

2024-2025

Board Certified Autism Professional

Candidate Handbook



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## Introduction

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### 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.

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*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.*

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### 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 (BCAP) 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 assessment, treatment planning, functional analysis of maladaptive behaviors, direction of technicians, and direct treatment to address the deficits and behaviors associated with autism spectrum disorder using the principles and procedures of applied behavior analysis. BCAP credential holders may work in a variety of settings, including but not limited to the home, day care, school, clinic, and community, across the globe.

### 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:

Applicants must complete 1000 hours of supervised experience providing evidence-based autism treatment services, including but not limited to assessment, treatment planning, functional analysis of maladaptive behaviors, direction of technicians, and direct treatment 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 activities of a qualified health care professional (QHCP) overseeing implementation of multi-tier ABA service delivery to individuals with autism.

### 4. Code of Conduct:

#### a. BICC Code of Conduct:

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

#### b. Background Check:

Successfully complete a comprehensive, multi-layer criminal background check and agree to ongoing monitoring\*.

### 5. Exam:

Pass the BCAP examination

\* In order to earn a BICC certification, candidates must complete and maintain a comprehensive, multi-layer, criminal background check and agree to ongoing monitoring. All BICC certificants are monitored by ongoing background checks that alert BICC in the event that a certificant's status changes. The results of rolling background checks are monitored by BICC staff. Adverse changes to the background check status may affect certification status in accordance with the eligibility requirements and disciplinary policy. The background check will be completed after a candidate passes the certification exam.

The exam is delivered at standardized test sites via computer-based administration through independent test sites and via live remote proctoring from the candidate's home or office. No computer experience or typing skills are necessary to take the exam. Candidates will receive instructions for taking the computer-based exam upon arrival at the test site or login to the testing appointment. Each candidate must bring the test site confirmation email and non-expired, government-issued photo ID. The first and last name must appear exactly as they do on the government-issued photo ID in order for the candidate to be permitted 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 granted certification.

### Eligibility Rationale

Each eligibility requirement has been established to ensure that masters-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). 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-level individuals who design the treatment plan and directs the treatment provided by technicians. Because the professional designs and adjusts treatment plans, provides case management, performs functional analysis, develops behavior intervention plans, makes judgements regarding the client specific skills and training needed by technicians, provides training to 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 most commonly 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 case management, performing functional analysis, developing behavior intervention plans, making judgements regarding the client specific skills and training needed by technicians, providing training to assistant supervisor level professionals, identifying data collection methods, and mastery regarding program implementation, 1,000 hours of supervised work aligned to the exam content outline is required.

The BICC board determined that the requirement of 1,000 hours of experience reflects the amount of experience necessary for a practitioner to be working at the master's level required for BCAP practice and provides sufficient and necessary time for the supervisor to ensure that the candidate has learned and can apply in a real-life setting the skills listed on the BCAP exam task list. The identified number of hours is also a reasonable amount of time for the candidate to acquire varied experience, especially important when considering that the BCAP is an autism-specific credential, and autism spectrum disorder is a diagnosis with a wide range of presentations. Varied experience is also a factor in terms of the duties that a BCAP practitioner is expected to fulfill – clinical case supervision, treatment plan design and ongoing protocol modification, attendance at multi-disciplinary meetings, training of caregivers, direction of the behavior technician, among others - and in

terms of the different environments in which BCAPs may be expected to work, including patient homes, schools, treatment centers, and the community.

Just as it is important for a BCAP to monitor a client's progress over time, so too is it important for the supervisor to monitor the applicant's performance and progress over time. The required supervised experience hours allow the supervisor to identify skills that the applicant needs to improve upon, to provide dynamic instruction to improve those skills in the applicant, and to evaluate the applicant's improvement.

4. **Conduct:** 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. One 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
<b>Total</b>	<b>285 hours of instruction</b>

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.

Applicants should submit a separate experience form signed by a qualified health care professional for applicable work experience that accrues toward the experience requirement. Each application will be reviewed to ensure the experience documented is consistent with the eligibility requirement and that the form is signed by a QHCP as required.

## 3. Conduct:

### 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, must complete and maintain a comprehensive, multi-layer, criminal background check and agree to ongoing monitoring. All BICC certificants are monitored by ongoing background checks that alert BICC in the event that a certificant's status changes. The results of rolling background checks are monitored by BICC staff. Adverse changes to the background check status may affect

certification status in accordance with the eligibility requirements and disciplinary policy. The background check will be completed after a candidate passes the certification exam.

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

### Failure to Demonstrate Eligibility

Information will be verified by BICC. Applicants who fail to demonstrate that they meet all of the eligibility requirements will not be granted certification.

### 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.

Candidates will be notified once via email that the application is incomplete and what must be done to complete the application. If the candidate does not respond, an email notification will be sent to inform the candidate that the application will not be processed.

Applications must be complete before they are processed and approved. Incomplete applications will not be returned, and application fees will not be refunded.

## How to Apply

To apply for BCAP certification, submit the online application at [www.behavioralcertification.org](http://www.behavioralcertification.org). Find specific deadlines online at [www.behavioralcertification.org](http://www.behavioralcertification.org). Approved candidates will receive an email notification along with instructions for scheduling an examination appointment.

## Scheduling an Exam

The BCAP exam is offered year-round via live remote-proctoring sessions or in person at the candidates' employer's office.

Pending availability, the exam may be offered at an employer's office. Candidates should contact their employers to determine if on-site testing is offered at their place of employment.

Candidates may also test via live remote proctored administration from their home or office through Prolydian/Proctor360. Approved candidates who wish to schedule a live remote

administration will create an appointment with the BICC testing partner after having created a profile with the testing partner. Candidates can schedule exams from their Prolydian account for a time 24+ hours from the current date/time. Cancellations and reschedules within 48 hours of the scheduled exam time are not permitted. Candidates are notified automatically each time they schedule or reschedule their exam. See Section 3 for more information about live remote proctored administration rules and requirements.

## **Fees**

Check the BICC web site for current fees. Candidates should ask their employers about discounted rates for eligible employees.

### **Cancellations, Rescheduling & Refunds**

Application fees are not refundable. Applicants are solely responsible for ensuring that they are eligible to sit for the BICC examination prior to submitting the application to BICC.

Candidates may cancel or reschedule an examination appointment without incurring additional fees if they provide the testing company two (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. Submitting a waiver request does not guarantee approval; requests will be evaluated by the Executive Director. Requests must include supporting documentation (i.e. doctor's note, inclement weather report, etc.)

Examination fees cannot be refunded for cancellations received with less than two (2) full business days prior notification. No refunds of exam fees are available once a candidate has taken the exam.

## **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 that do not count against the candidate's score. 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

The exam is delivered at vendor-affiliated test sites via computer-based administration, via live remote proctoring from the candidate's home or office. 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 or login to the testing appointment.

### 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 administration 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 and Check-in

Candidates are required to present a valid, un-expired, government issued, photo identification with signature to gain admission to the examination appointment.

Acceptable identification examples include driver's license, passport, citizenship card, age of majority card, and military ID card). The first and last 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.

In addition to the required identification, candidates testing at a physical test site must bring their test site confirmation email.

In addition to the required identification, for candidates testing via live remote proctored administrations, the candidate will be required to upload a photo ID when creating a profile with the testing vendor. The photo included on the ID presented at the exam administration appointment must match the candidate appearing for the exam and the photo on file.

Candidates testing via live remote proctoring must also satisfactorily complete the check-in process facilitated by the proctor. Candidates must complete a 360° room pan and desk sweep to demonstrate that no unauthorized materials are present and the testing space is clear of restricted materials.

### Exam Locations

Pending availability, BICC exams may be scheduled on-site at employer locations. Candidates should contact their employer to determine if on-site testing is offered at their place of employment.

Candidates testing via live remote proctoring may take the exam at their home or an office location so long as the technical requirements can be met and exam administration rules satisfied.

### Exam Administration Rules

#### ***Provider Location Testing (in-person testing)***

The following rules will be enforced on exam day:

- Candidates 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.

- Candidates must present acceptable identification. The name on the exam application and the name on the 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.
- Candidates will be observed at all times during testing and should be aware that security procedures are in place and will be enforced.
- Candidates 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. Candidates 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 candidates 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.
- Candidates 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 candidates’ ethical responsibilities and subject to the disciplinary policy. It is also a violation of copyright law and exam security requirements.
- Candidates 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, candidates should be prepared with appropriate layered attire.
- No food or beverage is permitted in the examination area.
- Candidates may not communicate with anyone except the proctor during the exam.
- Candidates are not permitted to bring guests, including children, to the testing center.
- Candidates should complete the exam quietly, without disturbing others.

### ***Live Remote Proctoring***

The following technical and hardware requirements must be met in order to take the exam via live remote proctoring:

#### **Hardware:**

- Desktop or laptop computer (tablets and cell phones are not supported)
- Working built-in or external webcam
- Working built-in or external microphone
- Working built-in or external speakers

**Operating System:** macOS Mojave or higher, Windows 10 or higher (Testing vendor does not support Linux)

**Browser:** Google Chrome or Microsoft Edge with pop-up blocker disabled

**Internet:** 10/10 Mbps upload/download speed (Hot spots are not recommended)

Candidates should perform a system check prior to scheduling the live remote proctored appointment to ensure all technical requirements are satisfied. The system check is available here: [https://support.proctor360.com/hc/365012637/21/system-requirements?category\\_id=1](https://support.proctor360.com/hc/365012637/21/system-requirements?category_id=1)

The following rules will be enforced on exam day:

- Candidates must arrive at their schedule appointment time. Late arrivals may not be accommodated. Fees are not refunded for missed exam appointments.
- Candidates must present acceptable identification. The name on the exam application and the name on the ID must match. Please see the “Identification and check-in” section above.
- No study materials, documents, or notes of any sort are to be present in the examination area.
- Candidates may not copy, print, write, or otherwise record exam materials.
- Candidates will be observed at all times during testing and should be aware that security procedures are in place and will be enforced.
- Candidates may not bring any electronic devices, notes, or reading material into the examination area. Cell phones and electronic devices may not be accessed during the exam administration.
- No questions concerning the content of the examination may be asked 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.
- Candidates are expected to answer the exam questions independently. There is to be no sharing of information, teamwork, or any other collaborative relationship with another individual during the exam. No one other than candidate is permitted in the exam area at any time. 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 candidates' ethical responsibilities and subject to the disciplinary policy. It is also a violation of copyright law and exam security requirements.
- Candidates may not read exam questions aloud.
- No food or beverage is permitted in the examination area.
- Candidates may not communicate with anyone except the proctor during the exam.
- Candidates are encouraged to use the restroom before taking the exam. Candidates are permitted one (1) unscheduled break up to 10 minutes in duration. While restroom breaks are allowed during the exam the clock does NOT stop, and ***candidates who take a break will be unable to return to previously accessed questions after the break.*** When candidates return from the restroom break, the proctor will a satisfactory room scan using the webcam.

## 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 record or 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: copying or 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

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### Exam Results

Scores are reported as the raw score. A candidate's total score determines whether he/she has passed or failed the examination after a comparison to the cut score.

Score reports will be issued directly to candidates.

- For administrations offered at an approved provider's office, score reports will be issued within 1 business day of the testing appointment directly to candidates through their secure BICC account.
- For live remote proctored administrations, test results will be available 48-72 hours after completion of the exam. PDF score reports will be available to candidates within the testing agency's dashboard.

In instances in which the cut score has not been finalized, or other validation of the passing score is required, candidates may not receive score reports until this statistical analysis is complete. This delay will be communicated to candidates accordingly.

Score reports will include a "pass" or "fail" result and the candidate's score in relation to the passing score, reported as the total number of items answered correctly and the percentage of items answered correctly. Score reports will also include information on candidate performance in each content domain area along with guidance about limitations in interpreting and using the feedback and guidance for proper use, and limitations of, this information. Examination content area scores are not used to determine pass/fail status but are provided to offer a general indication of a candidate's performance and may be used to assist in evaluating relative areas of strengths and weakness in each content area and assist candidates in the selection of future training/education activities.

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 a qualified 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

BCAP candidates who fail the exam may immediately schedule a second attempt. After the first re-test attempt, any additional re-test appointments require a 30-day waiting period from the previous attempt. Candidates may not test more often than 4 times per 12-month period. A new application and retest fee must be submitted for each exam attempt.

## Exam Related Complaints

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 with complaints about the examination processes or their experience at the testing site should submit concerns to the BICC via email to [leadership@behavioralcertification.org](mailto:leadership@behavioralcertification.org). All complaints received are handled by the BICC executive director.

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](mailto: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.

If the issue can be resolved at the staff level, the executive director will make a determination and will notify the BICC of the result. If the issue cannot be resolved by the executive director, s/he may refer the request to the president of the BICC. The request will also be referred to the president of the BICC if the candidate does not accept a determination by the executive director.

## Section 5: Complaints and Disciplinary Actions

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### 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 certification mark or 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

### Recertification Requirements

BCAP certificants are required to recertify **every three years**. To qualify for recertification, BCAP certificants must submit a complete recertification application package that documents the following requirements:

1. Complete one of the following professional development options:
  - a. Earn 36 hours of continuing education credits (at least 4 credits must be ethics-related topics and at least 3 credits must be directly related to autism). See Continuing Education Requirements for full detail.
  - b. Take and pass the certification exam based on the current content outline. If a certificant has not completed the 36 hours of continuing education credits required for recertification, he/she may recertify by taking and passing the certification exam prior to the expiration of the credential.
2. Attest to uphold the Code of Conduct.
3. Agree to maintain compliance with ongoing background checks.

### Expiration Date

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 at least 30 days prior to the date on which the certification expires.

Recertification reminder notices are issued 90 days before the recertification application deadline 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.

### Purpose and Rationale for Recertification

#### 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 units 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.

### Recertification Period Rationale

The 3-year time period established for recertification is based on the BICC's determination that the certificant has a graduate-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.

### Rationale for Requirements

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.

To ensure that certificants supplement and reinforce their knowledge in appropriate subject areas and recent advanced in ABA, only those continuing education courses approved by BICC will accrue toward the 36 units. The BICC acknowledges that not all sources or types of continuing education contribute equally to professional development. To maximize the quality and relevance of continuing education credits earned by certificants, the BICC Board provides a list of approved providers that have been identified as established, reputable sources for continuing education. In addition, all credits earned must be on acceptable topics and from acceptable activities as defined above. This ensures that certificants participate quality continuing education activities that are relevant to their jobs and directly tied to the examination content outline.

Candidates who choose to renew by taking the certification exam rather than completing the 36 CE units demonstrate continued competence in the BCAP knowledge areas by successfully passing the certification exam which is based on the current content outline and developed using psychometrically-sound criteria. Exam statistics are monitored by the psychometric consultant to ensure appropriate reliability and validity statistics are achieved.

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. Certificants are required to be listed on the BICC registry to allow parents, caregivers,



educators, funding agencies, and other interested parties to confirm a qualified health care provider possesses the BCAP certification.

## 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 an individual's recertification application is selected for audit, the candidate will be required to submit evidence for each of the claimed 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.

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

### Recertification Application Processing and Audit

Five percent of applications for each credential offered by BICC will be selected for random audit to confirm compliance with the recertification criteria at which time BICC will require that the certificant submit the required documentation for each continuing education activity. BICC will notify certificants in writing if they are selected for audit. Notification will include the requirements for satisfying the audit.

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.

In order to earn a BICC certification, candidates must complete and maintain a comprehensive, multi-layer, criminal background check and agree to ongoing monitoring. All BICC certificants are monitored by ongoing background checks that alert BICC in the event that a certificant's status changes. The results of rolling background checks are monitored by BICC staff. Adverse changes to the background check status may affect certification status in accordance with the eligibility requirements and disciplinary policy.

### 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. The BCAP certificate and welcome kit will be uploaded to the individual's online account. All other communication, notifications, confirmations, and reminders will be sent to the email address on file.

## 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

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

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### Accommodations for those with Disabilities

BICC and its testing vendor will provide reasonable and appropriate testing accommodations in accordance with the Americans with Disabilities Act of 1990, as amended for individuals with documented disabilities who request and demonstrate the need for accommodation as required by law. ADA regulations define a person with a disability as someone with a physical or mental impairment that substantially limits one or more major life activities. BICC requires documentation to validate the type and severity of a disability to enable accommodations to be specifically matched with the identified functional limitation, in order to provide equal access to exam functions for all examinees.

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.

Reasonable accommodations are decided upon based on:

- the individual's specific request,
- the individual's specific disability,
- documentation submitted,
- and the appropriateness of the request.

Reasonable accommodations do not include steps that fundamentally alter the purpose or nature of the examination.

Reasonable accommodations generally are 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 the candidate handbook.
- Submit documentation provided by an appropriate licensed professional to the BICC which includes a diagnosis of the disability and specific recommendations for accommodations.
- Submit documentation at least 3 weeks prior to the testing date.

Requests for accommodations will be reviewed by the executive director who will communicate approved accommodations to the testing company. 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 by either the executive director or testing company. Responsibility to verify with BICC that accommodations have been made rests with the applicant.

Candidates should note that special testing accommodations may be limited by the mode of administration. For example, live-remote proctored administrations can accommodate extended time, adjustable font size, screen readers, and other limited accommodations. Candidates needing testing accommodations outside those offered at live-remote proctored administrations should plan to test at a vendor testing site.

## **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.

The BICC maintains a database of all active applicants and certificants. Information about a candidate/certificant will only be released to that candidate/ certificant unless release of the information is authorized in writing or electronically by the individual or is required by law. Personal information submitted by applicant /certificants with an application or recertification application, including results of any background check, is considered confidential. Personal information retained within the applicant /certificant database will be kept 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.

Examination scores are released only to the examination candidate unless a signed release is provided in writing by the individual or is required by law. De-identified, aggregate data can be provided to providers when requested for at least 5 or more applicants for the purposes of providers' evaluating their certification training programs.

Candidates selecting live-remoted proctored testing administration must consent to video and audio recording of the testing session prior to beginning the testing session. Audio and video recordings will be maintained securely and accessed by authorized personnel in order to monitor the exam and ensure quality and integrity of the exam session.



## 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 and background check. Certificants must comply with all recertification requirements to maintain use of the credential.

Certification is a non-transferable, revocable, limited, non-exclusive license to use the certification designation, subject to compliance with the policies and procedures, as may be revised from time to time.

Except as permitted by this policy, any use or display of BICC certification marks and/or logos without the prior written permission of the BICC is prohibited. Any candidate or certificant who manufactures, modifies, reproduces, distributes or uses a fraudulent or otherwise unauthorized BICC certificate, BICC designation or other credential may be subject to disciplinary action, including denial or revocation of eligibility or certification. Any individual who engages in such behavior also may be subject to legal action. BICC staff perform periodic monitoring of the use of the credentials via social media and internet searches. Violations of BICC policy discovered through this monitoring or other reporting may result in disciplinary or legal action.

Education and training providers may not use the BICC name, logos, or certification marks to state or imply any approval or endorsement by BICC or any affiliation with BICC.

### 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 and on promotional materials, such as stationary, websites, business cards, etc. The mark or logo may be used only on business cards, stationery, letterhead, and similar documents on which the name of the individual certified is prominently displayed.

Individuals who have met the certification standards established by BICC are authorized to use the following certification mark in communications and marketing materials:

- The BCAP credential may be used as “BCAP” or “Board Certified Autism Professional.”
- The credential is typically used after the certificant’s name following any academic degrees and licensure (e.g. Hannah Jones, MS, BCAP).
- The mark must be clearly associated with the individual(s) certified by BICC.
- The mark should not be used in a plural or possessive manner.

The certification mark may be used only as long as certification is valid. Should the certification be suspended or withdrawn for any reason, the individual must immediately cease the use of

the certification designation and acronym on stationery, websites, business cards, and any and all promotional materials.

### Ownership of the Mark and Logo

The certification marks and logo are the property of the BICC. Permission to use the certification mark or logo is granted to credentialed persons at the discretion of the BICC Board of Directors, for permissible uses only.

The credential marks and logos may not be revised or altered in any way. They must be displayed in the same form as produced by BICC and cannot be reproduced unless such reproduction is identical to the mark provided by BICC.

The mark or logo may not be used in any manner which could bring BICC into disrepute or in any way is considered misleading or unauthorized. This includes any use of the mark or logo that the public might construe as an endorsement, approval or sponsorship by BICC of a certificant's business or any product thereof.

### Certificates

Each BCAT or BCAP certificant receives a certificate that includes:

- the certificant's name
- certification type
- date of initial certification
- expiration date **or** statement that the certification must be renewed

All certificates will include a statement that the certificate is the sole property of BICC and must be returned upon request. The certificate may only be displayed during the time period for which the credential is valid. When disciplinary actions result in the revocation of an individual's certification, BICC will require the return of any certificates issued.

### 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 the executive director at [leadership@behavioralcertification.org](mailto:leadership@behavioralcertification.org) within 15 days after the decision has been rendered. 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. If the issue can be resolved at the staff level, the executive director will make a determination and will notify the BICC of the result.

### Review by the Reconsideration Committee

If the issue cannot be resolved by the executive director, he/she may refer the request to the BICC president. The candidate can also refer the request to the BICC president if the candidate can provide information and/or documentation that was not available previously to the executive director.

The 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.

The committee may review eligibility and recertification requests for reconsideration and make determinations via teleconference meetings, via email, or other means as the committee deems appropriate, as long as all committee members have the opportunity to participate in the review and decision.

### Reconsideration Committee

When a request for reconsideration is referred to the BICC president, the president will appoint a Reconsideration Committee within 30 days to review the request.

The Reconsideration Committee may be a sub-committee of the BICC and may be appointed as an ad-hoc or standing committee.

## 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 and may be published by the BICC. BICC will provide confirmation of certification status to anyone who requests the information, and verification will be accessible via the program's website. Verification of certification status will include the individual's name, certificate number, credential held, effective and expiration dates, and the zip code, state, and country where the certificant resides.

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

Certification status for any individual may be verified by contacting the executive director. An individual's name and current certification status will be verified upon request.

Application status, information about whether an individual has taken a BICC exam, and score information will not be released without applicant consent.

## 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@behavioralcertification.org](mailto:leadership@behavioralcertification.org) at least 3 weeks prior to the desired testing date.

#### 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:**

- 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)*

Please return completed form to [leadership@behavioralcertification.org](mailto:leadership@behavioralcertification.org).