

2018

Board Certified Autism Professional

Candidate Handbook



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Introduction

About the Behavior Intervention Certification Council

BICC was established in 2013 to promote the highest standards of treatment for individuals with autism spectrum disorder through the development, implementation, coordination, and evaluation of all aspects of the certification and certification renewal processes. BICC is an independent and autonomous governing body for the BCAT and BCAP certification programs.

The twofold purpose of BICC is to recognize individuals who are qualified to treat the deficits and behaviors associated with autism spectrum disorder using the principles and procedures of applied behavior analysis and to enhance public protection.

Mission Statement

The mission of BICC is to enhance public protection by developing and administering a certification program consistent with the needs of behavior analysts to recognize individuals who are qualified to treat the deficits and behaviors associated with autism spectrum disorder using the principles and procedures of applied behavior analysis.

Certification Scope

Certification as a Board Certified Autism Professional demonstrates behavior analytic competency in the treatment of autism spectrum disorder and a commitment to consumer safety by graduate-level professionals who are independent practitioners. Board Certified Autism Professionals provide evidence-based autism treatment services, including but not limited to conducting behavioral assessments, designing and supervising the implementation of treatment, and providing treatment, clinical case management, and direction to the behavior technician to address the deficits and behaviors associated with autism spectrum disorder using the principles and procedures of applied behavior analysis. Individuals who earn the BCAP designation are qualified to conduct behavior assessments and design, supervise, and implement treatment independently and work in a leadership role to provide clinical direction, including training and monitoring, to individuals providing direct and indirect treatment and those who supervise them.

What is Certification?

Professional certification is different than a training or educational program. Training programs offer a certificate of attendance when an individual completes the coursework, but they do not generally award a credential or require ongoing recertification. The BCAP

certification program was developed using a nationally recognized process to define the roles and responsibilities of autism technicians. Individuals who meet the eligibility requirements and pass the exam are granted use of the BCAP credential.

Benefits of BCAP Certification

- Demonstrates autism-specific education, experience, and knowledge
- Increases public protection and consumer safety by requiring ongoing background checks
- Demonstrates commitment to ongoing learning and professional development
- Provides employers, caregivers, and consumers assurance that clinicians are qualified to conduct behavior assessments and design, supervise, and implement treatment independently and work in a leadership role to provide clinical supervision, including training and monitoring, to individuals providing direct and indirect treatment and those who supervise them
- Provides consumers, employers, and funding agencies the means to identify qualified clinicians
- Increases employer, caregiver, and consumer confidence in the knowledge, skills, and abilities of clinicians

Section 1: How to Apply for Certification

Eligibility

BICC has developed requirements for eligibility to ensure that the application process is fair and impartial for all applicants.

All candidates for certification must meet all the eligibility requirements established by the BICC in effect at the time of their application for certification. Candidates cannot earn

certification without passing the certification exam. Eligibility requirements will be published in the candidate handbook and will be readily available to applicants.

Eligibility Criteria

All candidates must meet the following criteria to earn the BCAP credential:

1. Education:

Possess a minimum of a graduate degree, master's or doctoral, from an accredited institution

2. Training:

Complete of a minimum of 285 hours of coursework across content areas

3. Experience:

Complete a minimum of 1000 supervised practicum/fieldwork hours

4. Ethics:

- a. Agree to adhere to the BICC Code of Conduct
- b. Successfully complete a background check and register with the BICC registry

5. Exam:

Pass the BCAP examination

The exam is delivered at standardized test sites via computer-based administration through on-site testing partnerships with vendor-provided and independent test sites. No computer experience or typing skills are necessary to take the exam. You will receive instructions for taking the computer-based exam when you arrive at the test site. Each candidate must bring the test site confirmation email and non-expired, government-issued photo ID. Your first and last name must appear exactly as they do on your government-issued photo ID in order for you to take the exam. See Section 3: Taking the Exam for more information.

Applicants who fail to demonstrate that they meet all of the eligibility requirements will not be permitted to take the exam.

Eligibility Rationale

Each eligibility requirement has been selected to support the purpose of the credential:

Each eligibility requirement has been established to ensure that masters/doctoral-level individuals certified by BICC have the level of knowledge and skill needed to demonstrate autism-specific competency and a commitment to consumer safety in treating the deficits and behaviors associated with autism spectrum disorder using the principles and procedures of applied behavior analysis (ABA). In establishing these requirements, the BICC acknowledges

that a combination of both work experience and demonstrated knowledge are essential for individuals earning the BCAP credential.

Each eligibility requirement has been selected to support the purpose of the credential:

1. Education: The unique tiered model that characterizes evidence-based autism treatment establishes master's/doctoral-level individuals who conduct the behavioral assessment, design the treatment plan, provide clinical direction, and oversee multi-tier ABA service delivery. Because the professional, designs and adjusts treatment plans, provides clinical supervision, makes judgments regarding the client specific skills and training needed by direct treatment providers, provides training assistant supervisor level professionals, identifies data collection methods, and has a mastery regarding program implementation a Master's degree is required as the minimum education accepted.
2. Training: Applied behavior analysis (ABA) is the process of systematically applying interventions based upon the principles of learning theory to improve socially significant behaviors to a meaningful degree and to demonstrate that the interventions employed are responsible for the improvement in behavior (Baer, Wolf & Risley, 1968; Sulzer-Azaroff & Mayer, 1991). ABA uses methods of analysis that yield convincing, reproducible, and conceptually systematic demonstrations of how to accomplish specific behavior changes (Baer & Risley, 1987). As a well-developed discipline with a defined body of knowledge and recognized practice requirements, appropriate training is essential for all providers of ABA. Training for clinicians should include all topics in the BCAP Exam Content Outline.

The purpose of Association for Behavior Analysis International (ABAI) is to contribute to the well-being of society by developing, enhancing, and supporting the growth and vitality of the science of behavior analysis through research, education, and practice. ABAI's Accreditation Board establishes standards for the accreditation of educational programs in behavior analysis. The training requirements for the BCAP were derived from the rigorous standards established by ABAI to ensure BCAPs have completed training as scientist-practitioners in the experimental and theoretical foundations of behavior analysis and in ethical and evidence-based practice.

3. Experience:
 - a. Most stakeholders—including parents, providers, health plans, and government representatives—assume that individuals providing ABA services have experience related to autism. While the autism community often thinks that ABA is exclusively used to treat the deficits and behaviors associated with autism, ABA is also used to treat substance abuse, help individuals stop smoking or lose weight, treat attention deficit disorder, and address a host of other issues and disorders. As a result, individuals may have experience with ABA without studying autism or working with individuals affected by it. Therefore,

individuals earning the BCAP credential are required to have autism-specific work experience prior to earning the certification.

- b. Because the BCAP's work requires designing and adjusting treatment plans, providing clinical supervision, making judgements regarding the client specific skills and training needed by direct treatment providers, providing training to assistant supervisor level professionals, identifying data collection methods, and having mastery of program implementation 1,000 hours of supervised work aligned to the exam content outline is required.
4. **Ethics:** Stakeholders, including health plans and parents, share the belief that individuals who provide autism treatment should not have been convicted of a felony, arrested for criminal misconduct, or lost a professional license. Because individuals served by BCAP certificants are a vulnerable population who may have limited capacity to report issues, self-reporting by certificants of disciplinary/ethical matters is not sufficient to protect consumer safety. While many health plans contractually require providers to conduct background checks on their employees, such requirements are easy for a provider to ignore and difficult for health plans to enforce. Requiring a background check prior to certification and requiring that all applicants agree to adhere to an enforceable Code of Conduct works to address these concerns. The BICC online registry enables stakeholders to view the credentials and confirm background checks of BICC certificants, thereby enhancing consumer safety in the field of autism treatment.
5. **Exam:** Applicants are required to pass the BCAP examination to demonstrate that their training and experience have resulted in sufficient understanding of the knowledge, skills, and abilities required to design, supervise, and provide safe and competent evidence-based autism treatment as determined by the job analysis study and represented on the examination content outline.

Application Requirements

The following information must be submitted with the application and will be verified by BICC:

1. Training:

BICC requires verification of all educational certificates and/or degrees. All applicants should request transcripts, copies of degrees, and/or diplomas to be submitted to BICC directly by the institution that awarded the credential. Applicants are responsible for checking the status of their application and following up with various institutions to ensure that BICC receives necessary documentation. Because each institution may have a different process, BICC strongly suggests that applicants begin the verification process as early as possible.

Applicants must document completion of 285 hours of coursework across the following content areas. 1 hour of graduate coursework equals 15 hours of instruction. A graduate course earning 3 credit hours is equivalent to 45 hours of classroom instruction.

Principles of Behavior & Conceptual Analysis	45 hours
Behavior Assessment	45 hours
Research Methods	45 hours
Applied Behavior Analysis	60 hours
Ethics	45 hours
Autism or Developmental Disabilities	45 hours
Total	285 hours of instruction

For professionals who may not have had access to a course dedicated to autism or development disabilities during their graduate studies, the 45-hour Autism or Developmental Disabilities coursework requirement can be waived if 1000 hours of supervised experience was completed serving individuals with autism or developmental disabilities.

2. Experience:

Applicants must complete 1000 hours of supervised experience providing evidence-based autism treatment services, including but not limited to completing behavior assessments, designing and supervising the implementation of treatment and providing treatment and clinical supervision to address the deficits and behaviors associated with autism spectrum disorder using the principles and procedures of applied behavior analysis. No more than 25% of supervised experience can include hours of providing 1:1 ABA therapy to individuals with autism. The majority of the experience must be performing the skills of a clinician overseeing implementation of multi-tier ABA service delivery to individuals with autism.

3. Ethics:

a. BICC Code of Conduct:

Applicants are required to read, sign, and agree to adhere to the Code of Conduct.

b. Background Check:

In order to become BCAP certified, candidates must complete a comprehensive, multi-layer, criminal background check with ongoing monitoring. The results of rolling background checks are monitored by BICC staff. All BICC certificants must maintain an active DOJ background check.

Applications must be submitted online, unless the applicant has a disability that requires the application to be submitted in another format.

Incomplete Applications

An application will be considered incomplete if any of the requested information is missing or illegible or the appropriate fee is not included. Applications must be complete before they are processed and approved. Incomplete applications will not be returned, and application fees will not be refunded.

Cancellations, Rescheduling & Refunds

Application fees are not refundable. Applicants are solely responsible for ensuring that they are eligible to sit for the BCAP examination prior to submitting the application. See the Rescheduling and Cancellations section below for more information.

How to Apply

To apply for BCAP certification, submit the online application at www.behavioralinterventioncertification.org. Find specific deadlines online at www.behavioralinterventioncertification.org. After you complete and submit your application with all required documentation, it will be reviewed and verified by BICC. If the application is complete and approved, you will receive an email notification along with instructions for scheduling your examination appointment.

Scheduling an Exam

The BCAP exam is offered year-round at testing sites across the United States and internationally.

A list of test centers is available at www.behavioralcertification.org.

Once your application has been approved and exam fees paid you will receive email instructions from PSI to schedule your exam.

Fees

Check the BICC web site for current fees. Ask your employer about discounted rates for eligible employees.

Section 2: Preparing for the Examination

How the Exam Was Developed

The BCAP examination was developed by a diverse group of practitioners in partnership with test development experts in a manner consistent with generally accepted psychometric principles and best practices for certification examination development using the process described below.



Job Analysis & Content Outline

The job analysis study includes a survey developed by a group of subject matter experts and validated by a national survey. Results of the job analysis define the content and provide the foundation for the exam.

Developed using the job analysis study data, the content outline lists the content domains for the exam, the relative weight of each domain, and the tasks associated with each content area.



Item Development & Test Assembly

Test "items," or questions, are written and reviewed by a team of trained and qualified practitioners under the guidance of a test development expert. All test items undergo multiple levels of review and editing before being placed on the exam.

Once test items are finalized, they are assembled into a test using the specifications in the content outline. The test is reviewed by a team of subject matter experts before being finalized.



Setting the Passing Point & Analyzing Data

The passing score for the exam is established using a panel of experts who carefully review each item to determine the basic level of knowledge or skill that is expected. The passing score is based on the panel's established difficulty ratings for each exam question.

After the exam is administered, a statistical analysis is performed to identify quality improvement opportunities and any adjustments needed before the exam results are finalized.



Ongoing Development & Maintenance

Content of the exam is reviewed regularly to ensure that items remain accurate and relevant.

New versions of the exam are developed to ensure security.

Job analysis studies are conducted periodically to ensure the content outline remains up-to-date.

Studying for the Exams

As a certification organization, BICC's role is in developing and administering the certification examination to determine the qualifications of candidates for certification. BICC does not require, provide, or endorse any specific study guides, review products, and/or training courses.

BCAP Examination Content Outline

The BCAP exam is 175 multiple choice items. 150 items are scored and 25 items are unscored, pre-test items. Candidates have 3 hours to complete the exam. Topics covered by the exam are listed below, followed by a detailed content outline.

- Autism Spectrum Disorder (7-9%)
- Principles of ABA (11-13%)
- Treatment: Skill Acquisition (26-32%)
- Treatment: Reduction of Problem Behavior (26-32%)
- Behavioral Data Collection and Analysis (5-7%)
- Ethical/Legal Considerations (4-6%)
- Clinical Management (10-12%)

A. Autism Spectrum Disorder (7-9%)

1. Distinguishing between evidence-based interventions vs. nonevidence-based interventions
2. Knowledge of deficits in social-emotional reciprocity
3. Knowledge of deficits in nonverbal communicative behaviors used for social interaction
4. Knowledge of deficits in developing, maintaining, and understanding relationships
5. Knowledge of stereotyped or repetitive motor movements, use of objects, or speech
6. Knowledge of insistence on sameness, inflexible adherence to routines, or ritualized patterns of verbal or nonverbal behavior
7. Knowledge of highly restricted, fixated interests that are abnormal in intensity or focus
8. Knowledge of hyper or hyporeactivity to sensory input or unusual interests in sensory aspects of environment
9. Knowledge of levels of severity
10. Knowledge of research regarding treatment intensity
11. Knowledge of early intensive behavioral intervention research
12. Knowledge of foundational autism research

B. Principles of ABA (11-13%)

13. Positive and negative reinforcement
14. Positive and negative punishment
15. Conditioned and unconditioned reinforcer
16. Conditioned and unconditioned punisher
17. Respondent conditioning
18. Operant conditioning
19. Rule-governed behavior
20. Contingency-shaped behavior
21. Extinction
22. Motivating operations
23. Antecedent
24. Behavior
25. Consequence
26. Stimulus
27. Discriminative stimulus
28. Stimulus control
29. Discrete trial

C. Treatment: Skill Acquisition (26-32%)

30. 3-term contingency

31. Discrimination training
32. Discrete trial training
33. Natural environment training
34. Training pivotal behaviors
35. Fluency-based training
36. Task analysis
37. Generalization
38. Maintenance
39. Premack principle
40. Assessment
41. Prompt
42. Errorless learning
43. Most-to-least prompting
44. Least-to-most prompting
45. Prompt fading
46. Chaining
47. Shaping
48. Pacing
49. Alternative and augmentative communication
50. Mand training
51. Tact training
52. Training echoic behavior
53. Training intraverbal behavior
54. Teaching play skills
55. Teaching motor skills
56. Teaching adaptive skills
57. Teaching social skills
58. Teaching executive functioning skills
59. Teaching perspective taking skills
60. Teaching academic skills
61. Program modification and adaptation

D. Treatment: Reduction of Problem Behavior (26-32%)

62. Behavior intervention plan
63. Target behavior
64. Operational definition
65. Functional behavior assessment

- 66. Indirect assessment
- 67. Descriptive assessment
- 68. Experimental functional analysis
- 69. Functions of behavior
- 70. Antecedent interventions
- 71. Functional communication training
- 72. Token economy
- 73. High-p request sequence / behavioral momentum
- 74. Noncontingent reinforcement
- 75. Replacement behavior
- 76. Extinction procedures
- 77. Extinction burst
- 78. Schedules of reinforcement
- 79. Differential reinforcement of alternative behavior
- 80. Differential reinforcement of incompatible behavior
- 81. Differential reinforcement of other behavior
- 82. Differential reinforcement of low/high/diminishing rates of behavior
- 83. Response blocking
- 84. Redirection
- 85. Overcorrection
- 86. Response cost
- 87. Time-out from reinforcement
- 88. Spontaneous recovery
- 89. Behavior contracting
- 90. Self management
- 91. Group contingencies

E. Behavioral Data Collection and Analysis (5-7%)

- 92. Measurable dimensions of behavior (e.g., rate, duration, percentage)
- 93. Measurement procedures (e.g., event and interval recording, timing, time sampling)
- 94. Analysis of skill acquisition data
- 95. Analysis of problem behavior data
- 96. Celeration charts
- 97. Graphing
- 98. Interobserver agreement (IOA)

F. Ethical/Legal Considerations (4-6%)

- 99. Safety procedures
- 100. Emergency procedures
- 101. Confidentiality procedures
- 102. Recognition and reporting of client abuse and neglect
- 103. Dual relationships protocols
- 104. Prevention of abandonment protocols
- 105. Evidence-based treatment recommendations

G. Clinical Management (10-12%)

- 106. Treatment planning
- 107. Treatment integrity
- 108. Treatment effectiveness
- 109. Coordination of care
- 110. Training caregivers
- 111. Training staff
- 112. Monitoring staff performance
- 113. Mentoring staff
- 114. Documentation
- 115. Assessment
- 116. Discharge planning

Section 3: Taking the Exam

What to Expect on Exam Day

Candidates are eligible to take the BCAP exam after their application has been approved by BICC.

To provide a fair and consistent environment for all candidates, the exams are delivered using standardized procedures that follow strict security protocols. Candidates are required to follow all exam site rules at all times. Failure to follow these rules may result in termination of a candidate's testing session, invalidation of the candidate's exam score, and/or disciplinary action.

During any portion of the exam, candidates may make note of any exam items they feel may be unclear. This feedback will be submitted to BICC and will be reviewed by BICC as part of the overall examination review and quality assurance process. Candidates will not receive direct feedback regarding specific item decisions.

Taking the Exam

Identification

Candidates are required to present a valid, government issued, photo identification to gain admission to the examination site. Acceptable identification is an unexpired government-issued photo ID with a signature (examples include driver's license, passport, citizenship card, age of majority card, and military ID card). The name on the ID must match the applicant name on the exam application and the photo on the ID must validate the applicant's identity.

Exam Locations

Exam sites are listed on the BICC web site at www.behavioralcertification.org.

Rescheduling and Cancellations

Candidates may cancel or reschedule an examination appointment if providing 2 full business days prior notification to the scheduled exam appointment to receive a partial refund less an administrative fee of \$50. Applicants who experience extenuating circumstances that cause them to miss or reschedule the exam can request a one-time waiver of the fee when rescheduling their exam if they provide at least 2 full business days prior notification. Submitting a waiver request does not guarantee approval; requests will be evaluated by the Executive Director. Examination fees cannot be refunded for cancellations received less than 2 business days in advance of the examination appointment. No refunds of exam fees are available once a candidate has taken the exam.

Exam Site Rules

The following rules will be enforced on exam day:

- You must arrive at least 15 minutes prior to the scheduled start of the exam. Late arrivals may not be accommodated. Fees are not refunded for missed exam appointments.
- You must present acceptable identification. The name on your exam application and the name on your ID must match. Please see the "Identification" section above.
- No study materials, documents, or notes of any sort are to be taken into the examination area. No materials may be removed from the examination area.
- You will be observed at all times during testing and should be aware that security procedures are in place and will be enforced.
- You may not bring any electronic devices, notes, or reading material into the examination area. Cell phones, backpacks, purses, and other personal items are not permitted. You are encouraged to leave these items at home when possible. Items brought to the test center will be placed in a secure area that is not accessible to you during the examination session.
- No questions concerning the content of the examination may be asked in the examination area before, during, or after the exam. Proctors are not qualified nor are they permitted to answer any questions about the content of the examination. Proctors may answer questions about processes (e.g., time limit) but cannot interpret or explain any information on the exam.
- You are expected to answer the exam questions independently. There is to be no sharing of information, teamwork, or any other collaborative relationship with another candidate during the exam. Any violation of this policy is considered to be cheating. Any candidate engaged in this behavior may be subject to score cancellation and may not be allowed to sit for future administrations of the exam. See the disciplinary policy for additional information.
- No exam questions are to be discussed during or after the exam administration. Any infraction of these terms is considered to be a violation of your ethical responsibilities and subject to the disciplinary policy. It is also a violation of copyright law and exam security requirements.
- You should dress comfortably. While all test sites strive to ensure the exam is given in a room that is neither too hot nor too cold, you should be prepared with appropriate layered attire.
- No food or beverage is permitted in the examination area.
- You may not communicate with anyone except the proctor during the exam.
- You are not permitted to bring guests, including children, to the testing center.
- You should complete your exam quietly, without disturbing others.

Special Accommodations

BICC provides accommodations in compliance with the Americans with Disabilities Act (ADA). See “Accommodations for those with Disabilities” in Section 8 of this Candidate Handbook for information on special accommodations.

Cheating

Individuals suspected of cheating will be subject to the disciplinary policies and procedures in Section 5 of this Candidate Handbook.

Any incidents of suspected cheating, violation of any BICC and/or test site policies, disturbances, attempts to remove test materials or notes from the testing room, or other exam-related irregularities will be reported immediately. All serious incidents will be investigated. Testing irregularities may result in termination of a candidate’s participation in the examination administration, invalidation of exam scores, or other disciplinary action.

BICC reserves the right to investigate any incident of suspected misconduct or irregularity.

Copyright Information

All proprietary rights to the BCAP exam, including copyright, are held by the BICC. In order to protect the validity of the scores reported, candidates must adhere to strict guidelines regarding proper conduct in handling these copyrighted proprietary exam materials. The law strictly prohibits any attempt to reproduce all or part of the BCAP exam. Such attempts may include, but are not limited to: removing materials from the testing room; aiding others by any means in reconstructing any portion of the exam; posting content on any discussion forum or website; and selling, distributing, receiving, or having unauthorized possession of any portion of the exam. Alleged copyright violations will be investigated and, if warranted, prosecuted to the fullest extent of the law. It should be noted that examination scores might become invalid in the event of this type of suspected breach. Permanent revocation of certification may occur if allegations are substantiated. See the disciplinary policy in Section 5 for further information.

Section 4: After the Exam

Exam Results

Score reports will be issued directly to candidates through their online BICC account. Candidates will receive their results online within 2 business days of their test session.

Score reports will include a “pass” or “fail” result and failing candidates will receive information on their performance in each content domain area. Passing candidates will receive their BCAP

certificate and welcome information separately once all certification requirements have been met.

Candidate exam results are confidential and will be released only to the candidate, unless the candidate provides written authorization.

Understanding Your Scores

A criterion-referenced standard setting process is used to establish the passing point for the exam. This means that each candidate's performance on the exam is measured against a predetermined standard. Candidates are not graded on a curve and do not compete against each other or against a quota.

This passing score for the exam is established using a panel of subject matter experts who carefully review each exam question to determine the basic level of knowledge or skill that is expected. The passing score is based on the panel's established difficulty ratings for each exam question. Under the guidance of our psychometrician, the panel develops and recommends the passing point which is reviewed and approved by the BICC Board. The passing point for the exam is established to identify individuals with an acceptable level of knowledge and skill. Receiving a score higher than the passing score is not an indication of more advanced knowledge or a predictor of better job performance. All individuals who pass the exam, regardless of their score, have demonstrated an acceptable level of knowledge.

Re-Examination

Candidates who fail the exam may re-test at any exam site. A first re-test appointment may be scheduled within 48 hours. After the first re-test attempt, any additional re-test appointments require a 30-day waiting period. Candidates may not test more often than 4 times per year. A new application and retest fee must be submitted for each exam attempt.

Exam Related Complaints

Candidates with complaints about the examination processes or their experience at the testing site should submit concerns to the leadership@behavioralcertification.org. All complaints received are directed to the BICC executive director.

Candidates will have an opportunity during the exam to provide feedback regarding the content of the exam or specific exam questions. This feedback will be submitted to BICC and will be reviewed by BICC as part of the overall examination review and quality assurance process. Candidates will not receive direct feedback regarding specific item decisions.

Candidates who fail the exam and believe irregular testing conditions, significant technical problems, or violation of BICC policy were a contributing factor should file a complaint with BICC by sending an email to leadership@behavioralcertification.org. All requests must be

emailed within 48 hours of the test session. All complaints must describe the suspected error or problem and should include the candidate's full name, exam date, and exam location.

The executive director will review exam-related complaints within 15 days of receipt and will obtain additional information from the proctor/test site as needed. The executive director may refer complaints to the BICC Board for additional review.

Section 5: Complaints and Disciplinary Actions

Introduction

In order to maintain and enhance the credibility of the BICC certification program, the BICC Board has adopted the following procedures to allow individuals to bring complaints to the BICC Board concerning the conduct of BCAT and BCAP certificants.

In the event a certificant violates the BICC certification rules, requirements, and/or policies, the BICC Board may reprimand or suspend the individual or may revoke certification.

Grounds for Sanctions

The grounds for sanctions under these procedures may include but are not necessarily limited to:

- Any restrictions, such as revocation, suspension, probation, or other sanctions of the individual's professional license, where applicable;
- Violation of established BICC rules, requirements, and/or policies;
- Conviction of a felony or other crime of moral turpitude under federal or state law in a matter related to the practice of, or qualifications for, services provided by a BCAT or BCAP;
- Gross negligence, willful misconduct, or other unethical conduct in the performance of services for which the individual has achieved BCAT or BCAP certification;
- Fraud, falsification, or misrepresentation in an initial application or renewal application for certification;
- Falsification of any material information requested by BICC;
- Misrepresentation of BCAT or BCAP certification status, including abuse of logo;
- Cheating on any certification examination.

Actions taken under this policy do not constitute enforcement of the law, although referral to appropriate federal, state, and/or local government agencies may be made about the conduct of the certificant in appropriate situations. Individuals initially bringing complaints are not entitled to any relief or damages by virtue of this process, although they will receive notice of the actions taken.

Complaints

Complaint Submission

Complaints may be submitted by any individual or entity. Complaints should be reported to BICC in writing and should include the name of the person submitting the complaint, the name of the person the complaint is regarding, along with other relevant identifying information, a detailed description of factual allegations supporting the charges, and any relevant supporting documentation. Information submitted during the complaint and investigation process is considered confidential and will be handled in accordance with BICC's confidentiality policy.

Preliminary Review

Upon receipt and preliminary review of a complaint involving the certification program, the executive director, in consultation with the BICC Board president, may conclude, in his/her sole discretion, that the submission:

- contains unreliable or insufficient information, or
- is patently frivolous or inconsequential.

In such cases, the executive director and BICC president may determine that the submission does not constitute a valid and actionable complaint that would justify bringing it before the BICC Board for investigation and a determination of whether there has been a violation of substantive requirements of the certification process. If so, the submission is disposed of by notice from the executive director and BICC president to its submitter, if the submitter is identified. All such preliminary dispositions by the BICC president are reported to the BICC Board at its next meeting.

Preliminary review will be conducted within 15 business days of receipt of the complaint.

If a submission is deemed by the executive director and BICC president to be a valid and actionable complaint, the BICC president will see that written notice is provided to the certificant whose conduct has been called into question. The certificant whose conduct is at issue will also be given the opportunity to respond to the complaint. The president also will ensure that the individual submitting the complaint receives notice that the complaint is being reviewed by the BICC.

Complaint Review

For each complaint that the president concludes is a valid and actionable complaint, the Board authorizes an investigation into its specific facts or circumstances to whatever extent is necessary in order to clarify, expand, or corroborate the information provided by the submitter.

Review Committee

Review Committee Appointment

The president appoints a Review Committee of three or more individuals who are not members of the BICC Board to investigate and make an appropriate determination with respect to each such valid and actionable complaint; the Review Committee may review one or more such complaints as determined by the president.

Review Committee Responsibilities

The Review Committee initially determines whether it is appropriate to review the complaint under these Procedures or whether the matter should be referred to another entity engaged in the administration of law. The timeline for responses and for providing any additional information will be established by the Review Committee. The Review Committee may be assisted in the conduct of its investigation by other members of the BICC Board or by BICC staff or legal counsel. The president exercises general supervision over all investigations.

Both the individual submitting the complaint and the certificant who is the subject of the investigation (or his or her employer) may be contacted for additional information with respect to the complaint. The Review Committee may at its discretion contact such other individuals who may have knowledge of the facts and circumstances surrounding the complaint.

All investigations and deliberations of the Review Committee and the BICC Board are conducted in confidence, with all written communications sealed and marked "Personal and Confidential," and they are conducted objectively, without any indication of prejudgment. Investigations and deliberations cease at the discretion of the Review Committee or when a certificant's certification expires or is surrendered. BICC notifies and cooperates with all appropriate authorities as necessary.

An investigation may be directed toward any aspect of a complaint which is relevant or potentially relevant. Formal hearings are not held, and the parties are not expected to be represented by counsel, although the Review Committee and BICC Board may consult their own counsel.

Certificants who are found to bring frivolous complaints against other certificants or BICC may be subject to disciplinary action by the Board, up to and including revocation of certification.

Members of the Review Committee will be reimbursed for reasonable expenses incurred in connection with the activities of the Committee.

Determination of Violation

Review Committee Recommendation

Upon completion of an investigation, the Review Committee recommends whether the BICC Board should make a determination that there has been a violation of BICC policies and rules. When the Review Committee recommends that the BICC Board find a violation, the Review Committee also recommends imposition of an appropriate sanction. If the Review Committee so recommends, a proposed determination with a proposed sanction is prepared under the supervision of the Review Committee Chair and is presented by a representative of the Review Committee to the BICC Board along with the record of the Review Committee's investigation.

Board of Directors Determination

Complaint Dismissal

If the Review Committee recommends against a determination that a violation has occurred, the complaint is dismissed with notice to the certificant, the certificant's employer (if involved in the investigation), and the individual or entity who submitted the complaint; a summary report is also made to the BICC Board.

Determination of Violation

The BICC Board reviews the recommendation of the Review Committee based upon the record of the investigation. The Board may accept, reject, or modify the Review Committee's recommendation, either with respect to the determination of a violation or the recommended sanction to be imposed. If the Board makes a determination that a violation has occurred, this determination and the imposition of a sanction are promulgated by written notice to the certificant and to the individual submitting the complaint, if the submitter agrees in advance and in writing to maintain in confidence whatever portion of the information is not made public by the Board.

In certain circumstances, the BICC Board may consider a recommendation from the Review Committee that the certificant who has violated the certification program policies or rules should be offered an opportunity to submit a written assurance that the conduct in question has been terminated and will not recur. The decision of the Review Committee to make such a recommendation and of the BICC Board to accept it is within their respective discretionary powers. If such an offer is extended, the certificant at issue must submit the required written assurance within thirty days of receipt of the offer, and the assurance must be submitted in terms that are acceptable to the Board. If the Board accepts the assurance, notice is given to the certificant's employer and to the submitter of the complaint, if the submitter agrees in advance and in writing to maintain the information in confidence.

Sanctions

Any of the following sanctions may be imposed by the BICC Board upon a certificant whom the Board has determined to have violated the policies and rules of its certification program(s), although the sanction applied must reasonably relate to the nature and severity of the violation, focusing on reformation of the conduct of the member and deterrence of similar conduct by others:

- written reprimand to the certificant;
- suspension of the certificant for a designated period; or
- termination of the certificant's certification.

For sanctions that include suspension or termination, a summary of the final determination and the sanction with the certificant's name and date is published by the BICC. This information will be published only after any appeal has either been considered or the appeal period has passed.

Reprimand in the form of a written notice from the president normally is sent to a certificant who has received his or her first substantiated complaint. Suspension normally is imposed on a certificant who has received two substantiated complaints. Termination normally is imposed on a certificant who has received two substantiated complaints within a two year period or three or more substantiated complaints. The BICC Board may, at its discretion, however, impose any of the sanctions, if warranted, in specific cases.

Certificants who have been terminated will have their certification revoked and may not be considered for BICC certification in the future. If certification is revoked, any and all certificates or other materials requested by the BICC Board must be returned promptly to BICC.

Appeal

Request for Appeal

Within thirty (30) days of receipt of notice of a determination by the BICC Board that a certificant violated the certification program policies and/or rules, the affected certificant may submit to BICC in writing a request for an appeal.

Appeal Committee

Upon receipt of a request for appeal, the BICC Board president establishes an appellate body consisting of at least three, but not more than five, individuals. This Appeal Committee may review one or more appeals, upon request of the president. No current members of the Review Committee or the BICC Board may serve on the Appeal Committee; further, no one with any personal involvement or conflict of interest may serve on the Appeal Committee. Members of

the Appeal Committee may be reimbursed for reasonable expenses incurred in connection with the activities of the Committee.

Basis for Appeal

The Appeal Committee may only review whether the determination by the BICC Board of a violation of the certification program policies and/or rules was inappropriate because of:

- material errors of fact, or
- failure of the Review Committee or the Board to conform to published criteria, policies, or procedures.

Appeal Procedure

Only facts and conditions up to and including the time of the BICC Board's determination as represented by facts known to the Board are considered during an appeal. The appeal will not include a hearing or any similar trial-type proceeding. Legal counsel is not expected to participate in the appeal process, unless requested by the appellant and approved by the Board and the Appeal Committee. The Board and Appeal Committee may consult legal counsel.

The Appeal Committee conducts and completes the appeal within ninety days after receipt of the request for an appeal. Written appellate submissions and any reply submissions may be made by authorized representatives of the appellant and of the BICC Board. Submissions are made according to whatever schedule is reasonably established by the Appeal Committee. The decision of the Appeal Committee either affirms or overrules the determination of the BICC Board but does not address a sanction imposed by the Board. The decision of the Appeal Committee, including a statement of the reasons for the decision, is reported to the BICC Board of Directors.

The Appeal Committee decision is binding upon the Board, the certificant who is subject to the sanction, and all other persons.

Resignation

If a certificant who is the subject of a complaint voluntarily surrenders his or her certification(s) at any time during the pendency of a complaint under these Procedures, the complaint is dismissed without any further action by the Review Committee, the BICC Board, or an Appeal Committee established after an appeal. The entire record is sealed and the individual may not reapply for certification. However, the BICC Board may authorize the president to communicate the fact and date of resignation and the fact and general nature of the complaint which was pending at the time of the resignation, to or at the request of a government entity engaged in the administration of law. Similarly, in the event of such resignation, the certificant's employer and the person or entity who submitted the complaint are notified of the fact and date of resignation and that BICC Board has dismissed the complaint as a result.

Section 6: Maintaining Your Certification

Maintaining Certification

BCAP certificants are required to recertify **every three years** by:

1. Completing a Recertification Application
2. Submitting Documentation of 36 accrued CEs, at least 4 of which are related to ethics, and at least 3 of which are related to autism
3. Agreeing to adhere to the BICC Code of Conduct
4. Successfully completing a background check and registering with the BICC registry

Recertification includes submission of a completed recertification application and recertification fee.

Why is Recertification Required?

Purpose

BICC requires the continuing professional development of its certificants to ensure that individuals who hold the BCAP credential maintain an ongoing commitment to learning, keep pace with developments in the field of behavior analysis, and strengthen their knowledge and skills. The mandatory recertification process provides certificants with the opportunity to demonstrate the retention, reinforcement, and expansion of their knowledge and skills.

To support this purpose, recertification requires continuing education that enhances ongoing professional development, recognizes learning opportunities, and provides a process for both attaining and recording professional development achievements.

BICC also requires the certificants re-attest to uphold the Code of Conduct and earn at least 4 of the required 36 hours of continuing education credits in topics directly related to ethics to promote compliance with principles of ethical practice, emphasize the requirements of the Code of Conduct, and enhance consumer protection and public safety.

Rationale

Professional development is accomplished by obtaining the required number of continuing education credits. Renewal by continuing education credits ensures that the individual has participated in professional development activities that are directly related to the body of knowledge for BCAP certificants as defined by the exam content outline.

The 3-year time period established for recertification is based on the BICC's determination that the certificant has Master's level education and significant work experience, and stability of

competency, recertification every three years is sufficient to maintain the certificant's high standard of clinical quality and to affirm the certificant's commitment to the Code of Conduct.

To ensure that certificants supplement and reinforce their knowledge in appropriate subject areas, only those continuing education courses approved by BICC will accrue toward the 32 units.

Rolling criminal background checks are required to maintain the BCAP credential. Individuals with the BCAP credential typically work with individuals with developmental disabilities, a vulnerable population that deserves the safety assurance that an ongoing background check provides. BCAP certificants are required to be registered on the BICC registry, to ensure that educational background, training, credentials, other certifications, and the background check are accessible to parents, caregivers, educators, funding agencies, and other interested parties.

Recertification Requirements

Certification Expiration

Certification expires on the last day of the month 3 years following the date of certification. For example, if an individual is certified on May 15, 2018, certification will expire on May 31, 2021.

Applications for recertification must be submitted by the 15th of the month in which the certification expires.

Recertification reminder notices are issued approximately 60 days before the certification expires to the last known email address of each certificant. Certificants are responsible for notifying the BICC office of any changes in address, including email address.

Recertification is the responsibility of each BCAP certificant. BICC is not responsible for notices that fail to reach certificants.

Continuing Education Requirements

After initial certification is obtained, continuing education hours may be accrued and used for recertification. Continuing education hours must be obtained between the date of initial certification and the date that the recertification application is submitted. Once submitted, candidates cannot obtain/add additional continuing education credits to the recertification application. The recertification decision will be based solely on the submitted information.

Documentation Required

Documentation of the continuing education activities must be completed in the Recertification Application CE Log. BCAPs must retain documentation of CE activities for 3 years in the event

they are selected for an audit. If your application is selected for audit you will be required to submit evidence for each of your continuing education activities.

Acceptable documentation includes certificates of completion, official transcripts, copy of article published in peer-reviewed journal, letter from action editor of peer-reviewed journal, or letter of verification from BICC. See the Required Documentation column in the Acceptable Activities table below for additional information.

Acceptable Topics

Only continuing education activities and topics directly related to the knowledge, skill, and ability statements on the exam content outline will be accepted. At least 4 credits must be directly related to ethics. At least 3 credits must be directly related to autism.

Acceptable Activities

Continuing education credits may be earned at workshops, conferences, conventions, seminars, college/university courses, webinars, and in-service training events.

<i>Continuing Education Activities</i>	<i>Credits Awarded</i>	<i>Limitations</i>	<i>Required Documentation</i>
<i>Workshops, seminars, and/or webinars</i>	1 CE for each 50 minutes of instruction	Instructor must be BICC approved CE Provider No maximum	certificates of completion, letter verifying attendance
<i>Coursework</i>	15 CEs for 1 graduate course credit hour	No maximum	Transcripts with grade of "C" or better,
<i>Authorship of article in peer reviewed journal or peer reviewer activity</i>	8 CEs for each publication credited as author; 1 CE for peer review of article	Limit of 16 CEs	Copy of article including DOI for authorship; letter from action editor for peer reviewer
<i>Participation as a volunteer in BCAP examination development activities, such as exam item writing or item review</i>	1 CE per activity	Limit of 2 CEs	Letter of verification from BICC

Approved Continuing Education Providers

With the exception of coursework, all continuing education credits from workshops, webinars, seminars, etc. must be earned from a BICC approved provider. A list of approved providers is

available on the website. Certificants may seek approval for credits received from non-approved providers by contacting BICC.

Fees

Fees for recertification are noted on the website and are subject to change.

Recertification Application Review

In order to maintain the credibility and integrity of the certification process, BICC reserves the right to verify any information provided on recertification applications. Requests for verification may be made prior to recertification or at a future time. Certificants are advised to retain all recertification documentation for at least 3 years after each renewal deadline.

Recertification Application Processing

All recertification applications will be reviewed to ensure that all recertification requirements are met.

If any areas of non-compliance are identified during the review of a recertification application the individual will have 15 days to submit any required information. If the required information is not provided, the individual's certification will expire at the end of the 15 days or on the normal expiration date (whichever comes last).

If an application is selected for audit and the certificant does not respond or does not submit the requested documentation, certification will not be renewed.

Incomplete Renewal Applications

An application will be considered incomplete if any of the requested information is missing or illegible or the appropriate fee is not included. Applications must be complete before they are processed and approved. Incomplete applications will not be returned, and application fees will not be refunded.

Recertification Acceptance

BICC will issue a recertification letter to the certificant once all renewal requirements have been met. Recertification applications will not be accepted from individual's whose certification is in a state of suspension or has been revoked.

Failure to Recertify

If certification has been expired for 60 days or less, an individual may reinstate his/her certification by meeting all of the recertification requirements, submitting a complete recertification application, and paying the recertification fee and reinstatement fee. If the

application is approved, the individual's expiration date for the reinstated credential will be the same as if the certification had been renewed on time.

A one-time reinstatement option is available, if certification has been expired for more than 60 days. An individual must submit required documentation of supervision forms and retake and pass the exam in order to reinstate certification. Certification reinstated after 60 days will be reinstated with new dates of initial certification and certification expiration.

If certification has been expired for more than 6 months, or if the one-time reinstatement option has been previously used, certification will not be renewed, and the individual will have to re-apply for certification, meet all the eligibility criteria for initial certification, , including all training requirements, and re-take and pass the certification examination in order to reinstate certification.

Certificants who are participating in active military duty or whose personal circumstances preclude timely recertification should contact BICC and request an exception to this policy. Any exceptions will be made at the sole discretion of BICC.

BCAP certification may not be used from the date of expiration until the credential is successfully reinstated.

Changes in Contact Information

Applicants and certificants are responsible for keeping their mailing address and email address up to date and notifying BICC in writing of any changes. Your BCAP certificate and welcome kit will be uploaded to your online account. All other communication, notifications, confirmations, and reminders will be sent to your email address.

Section 7: Code of Conduct

Introduction

The BICC Code of Conduct applies to all individuals credentialed by BICC, as well as individuals seeking certification (candidates or applicants) from BICC. All applicants and certificants will agree to the BICC Code of Conduct (Code) as a condition of certification. Violation of any portion of the Code may result in disciplinary action as outlined in the Disciplinary Policy.

Purpose

The Code of Conduct establishes the basic ethical standards for the professional behavior of BICC certificants and candidates. The Code is designed to provide both appropriate ethical practice guidelines and enforceable standards of conduct for all certificants and candidates.

Code of Conduct

BICC supports appropriate, professional standards designed to serve the public, employees, employers, consumers, and their caregivers. First and foremost, BICC certificants and candidates give priority to providing services that treat the deficits and behaviors associated with autism spectrum disorder using the principles and procedures of applied behavior analysis. BCATs will perform these duties under the supervision of a Board Certified Autism Professional, Board Certified Behavior Analyst, licensed psychologist, or other licensed and/or certified professional acting within the scope of his/her license or certification in a manner that promotes integrity and reflects positively on the profession, consistent with accepted moral, ethical, and legal standards.

BICC certificants and candidates have the obligations to: maintain high standards of integrity and professional conduct; accept responsibility for their actions; continually seek to enhance their professional capabilities; practice with fairness and honesty; and, encourage others to act in a professional manner, consistent with the certification standards and responsibilities set forth below.

Section 1: Legal Requirements

Adhere to all laws, regulations, policies, and ethical standards that apply to the practice of providing applied behavior analysis.

1. Refrain from public behavior that is clearly in violation of professional, ethical, and/or legal standards that apply to the practice of providing services that treat the deficits and behaviors associated with autism spectrum disorder.
2. Refrain from discrimination in professional activities, including dual relationships with employees, employers, clients and their families, and other professionals.

3. Report all professional investigations and/or felony charges within three business days of becoming aware of them.

Section 2: BICC Policies & Requirements

1. Follow all BICC certification program policies, procedures, requirements, and rules. This includes the obligation to be aware of and understand these policies and requirements.
2. Provide accurate and complete information to BICC concerning certification and recertification.
3. Keep confidential all BICC examination information, including preventing unauthorized disclosures of exam information.
4. Cooperate with BICC regarding matters related to the Code of Conduct and complaint and/or disciplinary investigations.

Section 3: Professional Performance

1. Deliver competent services within the scope of the individual's BICC certification.
2. Act honestly in the conduct of responsibilities and in all professional interactions with others.
3. Recognize the limitations of one's professional ability (based on education, knowledge, skills, experience, etc.) and provide services only when qualified to do so.
4. Treat clients and their families, caregivers, and other supports with professionalism, fairness, and respect.
5. Maintain the confidentiality of private and sensitive information, unless there is mandate to report or other legal obligation to disclose the information.
6. Properly use professional titles, degrees, and all credentials and provide accurate and truthful information regarding education, experience, qualifications, and the performance of services.
7. Disclose any conflicts of interest or potential conflicts of interest and avoid conduct that could cause a conflict of interest.
8. Uphold high standards of professional behavior at all times in the BICC certified role.

Section 8: BICC Policies

Accommodations for those with Disabilities

Reasonable accommodations provide candidates with disabilities a fair and equal opportunity to demonstrate their knowledge and skill in the essential functions being measured by the examination. BICC provides accommodations in compliance with the Americans with Disabilities Act (ADA).

Accommodations are generally provided for candidates who:

- have a physical or mental impairment that substantially limits that person in one or more major life activities (e.g., walking, talking, hearing, performing manual tasks)
- have a record of such physical or mental impairment
- are regarded as having a physical or mental impairment

To apply for accommodation(s), the candidate must:

- Complete the Request for Testing Accommodation form and the Documentation of Disability-Related Needs form in Section 9 of this handbook.
- Submit documentation provided by an appropriate licensed professional which includes a diagnosis of the disability and specific recommendations for accommodations.
- Submit the form and required documentation at least 3 weeks prior to the testing date.

Applicants who request testing accommodations should be contacted within two weeks of the exam date to verify that appropriate accommodations will be made at the designated testing site. Responsibility to verify with BICC that accommodations have been made rests with the applicant.

Aggregate Data

Aggregate exam statistics (including the number of exam candidates, pass/fail rates, and total number of certificants) will be publicly available and updated annually. Aggregate exam statistics, studies, and reports concerning applicants/certificants will contain no information identifiable with any applicant/certificant.

Confidentiality

BICC is committed to protecting confidential and/or proprietary information related to applicants; candidates; certificants; and the examination development, maintenance, and administration process.

Information about an applicant/candidate/certificant will only be released to that individual unless release of the information is authorized in writing or electronically by the individual, or is required by law. An individual's application status, test scores, and personal information submitted with an application for certification or recertification, including results of any

background check, is considered confidential. All application information is confidential and will not be shared with any party other than BICC's examination development or administration vendors for certification processing purposes.

Aggregate data, that contains no identifying information, is shared with training providers upon request. This de-identified information is only provided for groups of 5 or more applicants for the purposes of providers' evaluating their training programs.

Use of the Certification Mark

After receiving notification of BCAP designation, the credential may be used as long as certification remains valid and in good standing. Individuals may not use the BCAP credential until they have received specific written notification that they have successfully completed all requirements, including passing the exam. Certificants must comply with all recertification requirements to maintain use of the credential.

Proper Use of Credentials

After meeting all eligibility requirements and passing the examination, individuals may use their BCAP credential in all correspondence and professional relations. The credential is typically used after the certificant's name following any academic degrees and licensure (e.g. Mary Smith, PhD, BCAP or Hannah Jones, MS, BCAP). The certification mark(s) may be used only as long as certification is valid.

Reconsideration Requests

An applicant whose eligibility for initial certification or recertification has been denied may request reconsideration of the decision.

The request for reconsideration must be submitted in writing to leadership@behavioralcertification.org. The request should state the reasons the applicant believes he or she is eligible for certification/recertification and how he/she complies with the published requirements.

Reconsideration Review Process

Initial Review

The executive director will review the request and make a determination within 15 days.

Review by the Reconsideration Committee

If the issue cannot be adequately resolved by the executive director and if the candidate can provide information and/or documentation that was not available previously to the executive director, the request may be referred to the BICC president. A Reconsideration Committee will review the request and make a determination within 30 days. The decision made by the

committee will be final. The candidate will be notified of the decision within 14 days of the committee's decision.

Statement of Nondiscrimination

BICC does not discriminate against any candidate for certification on the basis of race, color, creed, age, gender, national origin, religion, disability, marital status, parental status, ancestry, sexual orientation, military discharge status, or source of income. All candidates for certification will be judged solely on the published eligibility criteria determined by BICC.

Verification of Certification

An individual's certification status is not considered confidential. BICC will provide confirmation of certification status to anyone who requests the information by contacting the executive director, and verification will be accessible via the Internet. Verification of certification status will include the individual's name, current certification status and credential(s) held, and – if authorized by the certificant – the city and state where the certificant resides and whether the certificant can be contacted via email, which the certificant may voluntarily provide.

The names of BICC certified individuals and their certification status are not considered confidential and may be published by the BICC.

The executive director maintains a database of all active applicants and certificants.

BICC may publish a list of individuals who have earned the BCAP credential.

Section 9: Forms

Special Accommodations Request Form

If you have a disability covered by the Americans with Disabilities Act (ADA), please complete this form and the Documentation of Disability-Related Needs Form. The information you provide, and any documentation regarding your disability and special accommodation, will be treated with strict confidentiality and will not be shared with any source, without your express written permission, except for BICC.

Please submit forms to: leadership@behavioralinterventioncertification.org

APPLICANT INFORMATION

First Name: _____ MI: _____ Last Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____

SPECIAL ACCOMMODATIONS

Please provide (check all that apply)

- | | |
|--|---|
| <input type="radio"/> Accessible Testing Site | <input type="radio"/> Screen Magnifier (Large Font) |
| <input type="radio"/> Separate Testing Room | <input type="radio"/> Reader Required for Learning Disability |
| <input type="radio"/> Extended Testing Time | <input type="radio"/> Reader Required for Visual Disability |
| <input type="radio"/> Other special accommodation: _____ | |

Comments: _____

Applicant's Signature: _____ Date: _____

Documentation of Disability-Related Needs Form

Candidates for the BCAP certification examination who have a learning, psychological, or other disability that requires accommodation during testing must provide a written disability report prepared by an appropriately qualified, licensed health care professional (e.g. physician, nurse practitioner, psychologist, psychiatrist). The information you provide, and any documentation regarding your disability and special accommodation request, will be treated with strict confidentiality.

LICENSED HEALTHCARE PROVIDER DOCUMENTATION

I have known _____ since ____/____/_____
Test applicant

in my capacity as a _____
Professional Title

SPECIAL ACCOMMODATIONS

Given the nature of the test to be taken by the above-named candidate, it is my opinion that he/she should be accommodated by providing the following special arrangements:

Check all that apply:

- | | |
|--|---|
| <input type="radio"/> Accessible testing site | <input type="radio"/> Screen Magnifier (Large Font) |
| <input type="radio"/> Separate testing room | <input type="radio"/> Reader Required for Learning Disability |
| <input type="radio"/> Extended testing time | <input type="radio"/> Reader Required for Visual Disability |
| <input type="radio"/> Other special accommodation: _____ | |

Signature: _____ Date: _____

Title: _____ License _____
(if applicable)

Please return completed form to leadership@behavioralcertification.org.