



**CERTIFIED PROGRESSIVE BEHAVIOR ANALYST-
AUTISM SUPERVISOR™**

Candidate Handbook



**Progressive
Behavior Analyst
Autism Council®**

Progressive Behavior Analyst Autism Council

200 Marina Dr., Seal Beach, CA 90740
www.progressivebehavioranalyst.org

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Introduction

The Autism Partnership Foundation (APF) was founded to advance effective methodology and behavior analytic treatment to improve outcomes of individuals with Autism Spectrum Disorder (ASD). The APF has established the Progressive Behavior Analyst Autism Council® (the Council) which is responsible for governance and oversight of APF's suite of certification programs, policies, and programs.

The Council is an independent and autonomous body 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 assessments.

The Council has developed the Certified Progressive Behavior Analyst-Autism Supervisor™ (CPBA-AS™) credential for individuals who clinically supervise interventionists implementing a progressive approach based on Applied Behavior Analysis (ABA)-based procedures. Individuals eligible for this certification have a significant amount of experience in implementing ABA with a concentration in autism and an advanced degree in an ABA-related discipline. The certification is designed to ensure that certification holders have demonstrated their competence through fair and valid assessments.

To receive and maintain the CPBA-AS designation, candidates must:

- Complete the prerequisite education and experience review and comply with audit requirements as requested
- Agree to adhere to the CPBA-AS Code of Ethics
- Pass the AS written assessment
- Pass the AS performance assessment
- Maintain continuing competence through completion of ongoing professional development requirements and submission of an AS Competency Demonstration video, as required.

Benefits of Certification

Achievement of the CPBA-AS credential indicates that a Supervisor has specialized knowledge and skills in the clinical supervision of an interventionist who is implementing a progressive approach to ABA interventions, thereby promoting quality service provision to individuals with autism. The requirements for obtaining and maintaining CPBA-AS certification are intended to ensure that credential holders maintain currency about the latest research-based findings in implementing a progressive approach to ABA and demonstrate a commitment to life-long learning.

Assessments

The Council is committed to providing the highest quality certification assessments through assessment development procedures and psychometric reviews based on credentialing industry standards.

Candidates are required to successfully pass two assessments that are designed to evaluate knowledge and skills in the clinical supervision of interventionists implementing progressive ABA treatments for individuals with ASD. These include a written assessment and a performance assessment. The written assessment is administered via computer at testing centers located worldwide. The performance assessment requires that a candidate submit a video demonstrating clinical supervision of an interventionist implementing specific features of progressive ABA.

The AS Multiple-Choice Assessment

The AS Multiple-Choice assessment is a four- (4-) hour computer-based assessment consisting of 135 questions designed to measure a candidate's knowledge of the principles of ABA. Details about this assessment can be found in Section 4. Sample items can be found in Section 9.

The AS Competency Demonstration Assessment

The AS Competency Demonstration assessment requires a candidate to submit a 20-minute video for review and evaluation by trained examiners. The video content must demonstrate the candidate's clinical supervision of an interventionist who is implementing a progressive approach to discrete trial teaching (DTT) with a client while the interventionist is working with the client. The client must be an individual who has a diagnosis of ASD and who is 14 years of age or younger. Detailed instruction for this assessment can be found in Section 5.

Language

All components of the certification program are currently available in English only. The video submitted for the AS Competency Demonstration 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 interventions for individuals 14 years of age or younger diagnosed with ASD, the Autism Partnership Foundation provides credentialing programs that promote a progressive approach to ABA as a treatment method. Governed by the Progressive Behavior Analysis Council, these programs are built on a rigorous and defensible combination of initial eligibility requirements, adherence to a Code of Ethics, assessments, and recertification requirements to recognize individuals who meet high standards 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 Council is committed to providing a fair, impartial, and objective certification process and to acting impartially regarding 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 transparent and convey accurate 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.

Our website is: www.progressivebehavioranalyst.org.

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

200 Marina Dr.

Seal Beach, CA 90740

Section 1 : Eligibility Criteria

All candidates must meet the established eligibility requirements and pass the required assessments before earning 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 experience implementing a progressive approach to ABA interventions for individuals diagnosed with ASD and in clinical supervision of staff implementing progressive ABA-based interventions. Eligibility includes both education and experience requirements.

Experience Requirements

8,000 hours (approximately 4 years full-time) experience in ABA with a concentration in autism. A minimum of 6,000 of these experience hours must be accumulated after obtaining a master's degree.

Of the 8,000 required hours:

- at least 6,000 hours must include providing clinical supervision of others working with individuals diagnosed with ASD.
- at least 2,000 hours must include providing direct intervention for individuals diagnosed with ASD

Education Requirements

Master's or doctoral degree (or the international equivalent) 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

AS Code of Ethics

The Council has established an AS Code of Ethics (AS Code) to protect recipients of services, the public, and the members of the profession. The AS Code is intended to provide guidance for clinical supervisors of those working with individuals diagnosed with ASD. The goal of the AS Code is to help applicants, candidates, and certificants make the best possible decisions to diminish adverse events, advance positive outcomes, increase trust, and facilitate long-term success. Applicants, candidates, and certificants must agree to and follow the AS Code.

Section 2 : Applying for Certification and Requesting Accommodations

Application Instructions and Requirements

Individuals apply for certification through an online portal available via the website: 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 needed to complete the application.

To complete an application, applicants must answer all questions on the application, provide required documentation, pay all applicable fees, and electronically sign all required attestations and agreements. Submitting false, inconsistent, or misleading statements or omitting information requested by the PBAAC will result in the application being rejected and the application fee forfeited.

The online platform allows applicants to save incomplete applications and return later to add information prior to submitting the complete application.

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. Group fees apply to organizations with 15 or more applicants (contact info@progressivebehavioranalyst.org for details).

Fee Type	Cost	Group Fee* (15+)	Deadline
Application and AS Multiple-Choice assessment fee <i>(administered within the United States)</i>	\$ 230	\$ 155	Payable at the time of application submission
Application and AS Multiple-Choice assessment fee <i>(administered outside of the United States)</i>	\$ 240	\$ 165	Payable at the time of application submission
AS Multiple-Choice retake fee <i>(administered within the United States)</i>	\$ 93		Payable at the time of scheduling
AS Multiple-Choice retake fee <i>(administered outside of the United States)</i>	\$ 103		Payable at the time of scheduling
AI Competency Demonstration assessment fee <i>(all candidates)</i>	\$ 120	\$ 120	Payable at the time of video submission
Recertification application fee	\$ 175		Payable at the time of recertification application submission

*All fees are payable in USD.

Required Documentation

Applicants must provide documentation of education and work experiences. The online application platform is configured to allow applicants to 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, by the application reviewers.

Education Verification

An official transcript must be received from the educational institution as proof of meeting the degree requirement. Transcripts for acceptable non-ABA master's or doctoral degrees (see Education Requirement in Section 1) must provide evidence of a minimum of 12 hours/credits focused on ABA content. The document must be sent directly from the granting institution to the address listed below. Scanned copies will not be accepted as proof of education. The applicant is responsible for paying any applicable costs and transmittal fees.

Progressive Behavior Analyst Autism Council
200 Marina Drive
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 current and/or former supervisors, trainers, educators, or researchers (collectively, “verifiers”) who can attest to the length and extent of the applicant’s experience (a) providing clinical supervision to others working with individuals diagnosed with ASD, and (b) working with individuals diagnosed with ASD (see Experience Requirements in Section 1). Verifiers will receive instructions on how to confirm information provided on the application. Applicants are encouraged to notify the verifiers in advance to help expedite this process.

Requests for Assessment Accommodations

Reasonable assessment accommodations are available at no additional cost to individuals with documented disabilities. The application includes a location for candidates to request and document the need for testing accommodation(s). Special accommodation requests for taking either or both assessment(s) must be submitted at the time of initial application, together with supporting documentation provided by an appropriate licensed medical doctor, healthcare practitioner, or other relevant professional **on their professional letterhead**. Please consult APF Accommodation Request Guidelines for complete details. Documentation must include:

- Candidate’s name and address
- Disability diagnosis
- Description of how the diagnosis affects candidate’s ability to take either or both assessment(s)
- History of previous assessment accommodations
- Specific request(s) or description(s) for type of accommodation(s) requested

Accommodation requests are 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 assessment appointment. If an applicant did not request accommodations during the application submission process but requires them, the applicant should contact info@progressivebehavioranalyst.org as soon as possible. If the assessment has already been scheduled and the applicant has not requested an accommodation, they will have to cancel the appointment and request a new one along with an accommodation.

Special Accommodation Request Review

The feasibility of providing the specific accommodation requested will be determined by PBAAC staff. All relevant circumstances will be considered, including but not limited to the nature of the documented disability, the requested accommodation, and the accommodation's potential impact on the results of the certification assessments. The applicant will be notified of the accommodation decision via electronic correspondence.

Accommodation Denial Appeal

Applicants who are denied a special accommodation request may appeal the decision. All challenges to accommodation decisions must be submitted within 30 days, made in writing, and sent to PBAAC Certification Appeals via email at info@progressivebehavioranalyst.org or via postal mail at 200 Marina Drive, Seal Beach CA, 90740, USA.

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 audit.

Application Review Process

The application will be reviewed by an Eligibility Panel comprised of certification staff to determine whether the candidate meets all eligibility requirements. The Eligibility Panel may request additional documentation and clarifying information to complete the application review and make an eligibility determination.

Eligibility Approval

After the Eligibility Panel determines an applicant is eligible to sit for the written assessment, the eligibility period begins. An applicant has up to 12 months from the date of initial application approval to pass the AS Multiple-Choice Assessment (“written assessment”). Within 12 months of receiving notice of a passing score on the AS Multiple-Choice Assessment, the applicant must submit and pass the AS Competency Demonstration Assessment (“performance assessment”). If a candidate does not successfully complete the performance assessment within 12 months of passing the written assessment, the candidate begins a new application process, including payment of fees.

Eligibility Denial and Appeal

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 required fees

An applicant will be notified in writing via email if their application has been deemed ineligible or incomplete. The applicant will receive specific details about what information and/or supplemental documentation is required to reassess eligibility. A deadline for submittal of additional information 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 or the additional information is deemed insufficient, the application will be denied, and the **appeals process** (see the appeals procedure in Section 7) will be considered final.

Section 4 : AS Multiple-Choice Assessment Information

Once the eligibility period begins, the candidate should schedule the AS Multiple-Choice Assessment. The candidate will receive an e-mail from ISO-Quality Testing Inc. containing all necessary information to make an appointment at an authorized test center.

The AS Multiple-Choice Assessment consists of 135 4-option multiple choice-questions, which include text-only, graphically-enhanced, and video-based items. Of the 135 questions, 15 are pretest questions. Pretest questions do not affect the score but are used to test the validity of future scored assessment questions.

Number of Scored Questions	Number of Pretest (Unscored) Questions	Total Number of Assessment Questions
120	15	135

What to Expect on Exam Day

Candidates are allowed four (4) hours to take the written assessment. Assessments 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 assessment appointment, you will receive an admission letter detailing the admittance procedures for the testing site, including suggested arrival time, identification requirements, assessment site details, and other essential testing information.

Approved Special Accommodations

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

Reschedule/Cancellation Policy

If a candidate fails to show up at the scheduled time, does not have the proper identification, or does not have required admission document(s), they will not be allowed to sit for the exam. The candidate will be considered a “No-Show,” all 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 would prohibit a 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.

A candidate may reschedule an assessment within 5 calendar days if one of the following situations occurs:

- Jury duty
- Death in the immediate family (e.g., parents, spouse, siblings, children, and grandparents)
- Military deployment
- Candidate illness

If a candidate experiences any of the above, they **MUST** provide proper documentation before being rescheduled to a new date.

As a reminder: If a candidate does not show up, they will be considered a “No-Show,” all fees will be forfeited, and they will be required to re-register and pay all fees prior to sitting for the exam.

What to Expect After Taking the AS Multiple-Choice Assessment

Results

Results are emailed to candidates and are available through their online account portal, typically within 30 days of completing the exam. Assessment results are not released over the telephone.

Passing Candidates are Approved to Submit the AS Competency Demonstration Assessment

When a candidate has passed the AS Multiple-Choice Assessment, they will receive notification that they can submit the AS Competency Demonstration Assessment (see section 5).

Re-taking the Assessment

Candidates who do not successfully pass the written assessment may re-take it up to two (2) times within the first 12 months of 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 AS Multiple-Choice Assessment within their initial 12-month eligibility period must restart the application process. All new application fees apply.

Section 5 : AS Competency Demonstration Assessment Information

Candidates who pass the CPBA-AS Multiple-Choice Assessment are approved to participate in and submit the AS Competency Demonstration Assessment for evaluation and scoring. All materials submitted must be the original work of the candidate.

General Instructions and Requirements

Record a video of yourself, the candidate, training an interventionist on the implementation of progressive approach to discrete trial teaching (DTT) with a client.

- At the start of the video, you must clearly state your first and last name.
- The focus of the assessment is on observation of your response to and interactions with an interventionist who is interacting with the client. Scoring will not be based upon the behavior of the interventionist or the client, although these interactions should inform your performance.
- Only you, the interventionist, and the client can be present in the video.
- No one else is allowed to intervene or impact the teaching.
- The client in the video must be no more than 14 years of age and have a diagnosis of ASD.
- Neither the interventionist or the client in the video can be your family member or any other individual who would constitute a multiple relationship (see Multiple Relationships in the *AS Code of Ethics*).
- Only use the English language in the video.

Informed Consent

The parents or guardians of the client as well as the interventionist appearing in the videotaped assessment must each provide informed consent. A signed copy of the applicable Informed Consent form (see below) must be uploaded in the application platform prior to the video submission.

- **Parents/guardians** must provide informed consent for the client to be videotaped for the purposes of this assessment. See **Appendix 1** for a copy of the Informed Consent form for videotaping the client.
- **The interventionist** must provide informed consent to be videotaped for the purposes of this assessment. See **Appendix 2** for a copy of the Informed Consent form for videotaping the interventionist.

Technical and Format Requirements

1. The duration of the video must be no less than 10 minutes and no more than 20 minutes. Any content beyond 20 minutes will not be reviewed or rated.
2. Place the camera to record a **front or profile view** of you, the interventionist, and the client.
3. You and the interventionist must be visible in the video the entire time.
4. The client must be visible in the video the entire time while interacting. It is permissible for the client to leave the frame when they are not interacting.
5. The video must be recorded as one continuous segment with you, the interventionist, and the client always on screen. No edits to the recording are allowed.
6. **Exception:** If feedback provided to the interventionist would be inappropriate to say in the client's presence, the client can be out of the frame or in a different location during feedback. In this case, the video can be recorded as two separate segments: one continuous segment with the candidate, the interventionist, and the client present **AND** a second continuous segment with you and the interventionist. No additional cuts or edits to the video are allowed.
7. The recorded audio from you, the interventionist, and the client must be clear. Review the entire video for quality assurance prior to submission. The evaluators must be able to see and hear all parties clearly throughout the video.
8. **Note:** Any obstructions or lack of clarity in audio, video, view of interacting parties, or view of materials could negatively affect the score.
9. The video must clearly show you, the interventionist, the client, and the materials used. We recommend recording a few test shots to verify the adequacy of the audio, video, and lighting, and to ensure that the materials used can be seen clearly before beginning the recording.
10. To find supported video file types and instructions for recording, [click here](#).

PLEASE NOTE: If there are significant disruptions in the recording or if the instructions are not followed, the raters cannot score the video and the submission will be marked as “fail,” and will be counted as one of the 2 submission-maximum allowed within the application eligibility term.

Do NOT Include

- People who have not given consent to be in the video for the purposes of this assessment.
- Imagery that impacts client dignity (e.g., nudity, extreme distress).
- Anything that identifies the client (e.g., address, school t-shirt) or impacts their anonymity.
- Any situation that results in harm or injury to anyone within the recording.

Competency Demonstration Assessment Process

The AS Competency Demonstration Assessment will be rated by a minimum of two raters who use a defined scoring rubric. Raters are trained and scoring is standardized to ensure reliability throughout the scoring process.

How to Submit the Video

After the CPBA-AS candidate successfully completes the AS Multiple-Choice Assessment, they will receive detailed instructions for recording and submitting the AS Competency Demonstration Video Assessment. Materials will be submitted through the online candidate portal.

Evaluation Results

Evaluation of the video will take approximately 30 days. The results of the evaluation will be provided via email and through the online candidate portal.

Resubmitting a Video Submission

CPBA-AS candidates who do not receive a passing score on the AS Competency Demonstration Assessment will receive notice that they did not pass the assessment and that they may resubmit a new video one time during the remaining 12 months of their eligibility period. The CPBA-AS candidate is responsible for all re-testing fees when they submit a new AS Competency Demonstration video .

Section 6 : Post-Assessment

Successful Completion of Assessments

Candidates who have met all requirements, including successfully passing both assessments, will be awarded the Certified Progressive Behavior Analyst-Autism Supervisor credential.

Receipt of Certificate

Each certificant will receive a certificate to document their achievement. The certificate is valid for two (2) 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 Interventionist 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 Supervisor and to use the CPBA-AS acronym after their highest degree and/or licensure (e.g., John Doe, M.A., CPBA-AS). Adding the CPBA-AS designation to a certificant's professional materials (e.g., resume, business cards social media profiles, professional articles) demonstrates their achievement and commitment to maintaining the highest professional standards.

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

The CPBA-AS credential may not be used in connection with the endorsement of any product, service, or company.

Unsuccessful Completion of Assessments

Candidates who do not pass the written assessment and/or the performance assessment within the eligibility windows outlined in the corresponding sections of this handbook will not be awarded the credential. Procedures for retaking the written assessment or resubmitting the performance assessment can be reviewed in the corresponding sections of this handbook. Candidates must pay the retake fees each time the written assessment is rescheduled, or the performance assessment is re-submitted for evaluation.

Section 7 : Certification Decision Appeals Procedure

All challenges to CPBA-AS certification award decisions, candidates must submit an **appeal form** either within 7 days of the exam administration, if appealing an unsuccessful exam outcome, or within 30 days of a posted certification decision to the candidate. Submission of the appeal form should be made to PBAAC Certification Appeals via email at admin@progressivebehavioranalyst.org or via postal mail at 200 Marina Drive Seal Beach CA, 90740, USA.

PBAAC will acknowledge all requests in writing, within 7 days of receipt. The review will occur in an impartial, and timely manner. Candidates will be notified of the appeal decision within 30 days unless circumstances warrant a delay. If a delay is anticipated, candidates will be notified.

PBAAC will acknowledge all requests in writing, within 5 business days of receipt. The review will occur in an impartial and timely manner. Candidates will be notified of the appeal decision within 30 days unless circumstances warrant a delay. If a delay is anticipated, candidates will be notified.

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

Section 8 : Maintenance of Certification

Recertification provides assurance that certified professionals are up to date with the current methods, techniques, and procedures used during supervision of interventionists directly implementing progressive ABA-based interventions as they relate to the CPBA-AS domains of practice. The Council's recertification requirements are designed to confirm that certificants maintain their skills and stay informed of developments within the profession.

The certification cycle begins once both assessments have been passed and the candidate has been notified that they have earned the certification. To remain active, certificants must adhere to the AS Code of Ethics, participate in continuing education activities, and submit periodic videos similar to that required for initial certification.

Certificants are advised to always keep their contact information current to allow for timely receipt of important certification- and recertification-related information.

Recertification Requirements

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

- Complete 26 hours of Autism Spectrum Disorder (ASD) and/or behavior analytic-specific continuing education
 - At least 10 hours must be focused on behavior analytic content related to supervision and/or training.
 - At least 7 of these hours must be focused on behavior analytic content related to ASD.
 - At least 4 hours must be focused on behavior analytic content related to ethics.
 - Ethics topics should be related to: training staff, caregivers, and others; treatment of clients; issues relevant to progressive ABA; or neurodiversity
 - At least 8 hours must be focused on behavior analytic content related to progressive ABA.
 - At least 4 hours must be focused on behavior analytic content related to Diversity, Equity, and Inclusion.
- 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 \$175 recertification fee

Certificants are responsible for maintaining their own records as proof of completing all continuing education requirements.

In the second recertification cycle, every candidate must submit a 20-minute video for evaluation. Requirements for the video are the same as the requirements of the AS Competency Demonstration Assessment in the initial

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 articles, or CEUs earned for other organizations (see criteria below). Acceptable CE categories, activities, required documentation, and the maximum number of CEUs permitted for each type are outlined below (see the Five Categories for Earning CEUs).

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 purposes of recertification.

Ethics Consulting Education

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

Five Categories for Earning CEUs¹

Category	CE Units Earned	Criteria	CEU Maximums
<u>Educational Talks</u> <ul style="list-style-type: none"> In person E-learning Podcasts (must include details of content and learning objectives) 	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.	All CEUs can be earned in this category
<u>Attending Classes</u> <ul style="list-style-type: none"> at an educational institution accredited by a Council for Higher Education recognized organization 	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.	A maximum of 13 CEUs can be earned in this category
<u>Presenting Educational Information</u>	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.	A maximum of 7 CEUs can be earned in this category
<u>Teaching Undergraduate or Graduate-level Classes</u> <ul style="list-style-type: none"> at an educational institution accredited by a Council for Higher Education 	1 CEU = at least 50 minutes of teaching	Documentation of teaching the course (e.g., course syllabus listing you as instructor).	A maximum of 7 CEUs can be earned in this category
<u>Publishing Peer-Reviewed Article</u>	7 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. The paper must be published during your recertification cycle. The published paper must use the principles of behavior analysis.	A maximum of 7 CEUs can be earned in this category

Inquiries About Content Criteria for Continuing Education

To determine whether a continuing education activity meets APF's criteria, contact our team at info@progressivebehavioranalyst.org. We will determine if the content is appropriate and notify you of the decision.

It is highly recommended that you email such inquiries to APF 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 30 days following the expiration of your certification to submit additional CEUs.

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 90 days or less, an individual may reinstate their certification by meeting all the recertification requirements, submitting a complete recertification application, and paying the recertification fee.

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, and pass all assessments.

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

Appeal for Recertification Denial

Certificants may appeal adverse decisions pertaining to recertification. To challenge a recertification decision, an **appeal form** must be submitted within 30 days to PBAAC Certification Appeals via email at admin@progressivebehavioranalyst.org or via postal mail at 200 Marina Drive Seal Beach CA, 90740, USA.

Section 9 : Assessment Content and References

Assessment Content

The development of valid assessments begins with an analysis of practice that identifies the major domains of responsibility and associated tasks, as well as the knowledge, skills, and abilities (KSAs) needed for competent job performance in the role. Experts in the field of progressive ABA methodologies used in the treatment of individuals diagnosed with ASD delineated and validated these essential domains, tasks, and KSAs and developed a comprehensive assessment content outline (also known as the test blueprint). The assessment content outline is organized into seven major domains and documents the essential tasks which are evaluated in the assessments. The process used to develop the written assessment blueprint and the performance assessment rubric included input and perspectives from practitioners, trainers, and educators who represent a diverse range of practice settings and geographical locations.

The seven domains and the percentage of questions allocated to each area of the AS Multiple-Choice Assessment are shown below:

Multiple-Choice Exam Blueprint	Percentage of Assessment
Domain 1: Performs initial and ongoing assessments in collaboration with clients and other relevant stakeholders	10%
Domain 2: Designs and modifies intervention plans	19%
Domain 3: Supervises Cases	19%
Domain 4: Delivers intervention when necessary	10%
Domain 5: Trains staff delivering behavioral interventions	18%
Domain 6: Trains and collaborates with others	12%
Domain 7: Demonstrates professionalism	12%
	100%

For the complete written assessment content outline go to:
<https://progressivebehavioranalyst.org/exam-content-outline-as/>

The scoring criteria for the AS Competence Demonstration Assessment includes content from multiple domains. The video submitted for evaluation must demonstrate clinical supervision of an interventionist implementing a progressive approach to discrete trial teaching (DTT) with a client. While facets of each domain are represented in the rubric, the major focus is on the clinical supervision of staff delivering behavioral interventions.

Sample AS Multiple-Choice Assessment Questions

The written assessment consists of text-only, graphically-enhanced, and video-based multiple-choice questions. The questions may include scenarios, graphs, tables, or other work-related documents. For sample questions, go to: <https://progressivebehavioranalyst.org/sample-questions-as/>

References

CPBA-AS assessments are not based on any single text or reference. Since the CPBA-AS is a competency-based credential that recognizes an integrated set of knowledge, skills, and abilities gained from both practical experience and formal and informal learning, it should be noted that the references identified are one element within a broader set of educational resources and texts that might be utilized for study and preparation. The following is a selected list of references that have been used to build the CPBA-AS multiple-choice assessment. The entire list of references that have been used to support the validity of the assessment content can be found at: <https://progressivebehavioranalyst.org/as-reference-list/>

- Ala'i-Rosales, S., Cihon, J. H., Currier, T. D. R., Ferguson, J. L., Leaf, J. B., Leaf, R., McEachin, J., & Weinkauff, S. M. (2019). The big four: Functional assessment research informs preventative behavior analysis. *Behavior Analysis in Practice*, 12(1), 222 - 234. <https://doi.org/10.1007/s40617-018-00291-9>
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- Callahan, K., Foxx, R. M., Swierczynski, A., Aerts, X., Mehta, S., McComb, M. E., Nichols, S. M., Segal, G., Donald, A., & Sharma, R. (2019). Behavioral artistry: Examining the relationship between the interpersonal skills and effective practice repertoires of applied behavior analysis practitioners. *Journal of Autism and Developmental Disorders*, 49(9), 3557-3570. <https://doi.org/10.1007/s10803-019-04082-1>
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- Leaf, J. B. (2017). *Handbook of social skills and autism spectrum disorder*. Cham: Springer International Publishing.
- Leaf, J. B., Cihon, J. H., Ferguson, J. L., & Gerhardt, P. F. (2022). Handbook of Quality of Life for Individuals with Autism Spectrum Disorder: An Introduction. In *Handbook of Quality of Life for Individuals with Autism Spectrum Disorder* (pp. 1-6). Springer, Cham.

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- Leaf, J. B., Cihon, J. H., Ferguson, J. L., & Weiss, M. J. (2022). Handbook of applied behavior analysis intervention for autism. Autism.
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- Leaf, R., & McEachin, J. (1999). *A work in progress*. New York: DRL Books.
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Section 10 : Non-Disclosure, Confidentiality, and Security

Non-Disclosure and Confidentiality Agreement

The Certified Progressive Behavior Analyst-Autism Supervisor assessments and scoring criteria are the property of the 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 Supervisor assessment content, including sharing any information about a question recalled from memory, or asking someone who has taken the assessments 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 assessment content confidential and not engage in misconduct related to the assessments.

Confidential Applicant and Candidate Information

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

Assessment Security and Misconduct

Failure to follow candidate instructions will result in your application being voided and forfeiture of your application fee.

Written Assessment

Conduct that results in violation of security policies or procedures or disrupts the administration of the written assessment could result in cancellation of your assessment and dismissal from the testing center. In addition, your written assessment will be considered void and will not be scored.

Examples of misconduct include, but are not limited to, the following: obtaining advanced access to assessment materials; attending the written assessment only to review or audit test materials; attempting to take the assessment for someone else or having someone else take the assessment for you; bringing prohibited items into the examination room; writing on anything other than the Authorized Scratch Paper provided; or looking at another candidate's computer monitor. You may not copy (e.g., photograph, write down) any portion of the written assessment for any reason. No written assessment information may leave the test room under any circumstances. No unauthorized persons will be admitted into the testing area.

All written assessment content is strictly confidential. Candidates are not permitted to talk with other candidates anytime during the entire written assessment period. Candidates are particularly cautioned not to do so after they have completed the written assessment, as other candidates in the area might be taking a break and still have not completed the assessment. Candidates may only communicate about the written assessment or questions regarding it using the appropriate forms provided within the examination delivery system. At no other time, before, during or after the written assessment, may a candidate communicate orally, electronically or in writing with any person or entity about the content of the written assessment or individual questions on it.

Performance Assessment

The materials submitted for the performance assessment must be the candidate's own original work. The candidate may not represent someone else's work as their own.

Section 11 : 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 or creed, national origin or 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.

Certificate Verification

A public registry is maintained of all active certificants.

The names of certified individuals, their certification type, status, and certification number are not considered confidential. Information released includes the certificant's name, certification number, certification expiration date, and certification type. Certification verifications are available online at <https://apf.learningbuilder.com/Public/MemberSearch/Verification>

Ethics Complaints and Disciplinary Actions

The AS 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 acting in an ethical manner in all professional activities. Applicants, candidates, and certificants who fail to comply with the AS Code of Ethics are subject to disciplinary procedures which may result in sanctions up to and including revocation of certification.

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.

Written complaints should be addressed to the PBAAC Executive Director via email at info@progressivebehavioranalyst.org or via postal mail at 200 Marina Drive, Seal Beach CA, 90740, USA. The complaint must include:

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

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

Disciplinary Process

The Discipline Committee reviews and evaluates the complaint and all documentation submitted and makes a determination about 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 the evidence presented. The Discipline Committee reports to the Council whether they find an individual in violation of the Council policies. Recommendations may include, but are not limited to determinations that:

1. The complaint is unsubstantiated
2. The complaint is substantiated and a corrective action plan that includes a deadline to make corrections is required
3. The complaint is substantiated and disciplinary action is needed, and/or sanction(s) are appropriate

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 no longer use the CPBA-AS designation.

Sanctions

The Council may impose sanctions for violations of the AS Code of Ethics and/or certification program policies and rules. Reasons for sanctions include, but are not limited to:

- Violation of the AS Code of Ethics
- Fraud or misrepresentation on an initial certification or on a recertification application
- Violation of PBAAC's 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
- Stealing or misappropriating confidential assessment materials
- Assisting or receiving assistance from other candidates during the assessments
- Cheating

Voluntary Resignation of Certification

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

Appendix 1: CPBA-AS™ PERMISSION TO RECORD & OBSERVE A PROGRESSIVE BEHAVIOR ANALYSIS SESSION – Parent or Guardian of a Minor

The Certified Progressive Behavior Analyst -Autism Supervisor (CPBA-AS) assessment from the Progressive Behavior Analysis Autism Council® (PBAAC®) uses one video with audio recording to evaluate the knowledge and skills of supervisors who implement a progressive approach to applied behavior analysis for clients diagnosed with autism spectrum disorder. The session recording is observed by trained PBAAC® raters to assess the supervisor's interactions with the interventionist and the client.

For the session to be recorded, observed, and rated, you as the parent or guardian of a minor, must give your written consent. In signing this form, you understand that:

1. The purpose of allowing observation and recording of the client of whom I am a parent or guardian is to evaluate the knowledge and skills of a supervisor who is applying to be certified or recertified as a PBAAC® certified CPBA-AS and for no other purpose.
2. The names of myself and the client are only associated with obtaining consent for the vid-eo/audio recording. They are not accessible to the raters and are not associated with the rating process.
3. If by chance the supervisor knows me or the client socially, he/she/they will immediately stop the recording, destroy it, and will not provide any information about me or the client to PBAAC®.
4. Video/audio recordings are secured, password protected, and retained for up to two years after the scoring of the assessment is finalized, and then are destroyed.
5. The supervisor may use the client's name during the video/audio recording.
6. Any raters or PBAAC® staff who observe or hear these recorded sessions are held to the same confidentiality standards as the supervisor.
7. If recordings are provided to raters or PBAAC® staff in any form, I understand and consent to their access to the recordings only through a protected and secure system without any additional identifying information of myself or the client of whom I am a parent or guardian.
8. I or the client may upon demand withdraw this consent at any time prior to, during or after the re-cording for any reason.
9. The video/audio recordings will not be used in research or any publication results, nor will they be used in any marketing activities.
10. The client has the following data protection rights concerning the client's video/audio recordings the supervisor has in their possession:
 - a. The right to withdraw consent - the right to withdraw consent at any time.
 - b. The right to access - the right to request copies of the client's personal data, although the supervisor may charge a small fee for this service.
 - c. The right to rectification - the right to request the supervisor correct or complete any client personal data that is believed to be inaccurate or incomplete.
 - d. The right to erasure (to be forgotten) - the right to request that the supervisor erase the client's personal data.
 - e. The right to restrict processing - the right to request that the supervisor restrict the processing of personal data.
 - f. The right to object to processing of personal data – the right to object to the processing or further processing of personal data.
 - g. The right to data portability - the right to request the supervisor transfer the client's personal data to another party or directly to you.

11. If you have any questions about the privacy policy, the personal data held, or you or the client would like to exercise one of the data protection rights, contact:

Name:

Email:

Phone:

Address:

If the client is a resident of the European Union and you wish to report a complaint you may contact the Information Commissioner's Office for the country in which the client resides.

Consent:

By signing below, I give my consent to allow a session with (supervisor's name) and myself to be recorded via video and observed by PBAAC® for the purposes of assessing the supervisor's knowledge and skills. This consent is valid for two years from the date below.

Interventionist Signature: _____ Date: _____

Appendix 2: CPBA-AS™ PERMISSION TO RECORD & OBSERVE A PROGRESSIVE BEHAVIOR ANALYSIS SESSION – Interventionist

The Certified Progressive Behavior Analyst-Autism Supervisor (CPBA-AS) assessment from the Progressive Behavior Analysis Autism Council® (PBAAC®) uses one video with audio recording **to evaluate the knowledge and skills** of supervisors who provide training and supervision to interventionists who implement a progressive approach to applied behavior analysis for clients diagnosed with autism spectrum disorder. The session recording is observed by trained PBAAC® raters to assess the supervisor’s interactions with the interventionist and the client.

For the session to be recorded, observed, and rated, you must give your written consent. In signing this form, I understand that:

1. The purpose of allowing observation and recording of an interventionist and a client is to evaluate the knowledge and skills of a supervisor who provides training and supervision to interventionists and whom is applying to be certified or recertified as an CPBA-AS and for no other purpose.
2. My name is only associated with obtaining consent for the video/audio recording. It is not accessible to the raters and are not associated with the rating process.
3. If by chance I know the parent or guardian or the client socially, I will immediately inform the supervisor to stop the recording. The video will be destroyed and any information about the parent or guardian, the client, or myself will not be provided to PBAAC®.
4. Video/audio recordings are secured, password protected, and retained for up to two years after the scoring of the assessment is finalized, and then are destroyed.
5. I and the supervisor may use each other’s names and the client’s name during the video/audio.
6. Any raters or PBAAC® staff who observe or hear these recorded sessions are held to the same confidentiality standards as the supervisor and the interventionist.
7. If recordings are provided to raters or PBAAC® staff in any form, I understand and consent to their access to the recordings only through a protected and secure system without any additional identifying information of myself, the parent or guardian, or the client.
8. I may withdraw this consent at any time prior to, during, or after the recording for any reason and upon demand.
9. The video will not be used in research, presentations, or any publication results, nor will they be used in any marketing activities.
10. I have the following data protection rights concerning the video/audio recordings the supervisor has in their possession:
 - a. The right to withdraw consent - the right to withdraw consent at any time.
 - b. The right to access - the right to request copies of the client’s personal data, although the supervisor may charge a small fee for this service.
 - c. The right to rectification - the right to request the supervisor correct or complete any client personal data that is believed to be inaccurate or incomplete.
 - d. The right to erasure (to be forgotten) - the right to request that the supervisor erase my personal data.
 - e. The right to restrict processing - the right to request that the supervisor restrict the processing of personal data.
 - f. The right to object to processing of personal data – the right to object to the processing or further processing of personal data.
 - g. The right to data portability - the right to request the supervisor transfer my personal data to another party or directly to me.

11. If you have any questions about the privacy policy, the personal data held or you would like to exercise one of the data protection rights, contact:

Name:
Email:
Phone:
Address:

If you are a resident of the European Union and you wish to report a complaint you may contact the Information Commissioner's Office for the country in which you reside.

Consent:

By signing below, I give my consent to allow a session with (supervisor's name) to be recorded via video and observed by PBAAC® for the purposes of assessing the knowledge and skills of the supervisor. This consent is valid for two years from the date below.

Client Name: _____

Parent or Guardian Name: _____

Parent or Guardian Signature: _____

Date: _____