Enhanced Coursework Requirements
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BACB Quality and Standards Enhancment

Contents:

With nearly a decade of administrations of the BCBA and BCaBA examinations behind us, we would like to mark this milestone with a retrospective look at the standards improvements we have undergone. We also thought you might be interested in a look at the improvements on track for the near future (discussed on page 3 of this Newsletter).

It would be impossible to summarize all improvements over the years. This article highlights some of the more significant milestones, and gives insight into those improvements still to come:

Began new Job Task Analysis to ensure current content in the standards and examinations (3/99)

- Conducted subject matter task force meeting
- Conducted pilot survey of new Exam Content Task List with subject matter experts
- Completed extensive Exam Content Task List survey of subject matter experts, educators, and certificants
- Analyzed results and compiled final report currently in progress
- Approved and Implemented by Board of Directors (6/01)

Increased coursework requirements (6/01, effective 12/05)

- Revised coursework content area requirements based on new exam content task list

- Added 45 hours of coursework content for both levels of certification: BCBA from 180 to 225 contact hours (4 to 5 courses) and BCaBA from 90 to 135 contact hours (2 to 3 courses)

Increased examination administration security and availability (11/05)

- Contracted with Pearson VUE for computer-based administration nationally and internationally
- Examination administrations provided at uniform, secure testing sites
- Examinations offered at more than 350 sites worldwide

Raised BCaBA examination passing score (effective 12/05)

- Conducted extensive cut score study for new exams
- Implemented a substantial raise in BCaBA passing score

Increased experience requirements for examination eligibility (effective 9/06)

- Required the supervisor be a BCBA (or faculty in an approved practicum) rather than "examination eligible"
- Changed from tracking total time-frame of experience to actual experience hours worked
- Increased amount of experience and supervision required (BCBA from 720 hours minimum to 1,500 hours minimum and BCaBA from 480 hours minimum to 1,000 hours minimum (less if obtained if more concentrated training in a BACB approved university practicum)
- Increased standards for minimum frequency of contact with supervisor (from minimum monthly contact -- old standards mentored-- to minimum contact every other week)

BACB Quality and Standards Enhancment *cont'd*

- Implemented requirement of documentation of supervisor feedback
- Implemented requirement that experience must be started after the beginning of coursework.
- Implemented standards for university practica
- Ceased allowing qualification with old experience (10/10)

Phased-out acceptance of Florida approved non-university training

- Ended acceptable teaching of FL non-university courses (12/06)
- Ceased eligibility of candidates with FL non-university courses (10/10)
- Required all coursework to be from an accredited university (10/10)

National Commission for Certifying Agencies accreditation (10/07)

- Demonstrated compliance with national psychometric standards
- Demonstrated compliance with national standards for organizational structure and certification processes
- Annually renewed and reaccredited every 5 years

Implemented ethics and professional behavior continuing education requirement (6/08)
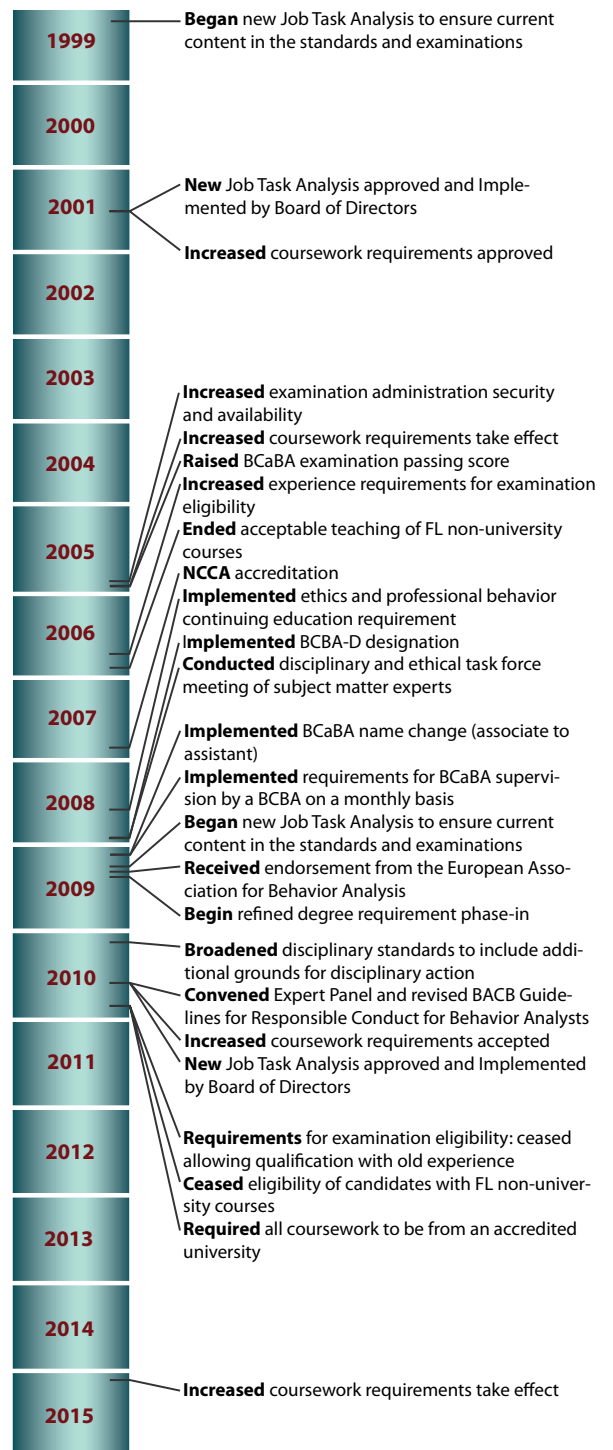
- Required three hours of acceptable ethics and professional behavior continuing education in every three-year recertification cycle

Implemented BCBA-D designation (12/08)

Conducted disciplinary and ethical task force meeting of subject matter experts (12/08)

Implemented BCaBA name change (associate to assistant) (1/09)

Implemented requirements for BCaBA supervision by a BCBA on a monthly basis (1/09)

Contents:

1999 — **Began** new Job Task Analysis to ensure current content in the standards and examinations

2000

2001 — **New** Job Task Analysis approved and Implemented by Board of Directors
Increased coursework requirements approved

2002

2003

2004 —
Increased examination administration security and availability
Increased coursework requirements take effect
Raised BCaBA examination passing score
Increased experience requirements for examination eligibility
Ended acceptable teaching of FL non-university courses
NCCA accreditation

2005

2006 —
Implemented ethics and professional behavior continuing education requirement
Implemented BCBA-D designation
Conducted disciplinary and ethical task force meeting of subject matter experts

2007

2008 —
Implemented BCaBA name change (associate to assistant)
Implemented requirements for BCaBA supervision by a BCBA on a monthly basis
Began new Job Task Analysis to ensure current content in the standards and examinations

2009 —
Received endorsement from the European Association for Behavior Analysis
Begin refined degree requirement phase-in

2010 —
Broadened disciplinary standards to include additional grounds for disciplinary action
Convened Expert Panel and revised BACB Guidelines for Responsible Conduct for Behavior Analysts
Increased coursework requirements accepted
New Job Task Analysis approved and Implemented by Board of Directors

2011

2012 —
Requirements for examination eligibility: ceased allowing qualification with old experience
Ceased eligibility of candidates with FL non-university courses
Required all coursework to be from an accredited university

2013

2014

2015 — **Increased** coursework requirements take effect

Behavior Analyst Certification Board

BACB Quality and Standards Enhancment *cont'd*

Received endorsement from the European Association for Behavior Analysis (4/09)

- Co-created Joint Advisory Panel of the BACB and the EABA

Broadened disciplinary standards to include additional grounds for disciplinary action (1/10)

- Addition of misconduct standard
- Refined definition of unethical conduct
- Addition of supervision standard
- Based upon task force of subject matter experts

Refined degree requirement (May 2009-2016 phase-in)

- Required degree in behavior analysis or related fields
- Refined scope of related fields
- Must hold degree or be enrolled in degree program January 1, 2011
- Must apply by January 1, 2012
- As a result of phase-in rules, anyone using degrees under old requirement will have taken the exam by 2016

Began new Job Task Analysis to ensure current content in the standards and examinations (3/09)

- Conducted subject matter task force meeting
- Conducted pilot survey of new Exam Content Task List with subject matter experts
- Completed extensive Exam Content Task List survey of subject matter experts, educators, and certificants
- Analyzed results and compiled final report currently in progress
- Approved and Implemented by Board of Directors (6/10)

Convened Expert Panel and revised BACB Guidelines for Responsible Conduct for Behavior Analysts (6/10)

Increased coursework requirements (accepted 6/10, effective 1/15)

- Revised coursework content area requirements based on new exam content task list
- Added 45 hours of coursework content for both levels of certification: BCBA from 225 to 270 contact hours (5 to 6 courses) and BCaBA from 135 to 180 contact hours (3 to 4 courses)
- Increased hours of Ethics and Professional Behavior for BCBA from 15 to 45 and for BCaBA from 10 to 15

Contents:

Using the BACB's New Certificant Gateway to Manage Your Continuing Education Information Online

While the new Gateway is an improvement over the previous version, we know that there are still a few areas that could be refined. We'd like to thank everyone who has taken the time to provide feedback about the system. We've spoken to a number of you regarding the online CE management system. We'd like to summarize some of the information that certificants have found useful here.

Possibly the most important thing to know is that the system is designed to collect some basic information about the CE you've entered and allow you to report that you've met the CE requirements. For most of the information fields, the system is not looking for specific "right" answers. You should accurately represent the CE you've earned, but you can go back and edit mistakes. And if you are audited when you recertify, the documentation you send in will supersede any information you've put into the system.

The online CE management system is

Behavior Analyst Certification Board

Using the BACB's New Certificant Gateway to Manage Your Continuing Education Information Online *cont'd*

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currently a self-report system for CE Types 1-4. This area allows you to enter information about the CE events you have attended and store that information in one central location. Type 2 CE you earned at conferences, workshops, or other events sponsored by approved continuing education (ACE) providers does not automatically appear in your BACB account. However, ACE providers are required to provide you with documentation that includes all of the information you need to enter the information into your BACB account, including their ACE provider number. If you're not able to find the provider number on your Type 2 CE documentation, they are included in our online listing of CE providers.

We know that many certificants would like to see a system where Type 2 CE information is automatically transferred from the provider to the BACB's system. That is something we intend to investigate with our development team in the future.

When entering information for a CE event, most people find it easiest to select the CE type first. The system will request additional information about the event once you select the type of CE you are entering. We are currently working with our developers to make that more obvious.

If you are entering CE information for a convention where you attended multiple sessions with a variety of presenters, you may enter the entire convention as a single event. In such cases, it is acceptable to put "multiple" in the "instructor" field. If the convention events were approved for Type 2 CE, the appropriate provider number is the number for the sponsoring organization (you do not need the certificant number for every individual presenter).

If you are a college instructor or frequent presenter, you may have had been a bit confused when entering Type 4 CE. Because Type 4 can be claimed for presentations or college courses, the system asks for information pertinent to both types of instruction. We are working with our developers to have the system require only the information that is relevant to the type of instruction you are entering. In the meantime, please feel free to put "N/A" in fields that are not related to the event you are entering.

You may have noticed that the system will not allow you to enter Type 5 or Type 6 CE. These are entered directly into your account by BACB staff. Type 5 CE is given for participation in BACB events, such as service on a task force, writing exam questions, responding to a BACB survey or attending one of our update meetings. Type 6 is given to certificants who re-take and pass the exam for continuing education. If you believe you have earned CE in one of these categories and it is not in your account, please email christine@bacb.com.

When it's time for you to recertify, the CE management system serves as an online replacement for the CE section of the recertification application form that you may have been used to. The online recertification application itself does not require you to re-enter your CE information. Instead, when it is time for you to recertify, the application link will only become available if you have entered enough CE to meet the requirements for your current certification cycle. This includes the requirement of at least 3 hours in ethics and professional behavior. If you entered your CE into the older version of the system, you did not have the option to indicate whether an event included hours in ethics and professional behavior topics. You may now edit those events to add the ethics/professional behavior CE.

We hope that this information will be helpful to you as you use the system to keep track of your CE. If you encounter any problems that aren't addressed above, please email mybacb@bacb.com.

Enhanced Coursework Requirements

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As you can see from the list above, the BACB Job Task Analysis (JTA) update has led to some significant changes to the eligibility requirements for certification. We conducted the multi-year Job Task Analysis to ensure that we have current content in the eligibility standards and examinations. We contracted with Professional Testing, a company responsible for several professional certification and licensure examinations, to oversee the process and ensure that we are in compliance with the rigorous accreditation standards of the National Commission for Certifying Agencies. Following the subject matter task force meeting and pilot survey, we conducted a comprehensive survey of practitioners and university contact faculty (a total of 2,236 respondents) to determine what behavior analytic content practitioners need to know. The resulting data were analyzed and the new Fourth Edition Task List was constructed. The BACB Board of Directors has approved the Fourth Edition Task List, new Coursework Eligibility Standards, new Coursework Content Allocation, and revised BACB Guidelines for Responsible Conduct for Behavior Analysts.

Fourth Edition Task List

(click here for the task list)

The Task List contains the content on which the BACB examinations are built and helps define what should be taught in BACB approved course sequences in order to prepare students to take the examinations. For the most part, tasks in the Fourth Edition Task List mirror those in the Third Edition, although there have been a few additions, one deletion, and some renaming and reordering. In the main, the changes are in the ordering in which the information is presented. The tasks that the practitioner must be able to do are ordered much as a practitioner would approach a clinical case. Following the Task List is a listing of Foundational Knowledge that practitioners must have to allow them to do the Task List items.

Coursework Eligibility Standards

In addition to approving the new Task List content, the Directors increased coursework eligibility requirements based on information from the JTA expert panels, the JTA survey, the increase in overall content, and other sources. The changes are as follows:

- Increasing the coursework requirements by adding 45 hours of coursework for both levels of certification resulting in the Board Certified Behavior Analyst (BCBA) requirement being increased from 225 to 270 contact hours (from 5 to 6 courses) and Board Certified Assistant Behavior Analyst (BCaBA) hours being increased from 135 to 180 contact hours (from 3 to 4 courses).

- Increasing the requirement for Ethics and Professional Conduct for BCBA from 15 to 45 contact hours and for BCaBA from 10 to 15 contact hours.

Coursework Content Allocation

(click here to view)

The Directors approved the Coursework Content Allocations that were recommended by an expert panel comprised of Directors Jim Carr (Chair), Jane Howard, Jose-Martinez-Diaz, Hank Roane, and Jerry Shook. All of the panel members, except Dr. Shook, were academics who coordinate and teach in BACB approved course sequences. Please note that the course content for the Ethical and Professional Conduct section comes from the BACB Professional Disciplinary and Ethical Standards and their implementation process and the BACB Guidelines for Responsible Conduct for Behavior Analysts; the course content for the Concepts and Principles of Behavior Analysis section comes from the aforementioned Foundational Knowledge list; and the course content for the Research Methods in Behavior Analysis and the Applied Behavior Analysis sections comes from the Fourth Edition Task List. As the name implies, the course content of the Discretionary section is behavior analytic content left to the discretion of the university.

Guidelines For Responsible Conduct

(click here to view):

The Directors also approved minor revisions to the Guidelines that were recommended by an expert panel consisting of certificants Jon Bailey (chair), Jose Martinez-Diaz, Wayne Fuqua, Ellie Kazemi, Sharon Reeve,

Enhanced Coursework Requirements *cont'd*

and Jerry Shook. All of the panel members, again except Dr. Shook, were academics who coordinate and teach ethics and the Guidelines in BACB approved course sequences. The minor revisions consist of a few new items and some rewording and reordering of existing items. The BACB has made the revised Guidelines effective immediately; however, the new material on the revised Guidelines will not appear on BACB examinations until the new Task List goes into effect. Until that time, questions will be based only on the material shared by the "old" and revised Guidelines, so teaching either will cover the material that will be tested.

We will begin testing using the new Fourth Edition Task List content with the first examination administration of 2015, and we will discontinue testing based on the old Third Edition Task List content with the last examination administration of 2014. This timeline provides nearly 4 1/2 years for universities with approved course sequences to make the appropriate changes to ensure their sequences continue to meet the BACB's requirements.

Disciplinary Discussion

In our previous issue, we discussed the disciplinary process and how cases are handled from receipt of complaint to final appeal. With the 2010 changes to the Professional Disciplinary and Ethical Standards, we are certainly seeing more cases that are taxing our resources and available volunteers. At its annual meeting, the Board of Directors approved a few changes to the process to help streamline and enhance our responsiveness to the consumers and public. These changes reflect three public concerns: 1. The efficiency of handling cases and availability of Review Committees; 2. The presence of local representation for certificants; and 3. The ability to conduct criminal background checks.

First, regarding efficiency, the Board of Directors approved a change in the composition of Review and Appeal Committees that would allow former Directors to serve on these Committees. The rationale is that the former Directors possess a wealth of knowledge and experience in the BACB Professional Disciplinary and Ethical Standards that would be beneficial to the Committees. This will also help disperse some of the case load so that more cases may be heard on a fairly regular basis.

Second, regarding local representation at the Review Committee level, we offer this option to address some state licensure concerns. In the discretion of the President, a local certificant may be appointed to sit on a Review Committee. The local certificant serving on the Committee is not a personal representative of the certificant charged; instead, the local certificant serves on the Committee to offer insight into local customs and practices that may impact the decision making process.

Finally, as may be necessary for some state licensure initiatives, the BACB will be revising the application to provide for the conduct of criminal background checks in the discretion of the BACB. Currently, a background check is not required for all applicants. However, a background check may be required in some instances where a disciplinary case warrants doing so, or where a licensing board requires a background check for licensure qualification.

As always, we encourage you to remain abreast of the current Professional Disciplinary and Ethical Standards and to contact us if you have any questions or concerns.

News and Notes

Contents:

New Web Page And Account Access Application

The BACB has completed the implementation of our new online system. You should be able to accomplish most tasks using this system. Please note that bookmarked links to the old online system may not work. To access the new system, visit www.BACB.com and use the "My BACB" area to login to your account. You can now perform the following activities:

- Exam applications, including retakes and taking the examination to meet the continuing education requirement.
- BCBA-D, BCBA, and BCaBA annual renewal applications.
- Entering Continuing Education credits.
- BCBA-D, BCBA, and BCaBA recertification applications once sufficient CEU's including the required Ethics/Professional Behavior have been entered.
- Update your contact information
- Change your communication preferences.
- Change your password
- Create an account

We should be adding additional functionality over time.

We hope you will find our new web page and online system to your liking.

You should login from our new web page at www.bacb.com

There is a login labeled MyBACB

Correspondence regarding Issues with the online system should be directed to mybacb@bacb.com.

Please remember to take care of any renewals or recertifications that may be due.

You may check your status by logging into your account. It would be a good idea to make sure we have your correct contact information.

You should login with whatever email account we have on record for you. You may then change the email address if it is not current.

Find A Certificant

Now With Expanded Information: We've recently added expanded information to our online certificant registry. The search function works the same as before; however, now when you click on the name of a certificant, you can view their certification number, next renewal date, next recertification date, and next expiration date. As before, you can also view their location, certification level, supervision preferences and email them directly if they've chosen to allow that function. We've added this extra information to make it easier for insurance companies, provider networks and employers to verify certifications quickly and efficiently.

Reminder About BCaBA Supervision Requirements

We'd like to remind certificants that Board Certified Assistant Behavior Analysts are now required to have monthly supervision from a BCBA. This requirement went into effect in January 2009. As we have been enforcing the requirement to document this supervision at the time of recertification and renewal, we've found that some BCaBAs are still not aware of the requirement. If you have not done so already, please familiarize yourself with the requirement (link to BCaBA supervision form and policy in downloads). If you have had trouble meeting the requirement and need to discuss a plan for making up missed supervision, please email maintenance@bacb.com.