

**CERTIFIED PROGRESSIVE BEHAVIOR ANALYST -  
AUTISM PROFESSIONAL®**

# **Candidate Handbook**



**Progressive  
Behavior Analyst  
Autism Council®**

**Progressive Behavior Analyst Autism Council**

200 Marina Dr. , Seal Beach, CA 90740  
[www.progressivebehavioranalyst.org](http://www.progressivebehavioranalyst.org)

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# Introduction

The Progressive Behavior Analyst Autism Council® (“Council”) Certified Progressive Behavior Analyst-Autism Professional® (CPBA-AP®) certification program is designed to recognize individuals who have the experience, knowledge, and skills necessary to provide competent training, supervision, and oversight to professionals who implement behavioral intervention with individuals diagnosed with Autism Spectrum Disorder (ASD).

CPBA-AP® is a certification for experts overseeing the implementation of a progressive approach to Applied Behavior Analysis (ABA) based procedures. Individuals eligible for this certification have a significant amount of experience in ABA with a concentration in autism and an advanced degree in ABA-related disciplines. Candidates may include individuals who are no longer providing direct service to individuals but have extensive past experience and are in a supervisory or administrative role teaching and/or directing students, staff, and/or employees.

The certification is designed to ensure that all certification holders have demonstrated their competence through fair and valid measures. The certification is developed by researchers, academicians, and practitioners.

In order to receive and maintain the CPBA-AP designation, candidates must:

- Complete the prerequisite education and experience review and audit
- Pass a multiple-choice examination including both text- and video-based scenario assessment questions
- Achieve a passing score on an evaluation of a content presentation
- Maintain continuing competence - through completing ongoing professional development requirements

## Assessments

The Council is committed to providing the highest quality certification examinations through ongoing development procedures and psychometric review based on proven industry standards.

Candidates are required to successfully pass two assessments that are designed to evaluate knowledge and competency in overseeing individuals who practice a progressive approach to ABA as a treatment method for Autism Spectrum Disorder. These are a written assessment and a practical assessment. The multiple-choice examination is administered via computer-based testing (CBT). The Content Presentation Evaluation consists of the candidate creating a video and submitting it for scoring.

### The Multiple-Choice Examination

The multiple-choice examination is a four (4) hour computer-based examination consisting of 165 questions designed to measure a candidate’s knowledge of the principles of ABA. Sample items can be found in Section 9.

### The Content Presentation Evaluation

The Content Presentation Evaluation requires a candidate to submit a 15- to 25-minute video for review and evaluation by trained and calibrated examiners. The skills that will be evaluated during the scoring process include comparing and contrasting conventional and progressive approaches, clinical judgment, clarity of presentation, and use of supporting materials.

## Benefits of Certification

The CPBA-AP certification validates a master clinician’s specialized knowledge and expertise in overseeing the implementation of behavior intervention, thereby promoting quality supervision in the field of autism. Much like the founding pioneers in the field of autism, certified individuals are considered leaders, mentors, and role models. Obtaining and maintaining your CPBA-AP certification keeps you current on the latest developments in the progressive approach as it relates to autism and demonstrates your dedication to life-long learning. The CPBA-AP designation is a visible reminder of a clinician’s significant professional achievement.

## Language

All components of the certification program are currently available in English only. No translators or translation devices will be allowed. The video submitted for the Content Presentation Evaluation must be in English.

# About Us

The Progressive Behavior Analyst Autism Council® is an independent and autonomous council that is responsible for overseeing the certification program. The Council sets policy for essential certification activities and manages certification and recertification decisions, including governance, eligibility standards, disciplinary and appeals actions, and the development, administration, and scoring of all assessments.

## Mission

Given the growing need to provide specialized, high quality intervention for individuals diagnosed with autism spectrum disorder, the Progressive Behavior Analyst Autism Council® provides credentialing programs that preserve and promote a progressive approach to ABA as a treatment method for ASD. These programs use a rigorous and defensible combination of assessment formats to recognize individuals who meet a high standard of practice.

## Vision

To improve the quality of life for individuals diagnosed with ASD through the credentialing of professionals in a progressive approach to ABA.

## Statement of Impartiality

The Progressive Behavior Analyst Autism Council® is committed to acting impartially with regard to its applicants, candidates, and certified persons. Certification decisions are made in accordance with the Council's policies and procedures. Policies that affect applicants, candidates, and certified persons are made public and accurately convey information about the certification program.

Certification staff agree in writing to adhere to the policies and procedures of the certification program, including those pertaining to impartiality, conflict of interest, and nondiscrimination.

Completion of any APF-sponsored education or training is not a prerequisite nor a component of the certification program. Candidates are free to select any training(s) they wish, and completion of any APF courses, trainings, workshops, conferences, or other programs will not provide an advantage over completion of any other quality training program.

## Contact Us

The best method to reach the certification program staff is via email: [info@progressivebehavioranalyst.org](mailto:info@progressivebehavioranalyst.org).

Our website is: [www.progressivebehavioranalyst.org](http://www.progressivebehavioranalyst.org).

Our mailing address is: **Progressive Behavior Analyst Autism Council**

200 Marina Dr.

Seal Beach, CA 90740

# Section 1: Eligibility Criteria

The Council is committed to providing a fair, impartial, and objective certification process; therefore, all candidates must meet the established eligibility requirements and pass the required assessments before being awarded the credential. Affiliation with the Council or membership in any other organization is not required.

## Eligibility Requirements

This certification program is designed for professionals with a substantial level of experience in Applied Behavior Analysis as it relates to individuals diagnosed with Autism Spectrum Disorder. Experience may include direct implementation, supervision, training, education, or research.

### **Experience Requirements**

10,000 hours (approximately 5 years full-time) experience in ABA with a concentration in autism.

A minimum of 8,000 experience hours must be accumulated after obtaining a master's degree.

Of the 10,000 required hours:

- at least 8,000 hours must include providing supervision, training, or education to others working with individuals diagnosed with ASD. Hours must consist of any or a combination of:
  - Conducting and supervising applied research
  - Direct training of others working with individuals diagnosed with ASD (i.e., clinical or academic settings)
  - Clinical supervision
- the remaining 2,000 hours can include any of the options listed above and/or:
  - Providing direct intervention for individuals diagnosed with ASD
  - Conducting applied research

### **Education Requirements**

- Master's or doctoral degree in one of the following areas:
  - Applied Behavior Analysis
  - Behavior Analysis
  - Applied Behavioral Science
  - Behavior Modification\*
  - Psychology\*
  - Behavioral Psychology\*
  - Education\*
  - Special Education\*
  - Social Work\*
  - Speech & Language Pathology\*
  - Experimental Analysis of Behavior\*
  - Health Services Research\*
  - Marriage Family Therapy\*
  - Child Development\*

\*Non-ABA master's or doctoral degrees also need a minimum of 12 hours/credits focused on ABA content

**Note: Historical or international equivalent degrees are accepted**

## Code of Ethics

The Council has established a Code of Ethics (“Code”) in order to protect the public and the profession. The Code is intended to provide guidance for practitioners working with individuals diagnosed with ASD as well as for clinical directors and educators teaching and providing training to practitioners. The goal of the Code is to help applicants, candidates, and certificants in making the best possible decisions in order to diminish adverse events, advance positive outcomes, increase trust, and determine long-term success. Applicants, candidates, and certificants are required to agree to and follow the Code.

Please review the Code of Ethics on our website at: <https://progressivebehavioranalyst.org/code-of-ethics/>

# Section 2: Applying for Certification

## Application Instructions and Requirements

Individuals apply for certification through an online portal on our website: [www.progressivebehavioranalyst.org](http://www.progressivebehavioranalyst.org). Documentation is required and fees must be paid at the time the application is submitted. Certification staff may contact the applicant if additional information or documentation is required to complete the application.

The online platform allows applicants to save their changes and return at a later time to add information and complete the application process prior to submitting the complete application for eligibility review.

In order to complete an application, applicants will need to answer all questions on the application, supply required documentation, and electronically sign all required attestations and agreements.

## Application Fees

Fees are paid online through the application platform. Applicants are responsible for all costs related to foreign currency conversion to U.S. dollars. There are no refunds for application or assessment fees.

Fee Type	Cost	Deadline
Application and Multiple-Choice Exam Fee	\$ 230 USD	Payable at the time of application submission
Content Presentation Video Evaluation Fee	\$ 120 USD	Payable at the time of video submission
Multiple-Choice Exam Retake Fee	\$ 98 USD	Payable at the time of scheduling
Content Presentation Video Evaluation Resubmission Fee	\$ 120 USD	Payable at the time of video submission

## Required Documentation

Applicants must provide documentation of education, training, and work experiences. The online application platform is configured to allow applicants to easily enter all required information. Providing complete and accurate information is essential and will expedite the process for the applicant and the application reviewers. When creating an account, the applicant agrees to provide further information and documentation, if requested, from application reviewers.

### Education Verification

Applicants provide details regarding their education in the online application. An official transcript must be received from the educational institution as proof of meeting the education requirements. A transcript for the highest level of degree earned is required. It is not necessary to submit lower degree transcripts. The applicant is responsible for paying any costs, fees, and postage or transmittal fees for transcripts. The transcript must be sent directly from the granting institution to the address listed below. Scanned copies will not be accepted as proof of degree.

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200 Marina Dr.  
Seal Beach, CA 90740

### Experience Verification

Applicants document experience hours in the online application form. The total number of hours must meet or exceed the amount specified in the eligibility requirements. Applicants must provide an email contact for present and/or former supervisors, trainers, educators, or researchers (collectively, “verifiers”) who can attest to the length and extent of the applicant’s experience with individuals diagnosed with ASD. Verifiers will be sent instructions on how to confirm information relevant to them included on the application. Applicants are encouraged to notify the verifiers in advance to help expedite the process.



## Requests for Testing Accommodations

Reasonable examination accommodations are available to individuals with documented disabilities at no additional cost. The application includes an option for candidates to request and document the need for an accommodation. Special accommodation requests for taking examination(s) must be submitted at the time of initial application, along with supporting documentation provided by an appropriate licensed medical doctor, healthcare practitioner, or other relevant professional on their letterhead. Documentation must include:

- Candidate's name and address
- Disability diagnosis
- History of previous examination accommodations
- Specific request(s) for type of accommodation(s) needed

Accommodation requests are all considered and reviewed based on Council policies and procedures, and approval or denial will be communicated to the applicant.

Please note: We are unable to add accommodations to an existing confirmed examination appointment. If you do not request accommodations during your application submission process but require them, please contact [info@progressivebehavioranalyst.org](mailto:info@progressivebehavioranalyst.org) as soon as possible. If you have already scheduled your examination, you will have to cancel the appointment prior to requesting the accommodations. There are no exceptions to this policy.

# Section 3: Application Processing & Eligibility Approval, Denial, and Appeal

By submitting an application, applicants agree to comply with the terms of the certification program and audit process. All applications are subject to an audit.

## Application Review Process

The application will be reviewed to determine that the candidate meets all eligibility requirements. Certification staff may request that the applicant clarify details or provide additional documentation in order to complete the application review and provide a decision on eligibility.

### Eligibility Approval

After the eligibility panel determines an applicant is eligible to sit for the examination, their eligibility period begins. An applicant has 24 months from the date of application approval to complete both the multiple-choice and the content presentation evaluation assessments. If a candidate does not successfully complete both assessments prior to the end of the eligibility period, the application process will need to be restarted.

### Eligibility Denial

An applicant will be determined ineligible if the candidate:

- Fails to complete the application in its entirety
- Provides insufficient documentation
- Provides documentation that does not meet eligibility requirements
- Fails to submit fees

An applicant will be notified if ineligibility is determined. The applicant will receive specific details about what information and/or supplemental documentation will be required to reassess eligibility. A deadline will be provided, and the application will be reconsidered based on the additional information provided by the applicant. If an applicant fails to submit the requested documentation by the deadline provided the application will be denied, and the appeals process will be considered final.

### Eligibility Denial Appeal

Applicants who are deemed ineligible for the CPBA-AP may appeal the decision. All challenges to eligibility decisions must be reported within 30 days, made in writing, and sent to PBAAC Certification Appeals via email at [info@progressivebehavioranalyst.org](mailto:info@progressivebehavioranalyst.org) or via postal mail at 200 Marina Dr. Seal Beach CA, 90740, USA.

### Special Accommodation Request Review

The feasibility of the specific accommodation requested will be determined. All relevant circumstances, including, but not limited to: the nature of the documented disability, the nature of the requested accommodation, and the accommodation's impact on the certification examination. The applicant will be notified of the accommodation decision via electronic correspondence.

### Accommodation Denial Appeal

Applicants who are denied their special accommodation request may appeal the decision. All challenges to accommodation decisions must be reported within 30 days, made in writing, and sent to PBAAC Certification Appeals via email at [info@progressivebehavioranalyst.org](mailto:info@progressivebehavioranalyst.org) or via postal mail at 200 Marina Dr. Seal Beach CA, 90740, USA.

# Section 4:

## Multiple Choice Exam Information

Once the eligibility period begins, the candidate can schedule their multiple-choice examination. The candidate will receive an e-mail containing all necessary information to make an appointment at a Prometric test center. For a list of test center locations and their status please visit: <https://www.prometric.com/site-status>.

### What to Expect on Exam Day

You will be allowed four (4) hours to take the examination. Examinations are facilitated by trained proctors who confirm identification of candidates, ensure approved accommodations are provided, and apply consistent procedures so candidates have the same experience across all testing sites.

#### Admittance Procedures

After you schedule your examination appointment, you will receive an admission letter detailing the admittance procedures for your examination testing site including suggested arrival time, identification requirements, examination site details, and other essential testing information.

#### Approved Special Accommodations

Proctors are notified and are responsible for ensuring that approved accommodations are provided when they have been approved in advance.

### Reschedule/Cancellation Policy

If a candidate fails to show up for their examination at the scheduled time, does not have the proper identification, or does not have their admission document, they will not be allowed to sit for the exam. The candidate will be considered a "No-Show," examination fees will be forfeited, and the candidate will be required to re-register and pay all fees again prior to sitting for the exam. However, if an issue arises that prohibits the candidate from making it to their scheduled exam, they may reschedule prior to (5) calendar days before the scheduled exam date. A rescheduling fee may apply. If it is less than (5) calendar days, the candidate will not be allowed to cancel or reschedule your exam unless one of the following 4 situations have occurred:

- Jury Duty
- Death in the immediate family
- Military Deployment
- Sickness

The immediate family is defined as a person's grandparents, parents, spouses, siblings and children.

