*Please add your company’s letterhead*

Date

Re: Letter of Reference

Dear ABA Australia Membership Committee,

I am writing a letter of reference for **(Name of Applicant)**, who is applying for Professional Membership with the Association for Behaviour Analysis Australia.

Declaration to act as a reference: I am the **employer/supervisor (select one)** of (**Name of Applicant)** and have known them for **(INSERT NUMBERS)** years/month.

Answer the following questions:

1. Does this person work full time, part time, or casual?
2. If part time or casual, on average how many hours a week does this person work?
3. What behaviour analytic skills does this person perform? Check all that apply

[ ]  Conducting FBA

[ ]  Program development,

[ ]  Developing behaviour support plans,

[ ]  Training relevant stakeholder,

[ ]  Working directly with clients,

[ ]  Monitoring program progression

I confirm that **(Name of Applicant)** has completed 1000+ hours of behaviour analytic work experience.

I can confirm that they are competent to hold their current job title as \_\_\_\_\_\_\_\_\_\_\_\_\_

Yours truly,

Your name

Your signature

Reference’s Contact Details

Email address:

Phone number: