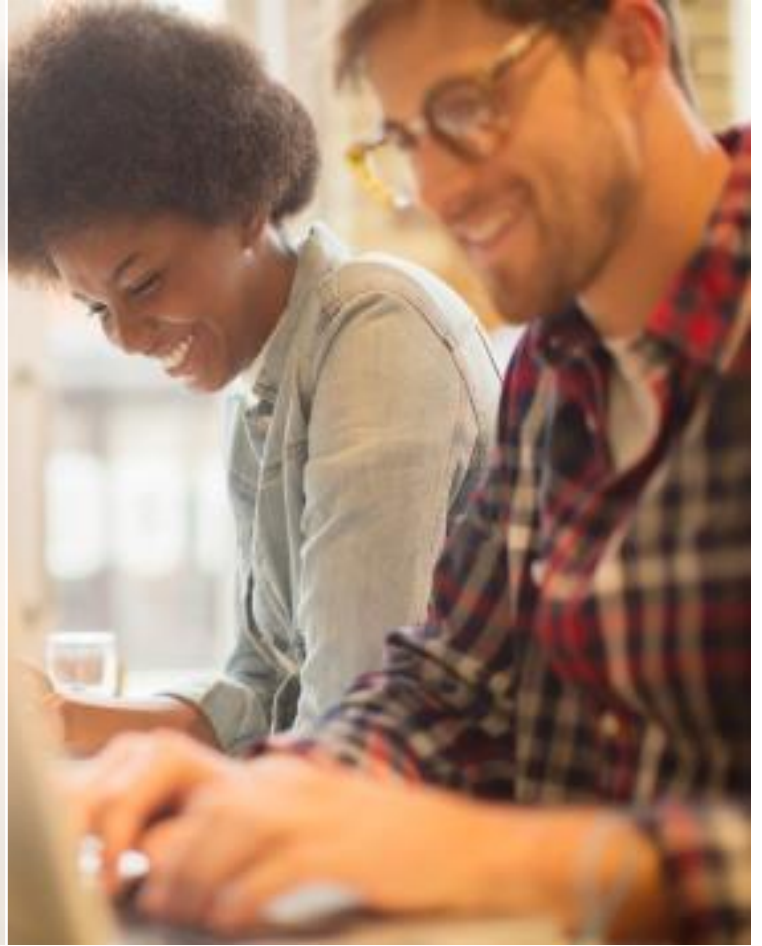


2018 - 2019

Board Certified Autism Technician®

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 certification program.

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 Technician (BCAT) demonstrates autism-specific competency and a commitment to consumer safety by entry-level individuals who treat the deficits and behaviors associated with autism spectrum disorder using the principles and procedures of applied behavior analysis and under the supervision of a qualified health care professional (QHCP). A qualified health care professional is an individual who is qualified by education, training, and licensure (when applicable) who performs a professional service within his/her scope of practice and independently reports that professional service. QHCPs who are qualified to direct BCATs include Board Certified Autism Professionals (BCAP), Board Certified Behavior Analysts, licensed psychologists, or licensed and/or certified professionals with applied behavior analysis in their scope of practice acting within their competency.

Individuals who earn the BCAT designation are qualified to implement evidence-based, autism-specific treatment using the principles and procedures of applied behavior analysis under the supervision of a qualified health care professional (QHCP).

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 BCAT

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 BCAT credential.

Benefits of BCAT Certification

- Demonstrates that technicians have 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 technicians have the knowledge and skills required to implement evidence-based, autism-specific treatment using the principles and procedures of applied behavior analysis under the supervision of a qualified health care professional
- Provides consumers, employers, and funding agencies the means to identify qualified technicians
- Increases employer, caregiver, and consumer confidence in the knowledge, skills, and abilities of technicians

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 of the eligibility requirements established by BICC in effect at the time of their application for certification.

Each eligibility requirement has been established to ensure that entry-level individuals certified by BICC have an acceptable 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) and under the supervision of a Board Certified Autism Professional, Board Certified Behavior Analyst, or other certificant of an National Commission for Certifying Agencies (NCCA) or American National Standards Institute (ANSI) accredited program issuing credentials in the practice of applied behavior analysis, licensed psychologist, or other licensed and/or certified professional acting within the scope of his/her license or certification.

A combination of both work experience and demonstrated knowledge are essential for individuals earning the BCAT credential.

Eligibility Criteria

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

1. Education:

Minimum of a high school diploma or equivalent.

2. Training:

Completion of a minimum of 40 hours of training across the content areas listed on the BCAT Exam Content Outline.

3. Experience:

A minimum of 15 supervised practicum/fieldwork hours working directly with individuals diagnosed with autism spectrum disorder

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 BCAT examination

The exam is delivered at vendor-affiliated test sites via computer-based administration and partner providers that complete proctor training and agree to adhere to BICC Proctor Policy. 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 their test site confirmation email and a non-expired, government-issued ID including a photo and signature. 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. No refunds can be given due to failure to provide required identification.

Supervision Requirements

Board Certified Autism Technicians (BCAT) require ongoing supervision by a qualified health care professional (QHCP) who possesses a license and/or certification by a national entity to practice applied behavior analysis (ABA) and who is acting within the scope and competency of his/her license or certification.

Each BCAT shall receive direction from a QHCP for no less than 5% of the service hours in which the BCAT implements treatment using the principles and procedures of ABA. Direction of the technician may be conducted via the Internet in accordance with all applicable privacy regulations and must include a minimum of two synchronous face-to-face contacts every month, with the supervisor observing the BCAT provide services to an individual with autism spectrum disorder during at least one of the two contacts. Documentation of QHCP directing the technician must be maintained by the BCAT on the BCAT Documentation of Supervision form, which requires attestation by the QHCP(s). BCATs must submit all BCAT Documentation of Supervision forms when applying for renewal of their certification.

Direction of the technician should encompass all aspects of treatment and should ensure and/or supplement knowledge in accordance with the BCAT Exam Content Outline.

See [Section 10](#) for examples of acceptable supervision activities.

Eligibility Rationale

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 a QHCP who designs the treatment plan and provides ongoing case management of the treatment provided by a certificant. In the treatment of autism spectrum disorder, the frontline technician, also referred to as a therapist or paraprofessional, does not make treatment decisions but, rather, implements the treatment plan designed by qualified healthcare professional. The paraprofessional collects hundreds of points of data during each session with the patient, and the QHCP reviews that data to ensure treatment integrity and progress toward the goals delineated in the treatment plan and to identify areas where progress may have plateaued. Because the technician's work is supervised and data driven, formal education is not as critical in the technician role as sufficient training and fieldwork. For that reason, a high school diploma or its equivalent is accepted as the minimum educational requirement.
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 technicians should include all topics in the BCAT Exam Content Outline.

3. **Experience:** 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 may assume ABA is limited to autism service delivery, ABA is a robust technology that has been shown to effectively treat substance abuse, smoking cessation, firearm safety, brain injury, pediatric feeding disorders, phobias, and even positively influence conservation of natural resources and increase health and exercise behaviors. As a result, individuals may have experience with ABA without studying autism or working with individuals affected by it. Therefore, individuals earning the BCAT credential are required to have autism-specific work experience prior to earning the certification.
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 BCAT 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 of BICC certificants, which includes assurance that the credentialed individuals completed a background check to earn certification and that BICC continues to monitor background checks to maintain their certification, thereby enhancing consumer safety in the field of autism treatment.
5. **Exam:** Applicants are required to pass the BCAT examination to demonstrate that their training and experience have resulted in sufficient knowledge, skills, and abilities required to provide safe and effective evidence-based autism treatment as determined by the job analysis study and represented on the BCAT Exam Content Outline.

Application Requirements

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

1. Education:

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.

2. Training:

Applicants may choose to upload a Certificate of Completion that provides 40 hours of training across the BCAT Exam Content Outline or complete a Documentation of Relevant Training Form when completing paperless eligibility documents. Once the candidates electronically complete this document, a qualified health care professional will be sent the eligibility document to verify training. Training can be completed in-person or online and can be didactic or experiential. See BCAT Training Requirements for additional details.

3. Experience:

As part of the paperless eligibility documents, applicants will complete a BICC Relevant Experience Form documenting at least 15 hours of supervised experience working with an individual(s) with autism was completed. Once electronically signed by the applicant, the document is sent to a qualified supervisor to verify.

4. 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 be eligible to sit for the BCAT exam, candidates must authorize BICC to complete a comprehensive, multi-layer, ongoing criminal background check that includes the federal, state, county criminal records and state sex offender registries. Candidates who do not pass the criminal background check are not eligible for certification. Once certified, ongoing monitoring of background checks allows BICC to be notified if any BCAT certificants are charged with criminal activity which would justify revoking certification.

Applications must be submitted online via BICC's paperless eligibility documents 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 BCAT examination prior to submitting the application. See the Rescheduling and Cancellations section below for more information.

How to Apply

To apply for BCAT certification, create an account at www.behavioralcertification.org. Complete a registration profile including email address(es) for qualified supervisor(s) to verify your training/experience. Purchase a BCAT Exam and Criminal Background Check. Upon purchasing your exam fees, paperless eligibility documents are automatically generated and emailed to the account provided in your registration profile. After you complete your eligibility documents, your training and experience documents are automatically sent to the email address(es) of the supervisor(s) information provided in your registration profile to verify your Relevant Training and Relevant Experience. 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 BCAT 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. BICC has no control over scheduling at vendor-affiliated testing centers.

Once your application has been approved you will receive an email from the test center with instructions to schedule your exam.

Some providers have partnered with BICC to offer on-site testing at their offices. If your employer offers on-site testing at your place of employment, scheduling is coordinated with applicants and provider proctors to ensure availability. Check with your employer for their policy regarding on-site testing.

Fees

An application fee is due at the time your application is submitted:

Eligibility Verification & Examination

Exam Application and Test Fee	\$74
Criminal Background Check	\$50

Renewal/Recertification

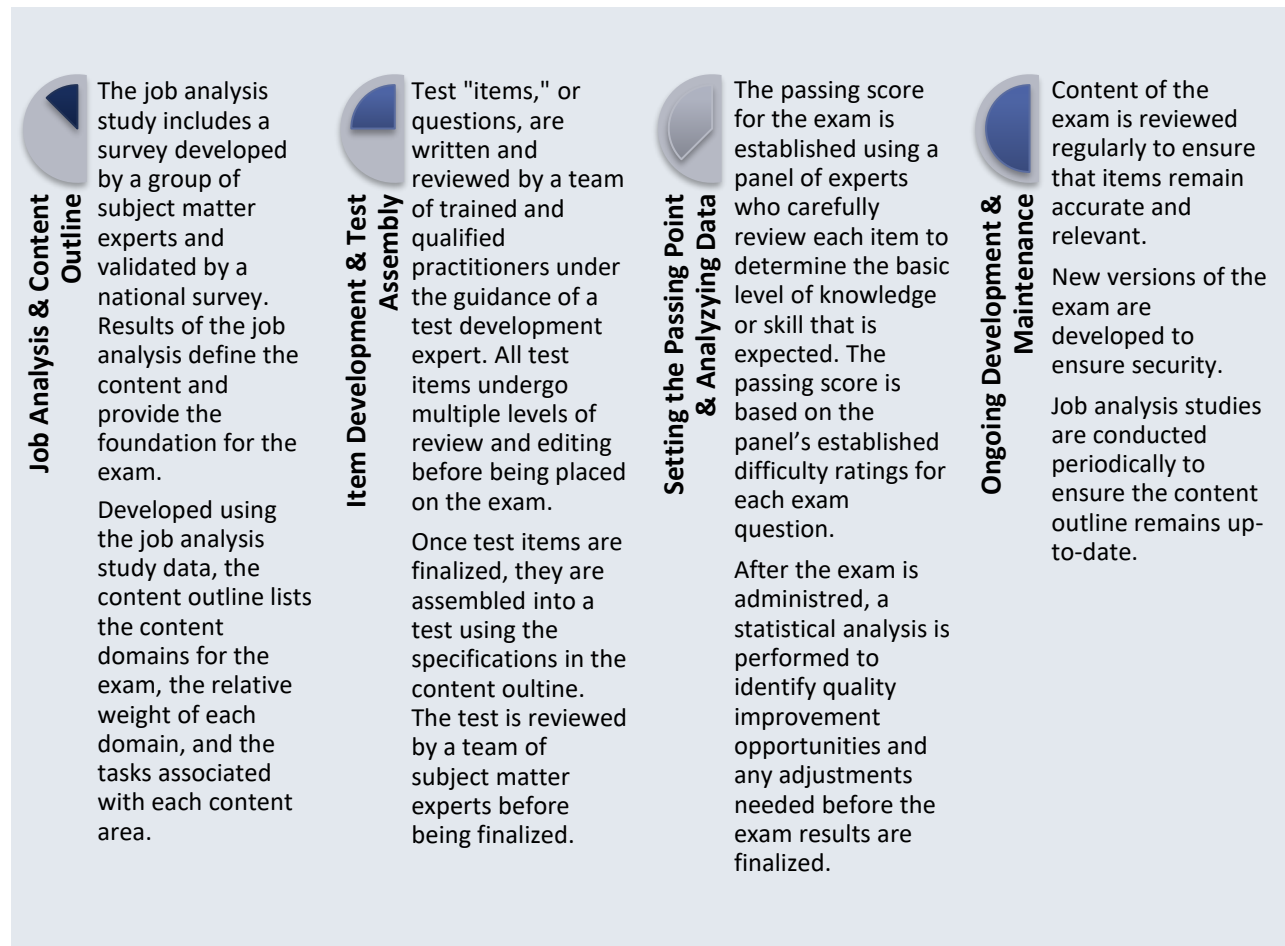
Renewal/Recertification	\$50
Background Check Renewal	\$25

Check the BICC web site for current fees, as are subject to change. Ask your employer about discounted rates or coupon codes for eligible employees.

Section 2: Preparing for the Examination

How the Exam Was Developed

The BCAT 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.



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.

BCAT Examination Content Outline

The BCAT exam is 150 multiple choice items. Candidates have 2.5 hours to complete the exam. Topics covered by the exam are listed below, followed by a detailed content outline.

A. Autism Spectrum Disorder	10-12%
B. Principles of ABA	18-22%
C. Treatment: Skill Acquisition	28-34%
D. Treatment: Reduction of Problem Behavior	24-30%
E. Behavioral Data Collection	5-7%
F. Ethical/Legal Considerations	4-6%

A. Autism Spectrum Disorder **10-12%**

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

B. Principles of ABA **18-22%**

13. Positive reinforcement
14. Negative reinforcement
15. Positive punishment
16. Negative punishment
17. Reinforcer
18. Punisher
19. Conditioned reinforcer
20. Unconditioned reinforcer
21. Extinction
22. Deprivation
23. Satiation
24. Contingency
25. Motivating operation

26. Antecedent
27. Behavior
28. Consequence
29. 3-term contingency
30. Stimulus
31. Discriminative stimulus
32. Stimulus control
33. Response
34. Discrete trial

C. Treatment: Skill Acquisition**28-34%**

35. Discrimination training
36. Discrete trial training
37. Natural environment training
38. Fluency-based training
39. Generalization
40. Maintenance
41. Caregiver training
42. Premack principle
43. Preference assessment
44. Prompt
45. Errorless learning
46. Most-to-least prompting
47. Least-to-most prompting
48. Prompt fading
49. Time delay prompt
50. Chaining
51. Shaping
52. Pacing
53. Alternative and augmentative communication
54. Functional approaches to teaching language skills
55. Mand training
56. Tact training
57. Training echoic behavior
58. Training intraverbal behavior
59. Teaching joint attention
60. Teaching play skills
61. Teaching motor skills
62. Teaching adaptive and safety skills
63. Teaching social skills

- 64. Teaching cognition skills
- 65. Teaching executive function skills
- 66. Teaching academic skills
- 67. Visual supports
- 68. Curriculum modification

D. Treatment: Reduction of Problem Behavior**24-30%**

- 69. Behavior intervention plan
- 70. Target behavior
- 71. Operational definition
- 72. Functional behavior assessment
- 73. Escape function
- 74. Attention function
- 75. Access to tangible function
- 76. Automatic function
- 77. Antecedent interventions
- 78. Functional communication training
- 79. Token economy
- 80. High-p request sequence / behavioral momentum
- 81. Noncontingent reinforcement
- 82. Replacement behavior
- 83. Escape extinction
- 84. Attention extinction
- 85. Access to tangible extinction
- 86. Extinction burst
- 87. Continuous reinforcement
- 88. Intermittent reinforcement
- 89. Differential reinforcement of alternative behavior
- 90. Differential reinforcement of incompatible behavior
- 91. Differential reinforcement of other behavior
- 92. Response blocking
- 93. Redirection
- 94. Overcorrection
- 95. Response cost
- 96. Time-out from reinforcement
- 97. Spontaneous recovery

E. Behavioral Data Collection**5-7%**

- 98. Measurement dimensions (e.g., rate, duration, percentage)
- 99. Measurement procedures (e.g., event recording, timing, time sampling)

- 100. Skill acquisition data
- 101. Problem behavior data
- 102. Graphing
- 103. Interobserver agreement (IOA)

F. Ethical/Legal Considerations**4-6%**

- 104. Safety (including OSHA)
- 105. Responding to emergencies
- 106. Confidentiality (including HIPAA)
- 107. Recognition of client abuse
- 108. Reporting client abuse
- 109. Dual relationships

Section 3: Taking the Exam

What to Expect on Exam Day

Candidates are eligible to take the BCAT 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 without incurring additional fees if they provide the testing company 2 full business days prior notification. 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. Requests should be submitted to leadership@behavioralcertification.org with supporting documentation, i.e. doctor's note, inclement weather report, etc. 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 full business days prior notification. 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 BCAT 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 BCAT 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 Exams

Exam Results

Score reports will be issued directly to candidates. Candidates testing at a PSI test center will receive their results on-site, immediately following the test. Candidates testing at a provider office will receive their results via email the next business day.

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 BCAT 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 BCAT written authorization. BICC will provide candidates with duplicate score reports upon request for up to 2 years following the examination date.

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 on their first attempt may immediately reschedule a second attempt. If an applicant fails to pass the BCAT on a second attempt, a third exam can be

scheduled no sooner than 30 days from the date of the second exam administration. If needed, 30 days must elapse between a third and fourth exam attempt. Candidates may not test more often than 4 times per year. Exam retake fees are \$74 and subject to change without notice.

Exam Related Complaints

Candidates with complaints about the examination processes or their experience at the testing site should submit concerns to the BICC via leadership@behavioralcertification.org. Complaints are handled by 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 may file a complaint with BICC. All requests must be made in writing and postmarked or emailed to leadership@behavioralcertification.org no later than 7 days after the exam score report was issued. 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 to leadership@behavioralcertification.org. 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

BCAT certificants are required to recertify **every two years** by:

1. Submitting a Recertification Application that includes a log of continuing education credits (CEs) accrued.
 - Earning twelve hours of continuing education credits (at least 3 credits must be ethics-related topics)
 - Signing the Code of Conduct included on the Recertification Application
 - Agreeing to maintaining compliance with the rolling background check
2. Submitting a Documentation of Supervision completed once per month during the BCATs certification.

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 BCAT 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 3 of the required 12 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 BCAT certificants as defined by the exam content outline.

The 2-year time period established for recertification is based on the BICC's determination that the certificant implements a treatment plan under the direction of a qualified health care professional who designs the treatment and identifies treatment goals, two facets of treatment that may be more immediately influenced by emerging research than the actual implementation of treatment. The implementation of treatment adheres strictly to the principles and procedures of applied behavior analysis. Because the BCAT works under the direction of a qualified health care professional possessing a graduate degree, recertification every two 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 activities and courses approved by BICC will accrue toward the 12 hours of CE units.

Agreeing to ongoing criminal background check monitoring is required to maintain the BCAT credential. BCAT certificants typically work with individuals with developmental disabilities, a vulnerable population that deserves the safety assurance that an ongoing background check provides. BCAT certificants are required to be listed on the BICC registry.

Recertification Requirements

Certification Expiration

Certification expires on the last day of the month 2 years following the date of certification. For example, if an individual is certified on May 15, 2015, certification will expire on May 31, 2017.

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 BCAT 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. BCATs must retain documentation of CE activities for 2 years following recertification in the event they are selected for an audit.

Acceptable documentation includes letters from supervisors, official transcripts and certificates of completion. 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 BCAT Exam Content Outline can be accepted. At least 3 credits must be directly related to ethics.

Acceptable Activities

Continuing education credits may be earned at workshops, conferences, conventions, seminars, college/university courses, webinars, and in-service training events. Credit is also granted for professional presentations.

Credit may be claimed only once for each activity. For example, a 1 hour presentation that is delivered at two different conferences can only be claimed for 1 CE credit.

<i>Continuing Education Activities</i>	<i>Credits Awarded</i>	<i>Limitations</i>	<i>Required Documentation</i>
<i>Coursework</i>	1 CE for each clock hour of instruction; a 3 hour college course that meets for 12 weeks is equal to 36 CEs	No limit	Transcripts with grade of "C" or better,
<i>Workshops, seminars, and/or webinars</i>	1 CE for each clock hour	Must be BICC approved	Certificates of completion, letter verifying attendance
<i>Authorship and delivery of a conference session or poster presentation</i>	1 CE for each unique presentation	Limit of 2 CEs Conference must be BICC approved	Conference brochure or flyer and attestation
<i>Review of behavior analytic research articles and successful completion of an associated quiz or comprehension questions.</i>	1 CE for each article	Limit of 3 CEs	Certificate or letter of completion
<i>Participation as a volunteer in BCAT 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
<i>Volunteer services related to BCAT knowledge, skills, and abilities</i>	1 CE per 10 hours of volunteer activity	Limit of 1 CE	Letter of verification from supervisor/organization
<i>Mentoring of entry-level therapists by senior therapists</i>	1 CE per 10 hours of supervised mentoring	Limit of 2 CEs	Letter of verification from supervisor or mentored therapist

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 2 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 notice via email 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.

BCAT 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 BCAT certificate will be available to download through your BICC online account. All other communication, notifications, confirmations, and reminders will be sent to your email address provided in your registration profile.

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 direction of a qualified health care professional 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

1. Adhere to all laws, regulations, policies, and ethical standards that apply to the practice of providing applied behavior analysis.
2. 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.
3. Refrain from discrimination in professional activities, including dual relationships with employees, employers, clients and their families, and other professionals.

4. 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 an 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 to leadership@behavioralcertification.org at least 3 weeks prior to the testing date.

Applicants can automatically request accommodations forms be emailed to them by checking a box in their registration profile on the BICC website to request the documents. Requested documents are automatically emailed to the applicant's primary email account. 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 BCAT designation, the credential may be used as long as certification remains valid and in good standing. Individuals may not use the BCAT 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 BCAT 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, BCAT 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 the city and state where the certificant resides.

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 BCAT 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 completed form 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 BCAT 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.

Please submit completed form to: leadership@behavioralinterventioncertification.org

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:

- Accessible testing site
- Screen Magnifier (Large Font)
- Separate testing room
- Reader Required for Learning Disability
- Extended testing time
- Reader Required for Visual Disability
- Other special accommodation: _____

Signature: _____ Date: _____

Title: _____ License _____
(if applicable)

Section 10: Supervision Examples

Examples of acceptable supervision are included below.

- 1 hour, 30 minutes hours of supervision from your supervisor(s) during a 30-hour ABA therapy work week.
- At least 2 synchronous (in real time) contacts with a supervisor per month.
- You schedule a meeting with your supervisor. You want to learn more about autism and why some of your clients are so different even though they have the same diagnosis. You meet for 30 minutes and your supervisor reviews the diagnostic criteria for autism.
- Your supervisor calls together all the therapists working with Johnny. Johnny's mom contacted the supervisor and let her know that Johnny had a seizure. Johnny's physician provided Johnny's mother information to share with his staff on how to respond if Johnny has another seizure. Your supervisor reviews the information with you and the team so that if Johnny has a medical emergency everyone knows how to respond.
- Your supervisor gives you a camera and asks you to record video of you and your client performing programs including receptive identification of objects, imitation with objects, and echoic imitation. You record approximately 25 minutes of video and return the camera to your supervisor. Your supervisor reviews the 25 minutes of video and sends you an email with feedback about your performance during the session.
- You attend a patient meeting with your supervisor, client, and client's mom. During the meeting your supervisors reviews the client's data, demonstrates new programs, and reviews behavior plans.
- You have a staff meeting attended by all the behavior therapists in your organization. During the meeting your supervisor demonstrates error correction procedures, paired-choice preference assessment, and mand training.
- Your supervisor uses a HIPAA compliant, video conferencing app on a mobile device to see and hear you and your client during a therapy session. They also provide feedback by talking to you.
- Your supervisor reviews notes you left in the client's log as well as data you collected over sessions. The supervisor meets with you for 15 minutes without the client present to discuss the client's progress and ask for clarification about a note you left.
- Your supervisor asks you to collect data on challenging behavior with another client. You are not assigned to this client, but they are very similar to a client on your caseload. The client engages in property destruction. You and your supervisor simultaneously collect data on the client's property destruction while another therapist is running the session. After 30 minutes, you and the supervisor review the data you collected and calculate interobserver agreement.