*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: