granted, ACE providers may delegate administrative responsibilities as they see fit; however, the designated individual provider or ACE Coordinator is responsible for ensuring that all duties are carried out in compliance with these standards. The individual provider or ACE coordinator must properly train and provide guidance to any individuals to whom they delegate these duties.

Individuals to whom these responsibilities are delegated should not consult the BACB directly if they have questions. Rather, they should direct all questions to the ACE provider. Inquiries from delegates who have not consulted their ACE provider and are clearly unfamiliar with this handbook may call into question the individual or coordinator's ability to serve in the role of ACE provider.

ACE providers who have questions should use the [contact form](#) for ACE providers.

ACE Provider Responsibilities

The individual identified as an ACE Provider or ACE Coordinator must:

- 1) Apply for BACB approval following the procedures described herein;
- 2) Sign and adhere to an agreement with the BACB ensuring that the provider will fulfill the following responsibilities;
- 3) Provide Type 2 CE events that comport with the BACB CE requirements specified herein, and as may be revised;
- 4) Ensure that all Type 2 CE instructors and events meet the BACB Type 2 CE instructor and event requirements, and adhere to all other requirements specified herein, and as may be revised;
- 5) Ensure that all events meet BACB requirements for Type 2 CE. (After providers are approved, they do not need to submit individual syllabi or events to the BACB for approval unless requested to do so by the BACB; the provider is responsible for ensuring that events offered through them meet all applicable BACB requirements);
- 6) Ensure that all instructors and co-instructors of Type 2 CE events attest that they have completed formal training, independent study, or experiential training in the subject matter of the instruction being provided;
- 7) Ensure that all instructors and co-instructors adhere to the [BACB Professional and Ethical Compliance Code for Behavior Analysts](#) during the Type 2 CE event;
- 8) Obtain written evaluative feedback from participants on every Type 2 CE event;
- 9) Advertise its Type 2 CE events and include a description of the target audience in each advertisement;
- 10) Ensure that procedures are in place and adhered to that disclose any affiliation(s) with companies, products and/or services that may be featured during a Type 2 CE event. These disclosures must be made to participants prior to their registration for the event.
- 11) Set and collect participant fees for each Type 2 CE event offered;
- 12) Document participants' attendance at each Type 2 CE event offered;
- 13) Issue certificates within 45 days of the event to participants for each Type 2 CE event that indicate: the title of the event; the instructor's name; date; location; number of CE units (CEUs) earned; the participant's name and BACB certification number; and the provider's name and BACB ACE provider number. Certificates for multi-presentation conference events must include the title of each session attended by the certificant. Failure to include all of this information may result in the certificates not being accepted by the BACB;
- 14) Provide duplicate documentation to event attendees who have lost theirs;
- 15) Retain (and provide to the BACB upon request) records on all Type 2 CE offerings, including instructors' names and qualifications; a syllabus for each event; dates; locations; attendance lists (including participants' BACB certificate numbers); and marketing materials for a period of 5 years from the event;
- 16) Serve as a single point of contact between the ACE provider and the BACB for all communication related to initial and continued approval as an ACE provider;
- 17) Be listed on the BACB website (<http://info.bacb.com/o.php?page=100157>) as an ACE provider, and provide the BACB with your website and a link to online CEUs should you desire to do so;

- 18) Handle all communications with participants and resolve all complaints about its Type 2 CE offerings. All participant complaints regarding BACB CE event requirements violations must first be directed to the provider in writing. The provider must inform participants of BACB CE complaint procedures and make every reasonable attempt to resolve all complaints. If a complaint regarding BACB event requirements cannot be resolved with the provider, the provider must inform the complainant that they may file a formal complaint directly with the BACB; AND
- 19) Submit fees to the BACB with initial application and annual renewals.

Acceptable CE Instructors

ACE instructors deliver the instruction at Type 2 CE events. Instructors are approved and work under a BACB approved organization provider or are individual providers. All instructors of Type 2 CE events must have ONE of the following qualifications:

- 1) Is a BCBA or BCBA-D in good standing; or
- 2) Holds a doctorate and meets either the coursework or college teaching option for fulfilling BCBA eligibility requirements; or
- 3) Has completed all requirements for a doctorate except the dissertation, meets the coursework option for BCBA eligibility, and has completed graduate coursework or has published research in the subject matter on which Type 2 CE instruction is provided.

An individual who does not meet one of the ACE instructor criteria may serve as a co-instructor under the direct, in-person supervision of a fully qualified ACE instructor.

All instructors and co-instructors of Type 2 CE events must have completed substantial formal training, independent study, or experiential training in the subject matter on which Type 2 CE instruction is provided.

Multi-presenter events (such as conference symposia or paper sessions) may be offered for Type 2 CE if at least one presenter meets the CE instructor criteria specified above, PROVIDED that the qualified CE instructor actively and directly supervises the instruction presented by the coinstructors (e.g., by reviewing all presentation materials and providing feedback to the presenters in advance of the session). This allows type 2 CE to be offered, for example, for symposia in which only the discussant qualifies as a CE instructor but reviews the co-instructors' presentations in advance, or for symposia chaired by university faculty who meet the CE instructor criteria, with all instruction presented by that person's own graduate students.

All instructors and co-instructors must adhere to the [BACB's Professional and Ethical Compliance Code for Behavior Analysts](#) during the Type 2 CE event.

Acceptable CE Content

The content of Type 2 CE events can address any aspect of behavior-analytic practice, science, methodology, and theory. However, because these events are to provide continuing education and professional development for certified individuals, the content and level of instruction must go beyond what is required to become certified. Type 2 CE events should not simply cover material from the current [BACB Task List](#) and the coursework required to sit for the certification exams, because all BCBAs and Board Certified Assistant Behavior Analysts® (BCaBAs®) should already have those basic competencies in their repertoires. When designing events, one should assume that all attendees already possess the basic skills present on the [Fourth Edition Task List](#).

Review of task-list material in CE events is acceptable only as a minimal review during the introductory portion of an event. For example, it should not take more than a few moments to review the types of verbal operants or the typical functions of behavior with an audience of BACB-certified individuals; even if they are all BCaBAs. No significant portion of a Type 2 CE event may consist of such material.

Similarly, events designed to introduce a specific tool that is merely a repackaging of basic behavior analytic techniques are not acceptable for Type 2 CE.

Information that is not behavior analytic in nature is not appropriate for any significant portion of a Type 2 CE event. For example, an event covering the characteristics and diagnosis of Autism Spectrum Disorder is not appropriate for Type 2 CE. However, an event covering techniques for safely conducting functional assessments of stereotypic behavior would be appropriate.

Instruction should be presented at a level of difficulty that is appropriate for certificants who already have degrees and have completed some coursework in behavior analysis, i.e., at least at a beginning master's-program level for BCaBAs and at the post-master's level for BCBAs. Finally, every effort should be made to ensure that the content of all CE events is as accurate and up-to-date as possible, i.e., that it represents the best available scientific evidence; current best practices in behavior analysis; is consistent with current local laws, regulations, policies, ethical standards; and so on.

Type 2 CE events are to be designed explicitly for professional behavior analysts. Events designed for other audiences, such as parents or professionals from other disciplines, and not specifically for BACB certificants, should not be offered for Type 2 CE.

Ethics CE

BACB certificants are required to obtain at least 3 CEUs in every recertification cycle that cover ethics content. (This requirement will increase to 4 CEUs for all new recertification cycles beginning after December 31, 2014.) Acceptable Type 2 ethics CE must meet all of the standards identified in this document in addition to covering ethics content.

Acceptable ethics content is behavior analytic in nature and covers ethical issues in behavior analysis practice or research. Ethics content should incorporate the [BACB's Professional and Ethical Compliance Code for Behavior Analysts](#). Sample ethics CE topics might include the (in) appropriateness of implementing nonbehavioral therapies, strategies for avoiding/managing dual relationships, creating a culture of ethics in an organization, ethical implications of media and technology, among others.

Supervision CE

Beginning in December 2014, BCBAs and BCBA-Ds who wish to provide supervision of individuals pursuing BACB certification or the ongoing practice of BCaBAs will be required to obtain specific training in order to do so. These individuals will also be required to obtain 3 CEUs on supervision in every certification cycle (starting with the first recertification cycles that begins after December 31, 2014). Acceptable Type 2 supervision CE must meet all of the standards identified in this document in addition to covering supervision content.

Acceptable supervision content is behavior-analytic in nature and covers effective supervision as defined in the [BACB's experience standards](#) (in particular, the "Nature of Supervision" section) and the [BACB Supervisor Training Curriculum Outline](#).

Additional CE Event Requirements

Types of events that may be offered for BACB Type 2 CE include, but are not limited to: workshops; seminars; tutorials; professional conference sessions (such as addresses, papers, symposia, and panel discussions); online or other distance education activities; and activities such as reading journal articles, provided that participants are required to respond actively to the materials (e.g., by answering written questions about them).

Each event offered by an ACE provider must:

- 1) Adhere to the requirements for events and instructors outlined in this handbook.
- 2) Provide a minimum of 50 minutes of instruction, for which one Type 2 CEU is awarded. Additional CEUs should be awarded for additional instructional time 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.
- 3) Include procedures for ensuring that participants are present for the entire event (e.g., a sign in/ sign out procedure with monitoring throughout the event).

ACE providers may offer the same event on multiple occasions, as long as all of the criteria above are met each time.

Learning Objectives for CE Events

Although learning objectives are required during the initial application to become an ACE provider process, the BACB does not require that CE providers specify learning objectives for all of their CE events. However, they may do so at their discretion. The following are requirements for objectives submitted during the initial application process. It is recommended that objectives for all CE events adhere to these criteria.

Learning objectives must:

- 1) be written in behavioral terms that specify what the participants will do during the event or should be able to do after completing the event, rather than what the participants will "know" or what the instructor(s) will do. For example, an objective stating that "participants will describe recent research-based extensions to the functional analysis" would be appropriate; objectives stating that participants will "gain knowledge of functional analysis" or that the purpose of the event is to "provide an overview of functional analysis procedures" would not be appropriate.
- 2) identify new skills that go beyond those required to become certified as a BCBA or BCaBA. Objectives that correspond to items on the current [BACB Task List](#) and do not identify how the content goes beyond basic skills are unacceptable.

- 3) be possible to accomplish within the context and timeframe for the event. For example, an objective stating that “participants will be able to design, implement, and monitor a complete staff performance management system” is would not be appropriate for a three-hour CE workshop held in a conference room. It may be appropriate for a six-week on-site training program that includes on-the-job observation, modeling and feedback in addition to didactic instruction. An appropriate objective for the three-hour workshop may be “state the critical elements of a complete staff performance management system.”

Acceptable CE Documentation

Documentation for Type 2 CE must include the following information:

1. participant’s name and BACB certification number
2. provider’s name and ACE provider number
3. ACE Coordinator’s name, if an organization provider
4. ACE provider’s contact information
5. title of the event
6. instructor’s name
7. event date
8. event location
9. number of Type 2 CEUs earned
10. number of CEUs applicable to the ethics and supervision categories

Note: documentation for multi-presentation conference events must include the title of each session attended by the certificant.

Failure to include all of this information may result in CEUs not being accepted by the BACB.

Currently, the exact format of CE documentation is flexible. Examples of acceptable documentation include, but are not limited to a formal certificate, a letter of verification, or a detailed receipt.

You are additionally obligated to provide a letter for any of your instructors who request it for Type 4 purposes – as a reminder, Type 4 CE is instruction by the certificant of a category (1 or) 2 continuing education event, on a one-time basis for each event, provided that the certificant was present for the complete event. Required documentation for Type 4 CE is a letter from the department chair on letterhead from the university at which a course was taught or a letter from the Approved Continuing Education (ACE) provider’s coordinator.

Offering Type 2 CE for Conference Events

Selecting CE events

Some approved organization providers may wish to offer Type 2 CE for participating in conference presentations, such as workshops, tutorials, invited addresses, paper presentations or sessions, panel discussions, or symposia. Implementing the BACB’s CE requirements for workshops, tutorials, invited addresses, and single paper presentations should be straightforward.

Multiple-presenter sessions – e.g., paper sessions, panel discussions, and symposia – require special consideration. The BACB recommends the following:

- 1) It is preferable, of course, if all presenters in a session meet the BACB ACE instructor criteria. In that case, the event can be offered for Type 2 CE, provided all other requirements are met (syllabus, objectives, sign in/out procedure, written evaluation). Where that is not the case:
- 2) Multi-presenter events may be offered for Type 2 CE if at least one presenter meets ACE instructor criteria and all other presenters meet CE co-instructor criteria, PROVIDED that the qualified ACE instructor actively and directly supervises the instruction delivered by the co-instructors (e.g., by reviewing all presentation materials and providing feedback in advance of the session). For instance, Type 2 CE could be offered for symposia in which only the discussant qualifies as a ACE instructor, as long as that individual reviews the co-instructors' presentations in advance, or for symposia chaired by university faculty who meet the ACE instructor requirements, with all instruction presented by the faculty member's own graduate students, all of whom qualify as CE co-instructors. All presenters must have substantial training and experience in the subject matter being presented.

Some advance planning and documentation will be required if conference events are to be offered for Type 2 CE. The BACB suggests that organization providers reproduce the criteria for Type 2 CE events and instructors in their conference Call for Papers, and solicit the following information from authors at the time they submit proposals for conference presentations to be considered for Type 2 CE:

- 4) Name, BACB certification number (if applicable), and vitae of proposed CE instructor(s) and co-instructor(s).
- 5) Title and abstract.
- 6) Attestation that the proposed CE instructor(s) and co-instructor(s) (where applicable) and the proposed CE event meet BACB CE requirements, and that the instructor(s) and co-instructor(s) agree to comply with the Code during the event.

This information can then be converted into a syllabus to be provided to participants at the conference if the event is accepted for Type 2 CE.

Because some (though not much) additional work will be required of authors who submit conference presentations for Type 2 CE, we suggest including in the Call for Papers some rationale and encouragement for engaging in that effort, along the following lines:

“Offering your presentation for consideration as a BACB Type 2 Continuing Education event at our conference will:

- help attract an audience for your presentation;
- help ensure that BCBA's and BCaBA's keep up-to-date with developments in behavior analysis;
- support this organization and its continuing education program
- support the BACB certification program
- help maintain the integrity and vitality of our field.”

Organization providers may also wish to consider implementing other contingencies to encourage CE offerings via conference presentations, such as providing reduced conference registration fees or other benefits for CE presenters.

Offering Online Events for Type 2 CE

Online courses, tutorials, etc. may be offered for Type 2 CE provided they meet all the criteria specified above. One criterion that may warrant special consideration in the case of online events is the requirement that the provider must ensure that participants are present for the entire duration of a CE event. This requirement can be met in a variety of ways, including by having participants log in and out of the event so that the duration of their participation can be verified electronically; having active student responding (ASR) questions embedded throughout the videos to which students must respond using a poll; including verification codes at the end of videos that must be used to access the next unit of material (and disable the fast-forward feature); or requiring polls or short quizzes at the end of each unit.

CEU Fees

Once approved by the BACB, Type 2 ACE providers may establish their own fees for participating in their CE events. The BACB does not establish fees, nor do we recoup fees (no kickback). CEU events may be offered free of charge, and CE events may also be offered in-house only and do not have to be offered to the public.

Initial Application Process

Organizations or individuals applying for approval as BACB ACE providers must submit:

- 1) A completed application form (currently a paper form, but will be available online in the future), including provider's name, ACE Coordinator's name (if organization), and complete contact information;
- 2) Curriculum vitae of ACE Coordinator;
- 3) BACB certificate number of the ACE Coordinator; A sample syllabus, provided on the BACB® Type 2 CE syllabus form, for one representative event, clearly showing that the event meets all of the BACB's requirements for acceptable Type 2 CE (does not have to be for an actual scheduled event);
- 4) Curriculum vitae of instructor(s) and co-instructor(s) of the Type 2 CE event described in the sample syllabus, showing clearly that the individual(s) meet(s) all of the BACB criteria for Type 2 CE instructors and/or co-instructors; and
- 5) Initial application fee.

Initial Application Fees:

Organizations: \$200

Individuals: \$100

Application Review

When an initial provider application is received, the BACB will review it to determine whether it includes all required information and documentation. If the application is not complete, the BACB will request additional information or material from the applicant. When the application is complete, it will be reviewed by a member of BACB Program Specialist division. If the application is not approved on the first review, it will be sent to another member of the division for a second review.

The applicant will be sent an email stating the BACB's decision, usually within 45 days of the BACB's receipt of a complete application. If the application is approved, the provider will be assigned a provider number. If the application is not approved, the email will instruct the applicant as to the deficiencies in the application and how to remedy them. The applicant will then have 45 days to remedy the deficiencies and resubmit the application to the BACB without additional fees. A member of BACB staff will review the revised application to determine if it meets all requirements specified herein. Any revised applications not approved by the reviewer will be submitted to another member of staff for determination. If an application is rejected a second time, it may only be submitted again with a new application fee.

The purpose of the application is for the proposed ACE Coordinator to demonstrate their ability to understand and comply with the BACB's requirements for Type 2 Continuing Education. As such, the BACB cannot provide assistance with creating sample events, outside of the feedback provided during the application process.

A final denial may only be appealed to an Appeal Committee in accordance with the BACB appeal procedures.

Example: Appropriate Sample CE Event

Title of Event: *Reinforcement-Based Solutions for Problem Employees*

Date and Location of Event: *May 13, 2014; Littleton, Colorado*

Time and Duration of Event: *2:00 p.m.-5:00 p.m. – 3 hours*

Number of Type 2 CEUs: *3*

Attendance Procedure: *Sign-in and sign-out, with staff monitoring at doors*

Total Event Fee per Participant: *\$X*

Names of Event Instructors: *Name Nameson, M.S., BCBA*

Event Covers the Following Behavior Analysis Content: *Practice, Methodology*

Event is Designed For: *Both BCBA's and BCaBA's*

Event Level: *Intermediate (junior BCBA)*

Learning Objectives for Participants

- 1. Identify the top 5 inappropriate behaviors employers complain about in employees.*
- 2. Identify replacement behaviors for these inappropriate behaviors*
- 3. Develop reinforcement-based interventions for these common employee performance issues*
- 4. Discuss further applications of behavior analysis to common workplace issues.*

Description of Type 2 CE Event: *The Guidelines for Responsible Conduct states that "The behavior analyst promotes the general welfare of society through the application of the principles of behavior." (9.0) and "The behavior analyst should promote the application of behavior principles in society by presenting a behavioral alternative to other procedures or methods." (9.1) There is a great deal of data and literature on the application of behavior analysis to the workplace, however many behavior analysts fail to apply these principles to their own workplaces. This talk will cover several general complaints employers typically have, so that the information from this workshop can both be applied to one's own workplace, as well as disseminated to other professionals.*

Example: Inappropriate Sample CE Event #1

Title of Event: *How to Conduct a Functional Analysis*

Date and Location of Event: *May 13, 2014; Littleton, Colorado*

Time and Duration of Event: *1:00 p.m.-5:00 p.m. – 4 hours*

Number of Type 2 CEUs: *5 CEUs*

Attendance Procedure: *Sign-in and sign-out*

Total Event Fee per Participant: *\$X*

Names of Event Instructors: *Name Nameson, Ph.D., BCBA-D*

Event Covers the Following Behavior Analysis Content:

Event is Designed For: *Board Certified Behavior Analysts (BCBAs)*

Event Level: *Advanced (BCBA)*

Learning Objectives for Participants:

- 1. Participants will be able to define functional analysis;*
- 2. Participants will be able to identify and describe the various conditions used in a functional analysis;*
- 3. Participants will be able to determine when it is appropriate to conduct a functional analysis.*
- 4. Participants will make intervention decisions based on the results of a functional analysis.*

Description of Type 2 CE Event: *The functional analysis is an important first step to developing behavior-change procedures, but few behavior analysts know how to conduct one. This event will explain what constitutes a functional analysis, and then go into detail on the methodology of running one (including the various conditions that can be used and how to gather data), and how to use the results from these analyses to inform function-based treatments of problem behaviors. This event will also address ethical concerns when determining whether or not to conduct a functional analysis.*

Problems with this CE Event:

Event Level:

In order to be acceptable for Type 2 CEUs, events must go beyond the material that is required to become certified. This event does not go beyond material that is on the Task List, which all entrylevel BCBAs and BCaBAs should already be capable of.

Number of Type 2 CEUs:

There must be at least 50 minutes of instruction for 1 CEU, and additional CEUs may be awarded for additional instructional time in increments of .5 (25 minutes of instruction) or 1 (50 minutes of instruction). In an instance when there are 4.8 50-minute segments, it is inappropriate to round up.

Number of Objectives:

As stated in the instructions for the objectives section of the application there “must be at least 2 objectives for the first 50 min of instruction and a minimum of 1 objective for each additional 50 min or fraction thereof.” An event being offered for 5 CEUs would need at least 6 objectives.

Attendance Procedure:

Attendance procedures for Type 2 events must ensure that participants are present for the entire event. While sign-in and sign-out forms are acceptable elements of an attendance procedure, they aren't sufficient alone.

Example: Inappropriate Sample CE Event #2

Title of Event: *Diagnosing Autism: Key Characteristics*

Date and Location of Event: *May 13, 2014; Littleton, Colorado*

Time and Duration of Event: *1:00 p.m.-5:00 p.m. – 4 hours*

Number of Type 2 CEUs: *4*

Attendance Procedure: *Sign-in and sign-out, with a survey at the end of the event.*

Total Event Fee per Participant: *\$X*

Names of Event Instructors: *Name Nameson*

Event Covers the Following Behavior Analysis Content:

Event is Designed For: *Both BCBA's and BCaBA's (as well as parents and teachers)*

Event Level: *Basic (BCaBA)*

Learning Objectives for Participants

- 1. Know the signs of autism;*
- 2. Be able to determine if a child might receive a diagnosis of autism;*
- 3. Understand how an autism diagnosis will affect a client's life;*
- 4. Understand how to advise parents on making lifestyle changes;*
- 5. Be familiar with current literature about autism*

Description of Type 2 CE Event: *There is currently no medical test that can diagnose autism. Specially trained physicians and psychologists must administer evaluations to determine if a child suffers from this disorder. This event will cover the DSM-V diagnostic characteristics for autism spectrum disorder, and several evaluation tools one can use in making a determination. Time will also be spent discussing how to advise parents of children with autism, or parents who suspect their child may be on the spectrum.*

Problems with this CE Event:

Event Nature:

As stated in the BACB Requirements for Type 2 Continuing Education, an appropriate CE event must “cover behavior analysis practice, theory, or methodology.” This sample event, although addressing important and interesting topics, is not a behavior-analytic subject and as such is inappropriate for Type 2 CE.

Nature of Objectives:

As stated in the instructions for the objectives section of the application, objectives “must be stated in behavioral terms.” That is, objectives must be observable and measurable.

Instructor Credentials:

For an initial application, we require a CV for all instructors and co-instructors included in the sample event.

Annual Renewal

Providers are approved for a period of one year. At the discretion of the BACB, provider approval may be renewed annually as long as the provider complies with all ACE provider responsibilities and BACB CE requirements, as may be revised. The BACB reserves the right to request and review any documentation required of the provider at any time.

Unless otherwise specified by the BACB, ACE providers must apply for renewal annually and must submit:

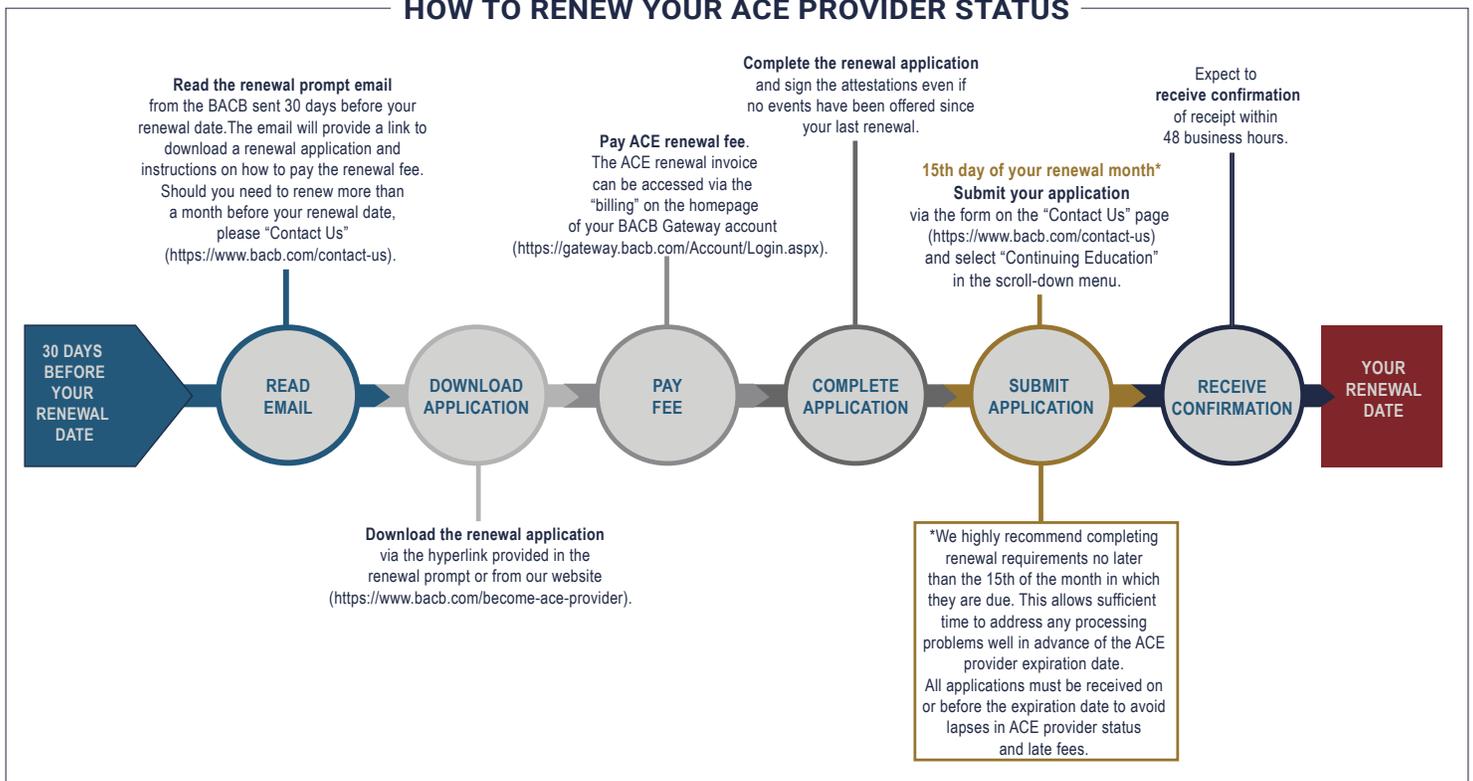
- 1) Completed renewal application form, including provider's name and complete contact information;
- 2) The BACB certification number of the ACE Coordinator (organization provider) or the individual provider, and;
- 3) Annual renewal fee.

Annual Renewal Fees

Organizations: \$100

Individuals: \$50

HOW TO RENEW YOUR ACE PROVIDER STATUS



Violations

Temporary Suspension of ACE Provider Status

Violating any of the requirements outlined in this document on three or more occasions will result in a temporary suspension of ACE Provider status until the problem is addressed. While the provider status is suspended, no CE events may be offered.

Some examples of activities that may result in suspension:

Offering a CE event that is inappropriate for Type 2 CE on 3 or more occasions

If an ACE provider submits a Type 2 CE event that does not conform to the BACB's requirements as outlined in the BACB Requirements for Type 2 Continuing Education on more than three (3) occasions, their ACE provider status will be temporarily suspended until they can submit a new sample CE event that conforms to the BACB's requirements.

Participants are unable to contact ACE Coordinator

If participants of a CE event are unable to reach the ACE Coordinator through email or phone for more than 1 month, that ACE provider will be put on temporary suspension and will be unable to offer Type 2 CE events until contacting the BACB with verification that the issue has been rectified.

BACB is unable to contact ACE Coordinator

The BACB is unable to reach the ACE Coordinator through e-mail, phone, or written correspondence for more than 1 month, that ACE provider will be put on temporary suspension and will be unable to offer Type 2 CE events until contacting the BACB.

BACB receives inquiries from delegates who have not consulted their ACE provider and are clearly unfamiliar with this handbook

If a member of an organization that is an ACE provider other than the Coordinator contacts the BACB with inquiries before going to the ACE Coordinator on 3 or more occasions, the agency's ACE provider status will be temporarily suspended until the Coordinator can verify that they have appropriately trained the staff.

Revocation of ACE Provider Status

Occurs when the ACE Coordinator commits 3 or more different violations of the BACB's policies, or in excess of 3 violations of the one of the policies listed above in a single annual renewal cycle. If an ACE Provider's status is revoked, they can only become a provider again by submitting a new initial application after a period of two (2) years. The ACE Coordinator at the time of revocation additionally may not apply to be a coordinator or individual provider for a period of two years.

Complaint Process

All complaints from participants in Type 2 CE events, including those regarding potential BACB CE Event Requirements violations must first be directed to the ACE provider/ACE Coordinator in writing, with copies of all written communications between the parties provided to the BACB. If a complaint cannot be resolved with the provider, the participant may file a formal complaint directly with the BACB, through the [Contact Us](#) page, using the form provided by the BACB in this handbook. The formal complaint must identify each event standard that was allegedly violated and specify the nature of the alleged violation. After reviewing the formal complaint, the BACB will inform the provider in writing about the complaint and will allow the provider 30 days to submit a written response to the BACB. At that time, the provider must also submit all documentation relating to the complaint as well as documentation of any and all other complaints received and resolved by the provider. If the provider fails to respond in a timely fashion, or if the evidence provided to the BACB does not adequately refute the allegations stated in the complaint, the provider's approval status may be sanctioned by the BACB. Potential sanctioning actions include, but are not limited to: suspending the provider's approval status until the complaint has been resolved to the BACB's satisfaction; requiring the provider to revise its Type 2 CE events, procedures, and/or instructors; or revoking the provider's approval status altogether. Decisions to sanction a provider may be appealed to the BACB Board of Directors in accordance with [BACB appeal procedures](#).



Type 2 Continuing Education Event Standards Complaint Form

Name and BACB ACE Provider Number of Event Provider:

_____ # _____

Name and BACB Certificant Number of Participating Lodging Complaint:

_____ # _____

Participant Phone: _____

Participant Email: _____

Title of Event: _____

Event Number: _____ Number of Type 2 CE Units: _____

Date/Location of Event: _____

Instructor Name(s): _____

I. Standards(s) Violated:

Check the Type 2 CE Event Standard(s) below that you believe were violated and provide a description of the nature of the alleged violation in as much detail as necessary for the BACB to investigate, should it be necessary to do so.

- None of the Event Instructors Met the ACE Instructor Criteria.
- Event did not Cover Behavior Analysis Practice, Theory or Methodology.
- Event did not Further or Maintain the Skills or Knowledge of Participants.
- No Learning Objectives for Participants were Provided.
- Event did not Provide at Least 50 Minutes of Instruction Per Type 2 CE Unit.
- Event was not of Sufficient Duration to Accomplish Stated Learning Objectives.
- There was no Procedure to Ensure Participants were Present for Entire Event.
- Event/Instructor did not Adhere to BACB Guidelines for Responsible Conduct.

II. Description of your Attempts to Resolve Problem Directly With the Provider:

III. Description of Alleged Violation(s):

IV. Affirmation: Complaining Party Must Sign The Following:

By signing below, I affirm and represent that the information provided in this complaint is true and accurate. I understand that the BACB does not warrant or guarantee the quality of events offered by BACB ACE Providers, and I agree to hold the BACB harmless for any action or decision relating to this complaint, the ACE Provider, and/or the Type 2 CE event that is the subject of this complaint. I request that the BACB review this complaint, but understand that the BACB is under no obligation to take action or remedy my complaint. I understand and agree that the BACB may provide a copy of this complaint as may be needed or required in order to investigate this complaint and/or respond to inquiries.

Signature: _____ Date: _____

Printed Name: _____ Title: _____

This document must be signed in accordance with the [Acceptable Signatures Policy](#).

Return this completed form and any supporting documentation to the [BACB Contact Us Page](#).