If a candidate experiences any of the above, they MUST provide proper documentation before being rescheduled to a new date. If none of the above are the reason for wanting to reschedule or cancel your exam less than 5 days prior to your exam date, then you will not be allowed to reschedule or cancel your exam. Please also note that if you do not show up, you will be considered a "No-Show," your examination fees will be forfeited, and you will be required to re-register and pay all fees prior to sitting for the exam.

## What to Expect After Taking the Multiple Choice Exam

### **MCQ Exam Results and Passing Score**

Results are emailed to candidates and are available through their online account portal. Exam results are not released over the telephone.

### **Passing Candidates are Approved to Submit Video for Content Presentation Evaluation**

When a candidate has passed their multiple-choice examination, they will receive notification that they can submit their Content Presentation for evaluation (see section 5).

### **Re-taking the Multiple-Choice Exam**

Candidates who do not successfully pass the multiple-choice exam may re-take it up to two (2) times within their eligibility period. The candidate is responsible for all re-testing and exam fees each time they sit for the exam. Candidates who do not pass the exam within their eligibility period must restart the application process.

# Section 5:

## Content Presentation Evaluation Information

Candidates who pass the multiple-choice examination are approved to submit their content presentation to be evaluated and scored. All material submitted for the Content Presentation Evaluation must be the original work of the submitter.

### **Content Presentation Evaluation Instructions**

Candidates submit a video presentation comparing and contrasting a progressive approach to ABA to conventional approaches to ABA as related to autism intervention. The presentation should be no shorter than 15 minutes and no longer than 25 minutes. Submissions may comprise a recording of a previously delivered presentation, if it meets the guidelines, or it may be a newly developed presentation.

Specifically, the presentation should highlight the role, and variables contributing to the use of clinical judgment in a progressive vs. a conventional approach to ABA for individuals diagnosed with autism spectrum disorder.

Comparisons of the two approaches should highlight the role of clinical judgment. This can be done by describing similarities and differences:

- a) across three to five procedures (e.g., prompting, shaping, discrete trial teaching, preference identification, data collection) or
- b) across three to five components within one procedure (e.g., components of preference identification, components of discrete trial teaching,)

In comparing the two approaches at least two articles must be cited and discussed (including independent variable(s), dependent variable(s), results, author(s), and other relevant aspects of the study). One article must refer to a conventional approach and the other to a progressive approach.

The purpose of this presentation is to demonstrate that you can convey your expertise in this area in a clear, cogent, accurate, and engaging manner.

You should treat this as if you were speaking to a group of master's level (or above) behavior analysts in the field. Please be sure to look at the camera.

Please begin your video by stating your name.

### **Supporting Presentation Materials**

The use of slides or other visual presentation materials is MANDATORY. Please make sure they are visible and legible on-camera.

Alternatively, if you are unable to submit a video that clearly displays both you and your supporting materials, you may send a copy of the supporting materials along with your video submission. In this case, as you move through your presentation, indicate the specific supporting material you are referencing (e.g., slide number, title of graphical illustration).

If you choose to use video clips in your presentation, please cite their source. If you are creating video clips for your presentation, please provide proof of HIPAA compliant consent for any individuals other than yourself shown in the video.

All citations should be consistent with the APA Style Guide format.

### **Video Format & General Information**

Record with a minimum of 720p or higher resolution. Record a few test shots to verify adequate audio, video, and lighting, and to ensure that presentation materials can be seen and read clearly on-camera.

Review your entire video prior to submitting for quality assurance. The evaluators must be able to see and hear you clearly throughout the video or you will need to re-submit.

PLEASE NOTE: If there are significant disruptions, the video will not be evaluated, and you will be asked to resubmit.

### **General Guidelines**

Please ensure that all the content and slides represent your own original content unless you are citing an external source.

Please attest that the video and presentation materials are your own work and that you did not get assistance in the creation of the materials.

You are prohibited to release your video, presentation materials, notes, or back-up materials to the general public.

### **How to Submit the Video**

After you successfully complete the multiple-choice examination you will receive detailed instructions regarding video hosting and submission. Videos will be submitted through your online application portal. You will be required to upload your video to Vimeo and provide the link in the portal.

## **Content Presentation Evaluation Process**

Candidates will submit a video presentation that will be evaluated by multiple Subject Matter Experts (SMEs) using a validated scoring rubric based on specific assessment areas. Raters are trained and calibrated to ensure reliability throughout the scoring process.

### **Content Presentation Evaluation Results**

Evaluation of content presentations will take approximately 3 weeks. The results of the evaluation will be provided via email and through the online candidate portal.

### **Resubmitting a Content Presentation Video**

Candidates who do not receive a passing score on their Content Presentation Evaluation will receive feedback regarding their performance and may edit their video presentation and resubmit one time. Note: Resubmission fees apply.

# Section 6: Post-Assessment

## Successful Completion of Assessments

Candidates who have successfully passed the MCQ examination and Content Presentation Evaluation assessments will be awarded the Certified Progressive Behavior Analyst-Autism Professional® credential.

### Receipt of Certificate

Each certificant receives a certificate for the credential granted. The certificate is valid for three (3) years. Requirements for maintaining the certification can be found in the Maintenance of Certification section of this handbook (see Section 8).

### Use of Certified Progressive Behavior Analyst-Autism Professional® Designation

Individuals may use the credential upon written notification that they have successfully completed all requirements, including passing the required assessments. Certificants must comply with all recertification requirements to maintain use of the credential.

Individuals who have earned the credential are encouraged to refer to themselves as a Certified Progressive Behavior Analyst-Autism Professional® and use the CPBA-AP acronym after their highest degree and/or licensure (i.e., John Doe, M.A., CPBA-AP). Adding the CPBA-AP to a certificant's professional materials (e.g., resumes, business cards, social media profiles, email signatures, website, presentations, and professional articles) will recognize their achievement and commitment to maintaining the highest professional standards and the professional development required for certification maintenance.

The CPBA-AP® credential may not be used if a candidate fails to pass all assessments, has their credential suspended or revoked, or has failed to maintain the certification.

The CPBA-AP® credential may not be used to endorse any product, service or company.

## Unsuccessful Completion of Assessments

Candidates who do not pass the Multiple-Choice Examination or Content Presentation Evaluation will not be awarded the credential. Procedures for retaking the multiple-choice exam or resubmitting a video presentation can be reviewed in the corresponding sections. Candidates must pay the fees each time the multiple-choice exam is re-taken, or content presentation evaluation is submitted.

Candidates must pass both assessments within the 24-month eligibility window; otherwise candidates must wait one year from the date of the last MCQ examination to reapply for the certification. If a candidate's eligibility period ends without taking and/or passing the assessments, the candidate must reapply for the certification. Refunds will not be provided for the original fees.

# Section 7:

## Certification Decision Appeals Procedure

All challenges to certification award decisions regarding the CPBA-AP must be submitted in writing within 30 days of the candidate's being notified of a decision to PBAAC Certification Appeals via email at [info@progressivebehavioranalyst.org](mailto:info@progressivebehavioranalyst.org) or via postal mail at 200 Marina Dr. Seal Beach CA, 90740, USA.

To appeal a decision, you must submit a request and include the following:

- Name and e-mail address of the appellant.
- A description of why the appeal should be granted, and
- Any applicable evidence that supports the appeal.

PBAAC will acknowledge your complaint in writing, within 5 days of its receipt. The review of the complaint will occur in a constructive, impartial and timely manner. You will be notified of the appeal decision within 30 days unless circumstances warrant a delay. If a delay is expected, you will be notified.

A record of the complaint, including any subsequent action(s) taken, and the decision made will be maintained by the PBAAC. All information pertaining to the complaint will remain confidential.



# Section 8:

## Maintenance of Certification

The certification cycle begins once both assessments have been passed and you have been notified that you have earned the certification. To remain active, certificants must adhere to the Code of Ethics and participate in continuing education activities.

Certificants are required to maintain their certification by fulfilling the continuing education requirements during each three-year recertification cycle and paying their recertification fees (\$200USD).

Recertification provides assurance that certified professionals remain current with best practices and are up to date on the latest research and evidence-based procedures and techniques utilized in the field of ABA as applied to individuals diagnosed with ASD.

The Progressive Behavior Analyst Autism Council™ acknowledges the importance of ongoing professional development and education for all certificants. The Council's recertification requirements are designed to confirm that certificants maintain their knowledge and stay informed of developments within the profession.

Certificants are advised to keep their contact information current at all times to allow for timely receipt of important certification-related information.

### Recertification Requirements

Certified individuals are required to complete the following continuing education requirements during each three-year recertification cycle:

- Complete 50 hours of autism spectrum disorder (ASD) and/or behavior analytic-specific continuing education
  - At least 26 hours must be focused on behavior analytic content related to autism spectrum disorder.
  - At least 10 hours must be focused on behavior analytic content related to ethics.
  - At least 5 hours must be focused on behavior analytic content related to supervision and/or training.
  - Certificants are responsible for maintaining their own records as proof of completing all continuing education requirements.
- Complete and submit a recertification application that includes:
  - an attestation of compliance with the Code of Ethics, and
  - details of continuing education activities completed. Documentation must be provided to the Progressive Behavior Analyst Autism Council®, when requested.
- Pay all recertification fees (\$200)

### Types of Continuing Education

Continuing education units (CEUs) can be earned for attending, teaching, and/or presenting educational talks, classes/courses, publishing a peer-reviewed article, or CEUs earned for other organizations (see criteria below). Acceptable CE categories, activities, required documentation, and the number of CEUs earned for each type are outlined below.

### Continuing Education Content Criteria

Criteria for approved continuing education includes content that is behavior analytic in nature relating to ongoing treatment, evaluation, and assessment for individuals diagnosed with ASD and/or related conditions (e.g., developmental disabilities). Continuing education relating exclusively to behavior analysis, but not related to treating individuals with ASD will not count as CEUs for this certification.

### Ethics Continuing Education

Approved ethics continuing education includes content that relates to the Code of Ethics for Certified Progressive Behavior Analyst - Autism Professionals®.

## Description of Acceptable Continuing Education (CE) Categories and Units<sup>1</sup>

Category	CE Units Earned	Criteria
<b>Educational Talks</b> <ul style="list-style-type: none"> <li>In-person</li> <li>E-learning</li> <li>Podcasts (must include details of content and learning objectives)</li> </ul>	1 CEU= at least 50 minutes .5 CEU= at least 25 minutes	Documentation (e.g., certificate of attendance or proof of registration is preferred) to demonstrate attending a behavior analytic educational talk as it relates to the treatment, evaluation, or assessment of individuals diagnosed with ASD.  <u>All Continuing Education units can be earned in this category.</u>
<b>Attending Classes</b> <ul style="list-style-type: none"> <li>at an educational institution accredited by a Council for Higher Education recognized organization</li> </ul>	1 CEU= at least 50 minutes of class time	Documentation (i.e., transcript and/or syllabus) of class attended at a college campus. Class must be behavior analytic in nature as it relates to individuals with ASD.  <u>Only 50% of continuing education units can be earned in this category (i.e., up to 25 units)</u>
<b>Presenting Educational Information</b>	1 CEU= at least 50 minutes of presenting  .5 CEU= at least 25 minutes of presenting	Documentation of presentation (e.g., conference schedule, workshop schedule, presentation objectives, & PDF of presentation). You must be the presenting author to collect this type of continuing education.  <u>Only 25% of continuing education units can be earned in this category (i.e., up to 12.5 units)</u>
<b>Teaching Undergraduate or Graduate-level Classes</b> <ul style="list-style-type: none"> <li>at an educational institution accredited by a Council for Higher Education recognized organization</li> </ul>	1 CEU= at least 50 minutes of teaching	Documentation of teaching the course (e.g., course syllabus listing you as instructor).  <u>Only 25% of continuing education units be earned in this category (i.e., up to 12.5 units)</u>
<b>Publishing Peer-Reviewed Experimental or Meta-analysis Article</b>	12.5 CEUs = 1 Publication	Documentation of the publication (i.e., a PDF of the article) must be submitted. You must be the 1st, 2nd, 3rd, or 4th author on the paper. The paper must have been peer-reviewed. Experimental papers or meta-analyses are acceptable. The paper must be published during your recertification cycle. The published paper must use the principles of behavior analysis and include at least one participant with a diagnosis of ASD.  <u>Only 25% of continuing education units can be earned in this category (i.e., up to 12.5 units)</u>

### Inquiries About Content Criteria for Continuing Education

If unsure if a given activity fits within a category, contact our team at [info@progressivebehavioranalyst.org](mailto:info@progressivebehavioranalyst.org) who will determine if the content is appropriate.

It is strongly advised that determination regarding CEUs is requested if there is a question as to whether they meet our qualifications prior to submitting the recertification application. It is highly recommended that you email such inquiries well in advance of the end of your recertification cycle. If a CEU is deemed inappropriate due to not meeting the content criteria, you will have only 30 days following the expiration of your certification to submit additional CEUs.

<sup>1</sup> CEUs collected for another certification organization (e.g., BACB, APA, ASHA, etc.) may be used as CE for this certification as long as the content is appropriate (i.e., behavior analytic and relating to ASD).

## Certification Expiration and Failure to Recertify

Failure to successfully recertify by the deadline will result in expiration of the individual's certification.

If an individual's certification has been expired for 1-30 days an individual may reinstate his/her certification by meeting all of the recertification requirements, submitting a complete recertification application, and paying the recertification fee (\$200 USD).

If an individual's certification has been expired for 31-90 days an individual may reinstate his/her certification by meeting all of the recertification requirements, submitting a complete recertification application, paying the recertification fee (\$200 USD), and paying a late fee (\$100 USD).

If an individual's certification has been expired for 91 days or longer, they must reapply for the certification, meet all eligibility requirements in effect at the time of re-application, pay all application fees, and take and pass the examination(s).

## Appeal for Recertification Denial

Certificants may appeal adverse decisions pertaining to recertification. All challenges to recertification decisions must be submitted in writing within 30 days, and sent to PBAAC Certification Appeals via email at [info@progressivebehavioranalyst.org](mailto:info@progressivebehavioranalyst.org) or via postal mail at 200 Marina Dr. Seal Beach CA, 90740, USA.

# Section 9: Examination Content and References

## Assessment Content

The development of valid assessments begins with an analysis of practice which identifies the knowledge, skills, and abilities (KSAs) needed for competent job performance. Experts in the field of progressive ABA used in the treatment of individuals diagnosed with ASD delineated these essential KSAs and developed a comprehensive assessment content outline (also known as the test blueprint) based on these KSAs. The delineation of KSAs and resulting assessment content outline is organized into ten major areas (“domains”) and describes the essential subject-matter which will be evaluated in the assessments. The process used to develop the examination blueprint and all assessments included input and perspectives from practitioners, trainers, and educators who represent a diverse range of practice settings and geographical locations.

The ten domains and the percentage of questions allocated to each area of the examination are shown below:

Multiple-Choice Exam Blueprint	Percentage of Assessment
Domain 1: Foundational Knowledge of Autism Spectrum Disorder And Intervention	8%
Domain 2: Principles, Concepts, And History of Behaviorism	8%
Domain 3: Respondent Conditioning – Theory and Application	7%
Domain 4: Contingency-Focused Responsiveness to Client And Treatment Progress	10%
Domain 5: Dynamic Application of Basic Behavioral Tools	12%
Domain 6: Progressive Teaching Procedures	14%
Domain 7: Curriculum Across the Life-Span	7%
Domain 8: Behavior Intervention Planning	10%
Domain 9: Treatment Design and Decision-Making	12%
Domain 10: Ethical Behavior, Clinical Sensitivity Skills, Training, Supervision, Collaboration and Consultation	12%
	100%

For the complete examination content outline go to <https://progressivebehavioranalyst.org/content-outline/>

## Sample MCQ Examination Questions

The multiple-choice examination will consist of text-based and video-based question types. For sample questions go to: <https://progressivebehavioranalyst.org/sample-questions/>

## References

Candidates should be aware that CPBA-AP assessments are not based on any single text or singularly supported by one particular reference. Since the CPBA-AP is a competency-based credential that recognizes the integrated set of knowledge skills and abilities as gained from both practical and learned experiences, it should be noted that the references identified are one element within a broader set of educational resources and texts that might possibly be utilized for study and preparation. The following are some examples of the references used to build the CPBA-AP multiple-choice examination:

- Ala'i-Rosales, S., Cihon, J. H., Currier, T. D. R., Ferguson, J. L., Leaf, J., Leaf, R., McEachin, J., Weinkauff, S. M. (in press). The big four: A practice proposal for prevention of problem behavior. *Behavior Analysis in Practice*.
- Cihon, J. H., Ferguson, J. L., Leaf, J. B., Leaf, R., McEachin, J., & Taubman, M. (2018). Use of a level system with flexible shaping to improve synchronous engagement. *Behavior Analysis in Practice*. Advanced online publication. doi:10.1007/s40617-018-0254-8
- Cooper, J. O., Heron, T. E., & Heward, W. L. (2007). Differential Reinforcement. In J. O. Cooper, T. E. Heron, & W. L. Heward (Eds.), *Applied Behavior Analysis* (pp. 469-485). Upper Saddle River, NJ: Pearson.
- Ellis, E. M., Ala'i-Rosales, S. S., Glenn, S. S., Rosales-Ruiz, J., & Greenspoon, J. (2006). The effects of graduated exposure, modeling, and contingent social attention on tolerance to skin care products with two children with autism. *Research in Developmental Disabilities, 27*(6), 585-598. doi:10.1016/j.ridd.2005.05.009
- Ferster, C. B., & Skinner, B. F. (1957) *Schedules of Reinforcement*. New York: Appleton-Century-Crofts.
- Fisher, W. W., Piazza, C. C., & Roane, H. S. (2011). *Handbook of applied behavior analysis*. New York: The Guilford Press.
- Iwata, B. A., Dorsey, M. F., Slifer, K. J., Bauman, K. E., & Richman, G. S. (1994). Toward a functional analysis of self-injury. *Journal of Applied Behavior Analysis, 27*(2), 197-209. doi:10.1901/jaba.1994.27-197
- Leaf, J. B. (2017). *Handbook of social skills and autism spectrum disorder*. Cham: Springer International Publishing.
- Leaf, J. B., Cihon, J. H., Leaf, R., McEachin, J., & Taubman, M. (2016a). A progressive approach to discrete trial teaching: Some current guidelines. *International Electronic Journal of Elementary Education, 9*(2), 361-372.
- Leaf, J. B., Leaf, R., McEachin, J., Taubman, M., Ala'i-Rosales, S., Ross, R. K., ... Weiss, M. J. (2016d). Applied Behavior Analysis is a Science and, Therefore, Progressive. *Journal of Autism and Developmental Disorders, 46*(2), 720-731. doi:10.1007/s10803-015-2591-6
- Leaf, J. B., Oppenheim-Leaf, M. L., Leaf, R., Courtemanche, A. B., Taubman, M., McEachin, J., ... Sherman, J. A. (2012b). Observational effects on the preferences of children with autism. *Journal of Applied Behavior Analysis, 45*(3), 473-483. doi:10.1901/jaba.2012.45-473
- Taubman, M. T., Leaf, R. B., McEachin, J. J., Papovich, S., & Leaf, J. B. (2013). A comparison of data collection techniques used with discrete trial teaching. *Research in Autism Spectrum Disorders, 7*(9), 1026-1034. doi:10.1016/j.rasd.2013.05.002
- Wolf, M. M. (1978). Social validity: the case for subjective measurement or how applied behavior analysis is finding its heart. *Journal of Applied Behavior Analysis, 11*(2), 203-214. doi:10.1901/jaba.1978.11-203

We suggest reviewing the entire list of references that have been used to support the validity of the examination content. This can be found at this link: <https://progressivebehavioranalyst.org/reference-list/>

# Section 10: Other Policies, Procedures, and Information

## Statement of Nondiscrimination

The Council does not discriminate against any person in its certification program and prohibits discrimination against applicants, candidates, certified persons, employees, and volunteers based on race, religion (creed), national origin (ancestry), gender, gender expression, or gender identity, age, disability, marital status, sexual orientation, and all other classes protected by federal, state, county, or city law, regulation, ordinance, or code, in any of its activities or operations.

## Non-Disclosure and Confidentiality Agreement

The Certified Progressive Behavior Analyst-Autism Professional® examinations and scoring rubrics are the property of the Progressive Behavior Analyst Autism Council® and are protected by federal copyright laws. It is a violation of those laws, and therefore, illegal, to share any information about any Certified Progressive Behavior Analyst-Autism Professional® question or examination content, including sharing any information about a question recalled from memory, or asking someone who has taken the exam to share information.

As part of the application process, certification program applicants are required to read and acknowledge a confidentiality statement agreeing that they will keep examination content confidential and not engage in misconduct related to the examination.

## Confidential Applicant and Candidate Information

Examination score reports are confidential and will not be disclosed to anyone without candidate consent, unless pursuant to valid and lawful subpoena or court order.

The names of certified individuals, their certification status, and their certification number are not considered confidential and will be published by the Council (see Certification Verification).

Collective exam statistics are publicly available. Combined exam statistics, studies, and reports concerning candidates and/or certificants contain no identifying information of any person, unless authorized in writing by the individual.

## Certification Verification

A public registry is maintained of all active applicants and certificants.

The names of certified individuals, their certification type, status, and certification number are not considered confidential. Certification verifications are available online. Information released includes the certificant name, certification number, certification expiration date, and certification type.

## Ethics Complaints and Disciplinary Actions

The Code of Ethics requires certified persons and those seeking certification to agree to uphold the rules and requirements of the certification program. Implied in this agreement is an obligation to comply with the mandates and requirements of all applicable laws and regulations, as well as, to act in an ethical manner in all professional activities. Applicants, candidates, and certificants who fail to comply with the Code of Ethics are subject to disciplinary procedures which may result in sanctions up to and including certification revocation.

Complaints against applicants, candidates, or certified individuals may be submitted by any person or entity. There is no fee associated with filing a complaint. Information submitted during the complaint and investigation process is considered confidential and will be handled in accordance with the Council's Privacy and Confidentiality policy.

Complaints should be reported to the Executive Director in writing and must include:

- The name of the individual submitting the complaint
- The name and identifying of the person against whom the complaint is lodged
- A detailed description of factual allegations supporting the complaint(s)
- Any relevant supporting documentation

All complaints are documented together with the outcome and any actions taken in response to the complaint. Council policies and procedures reviewing and resolving complaints including determination and determining sanctions will be followed.

### Disciplinary Process

The Discipline Committee reviews and evaluates the complaint and all documentation submitted and makes a determination of the complaint. The Discipline Committee may request and review additional documentation from the complainant, the candidate/certificant, or any other individual or entity who may have knowledge of the facts and circumstances surrounding the complaint. All investigations and deliberations are conducted in confidence with objectivity.

The Discipline Committee provides recommendations to the Council based on evidence presented. The Discipline Committee reports to the Council whether or not they find an individual in violation of the Council policies. Recommendations may include, but are not limited to:

1. Determine the complaint is unsubstantiated
2. Determine that a corrective action plan that includes a deadline to make corrections is required
3. Determine disciplinary action is needed and recommend appropriate sanction(s)

When a sanction is recommended, it will reasonably relate to the nature and severity of the violation, focusing on reformation of conduct of the member and deterrence of similar conduct by others. Possible sanctions may include, but are not limited to written notice, suspension, or revocation.

When an individual's certification is suspended, the person is prohibited from utilizing the credential during the suspension period. If the certificant fails to resolve the issue that resulted in a suspension within the timeframe established by the Council, the individual's certification will be revoked.

When an individual's certification has been revoked, the individual must surrender all certificates and refrain from using any references that implies he or she holds the credential.

## Sanctions

The Progressive Behavior Analyst Autism Council® (“Council”) may impose sanctions for violations of the Code of Ethics and/or certification program policies and rules. Reasons for sanctions include, but are not limited to:

- Violation of the Code of Ethics
- Fraud or misrepresentation on an initial certification or on a recertification application
- Violation of established policies, rules, and requirements
- Conviction of a felony or crime related to services provided by the certificant under federal, state, or local law
- Gross negligence, willful misconduct, or other unethical conduct in the performance of services for which the individual has achieved the Certification from the Council
- Stealing secure examination materials
- Assisting other applicants during examinations
- Cheating

## Voluntary Resignation of Certification

If a certificant who is the subject of a complaint voluntarily surrenders his or her certification, the complaint is dismissed without any further action by the Discipline Committee, Council, or Appeals Committee. The resignation must include surrender of all credentials held by the individual.