



Association for
Behaviour Analysis Australia

Continuing Professional Development Policy

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Policy Information

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Acknowledgements

ABA Australia acknowledges the Traditional Owners of country throughout Australia, their diversity, histories and knowledge, and their continuing connections to land, water and community. We pay our respects to all Australian Indigenous Peoples and their cultures, and to Elders of past, present and future generations.

ABA Australia commits to acknowledge and understand the historical and contemporary disadvantage experienced by Aboriginal and Torres Strait Islander peoples and the implication this has for behaviour analytic practice.

ABA Australia acknowledges those individuals that face adversity and discrimination within the lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) community, those identifying as Queer Transgender Intersex People of Colour (QTIPOC), those from culturally and linguistically diverse backgrounds (CALD) inclusive of asylum seekers, refugees and migrants, those with diverse intergenerational migration histories and women.

ABA Australia is committed to working with you and understanding how we can better support you.



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Introduction

The Association for Behaviour Analysis Australia (ABA Australia) values members providing an evidence-based approach to their services, fostering positive interactions with clients and being actively involved with the behaviour analytic community. Certified behaviour analysts, certified behaviour analysts - undergraduate, and professional members, must undertake professional development as required by the ABA Australia Code of Ethical Practice Standard: *Competence and Collaboration - 2.3 Education and Ongoing Professional Development*.

The purpose of professional development is to maintain and improve a professional's knowledge and skills, and to remain competent in their chosen profession for the benefit of themselves, their clients, and the wider profession (NSWNMA/ANMF 2018).

Professional development provides job-related ongoing education and growth experiences across various topics within the field of applied behaviour analysis. For example, supervision, toilet training, behavioural assessments, trauma-informed care, performance management, building skill repertoires, ethics, etc.

The continuing professional development program has been adopted by ABA Australia as part of its professional self-regulation. ABA Australia members certified to practise in Australia are required to undertake a minimum number of continuing education units directly relevant to their context of practice. Earning professional development units is a requirement for maintaining certification in ABA Australia.

Continuing Professional Development Requirements

Cycle duration: 1 year

The professional development cycle is the one-year period during which certified members must earn the required professional development units (PDUs). Each cycle runs from the first day of their membership for a period of 12 months.

Units must be earned within the designated professional development cycle and cannot be carried over from one cycle to the next. Education/training attended prior to certification is not



counted towards a member's professional development record.

Meeting the professional development requirements for each cycle is mandatory for maintaining your certification.

What is a unit of professional development?

One unit is defined as 50 minutes of interaction between a suitably qualified instructor and learner or between a learner and materials that have been prepared to facilitate learning.

1 PDU = 50 minutes of active learning
.05 PDU = 25 minutes of active learning

Number of PDUs

Membership Level	Number of PDUs per cycle	Ethics	Cultural diversity, equality, or inclusion
Certified Behaviour Analyst	20	2	2
Certified Behaviour Analyst - Undergraduate	20	2	2
Professional Member	10	1	1
Affiliate Members	0	0	0
Student Members	0	0	0

Ethics requirement: PDUs in ethics can be earned from any of the 4 categories listed below. Ethics content must cover ethical issues in behaviour-analytic practice or research. Ethics content should relate to ABA Australia's Code of Ethical Practice requirements.

Cultural diversity, equality, or inclusion requirement: PDUs in cultural diversity, equality, or inclusion can be earned from any of the 4 categories listed below.

Please note: A PDU may be counted as either an ethics or a cultural diversity PDU, but not both.



Appropriate Activities for Professional Development

ABA Australia defines continuing professional development as an instructional activity that:

- is related to the science, theory, or practice of behaviour analysis;
- results in the acquisition of new knowledge and skills, or the enhancement of current knowledge and skills necessary for independent practice in any practice setting and area of practice; and
- the material goes beyond the current Australian Behaviour Analyst Professional Competencies List and coursework required to be eligible for membership in ABA Australia.

The member is responsible for determining that the continuing professional development activity is appropriate, relevant, and meaningful to any practice setting and area of practice. Members are encouraged to engage in best practice CPD, growing their knowledge base by carefully choosing CPD and taking personal responsibility for self-reflection and integration of the learnings.

Categories

The type of continuing professional development activities are divided into four categories. Members are required to record their PDU hours under the most appropriate category for the activities they have engaged in based on the following category description.

Category 1: Learning

Furthering your understanding and knowledge in behaviour analysis is highly important in maintaining skills and broadening your knowledge. ABA Australia encourages members to attend events that will help them to continue to learn in their respective areas of behaviour analysis or start to develop knowledge and understanding in novel areas of behaviour analysis.

Activities in this category are:

- Attendance at conferences/workshops/webinars from an ACE provider.
- Completing didactic behaviour-analytic postgraduate/graduate courses with a passing grade (“C” or higher in a graded course or “pass” in a pass/fail system)¹.
- Attendance at conferences/workshops/webinars held by ABA Australia.

¹ For all universities worldwide - 1 semester credit hour will represent 15 hours of classroom instruction, and 1 quarter credit hour will represent 10 hours of classroom instruction.



Category 2: Teaching

Activities in this category are:

- Teaching/presenting at ACE events.
- Teaching university courses in behaviour analysis at a qualifying institution.
- Teaching/presenting at conferences/workshops/webinars held by ABA Australia.

Category 3: Scholarship

Activities in this category are:

- Publishing an article on behaviour analysis in a peer-reviewed journal with the certification cycle.
 - 1 publication in a peer-reviewed journal that is behaviour analytic in nature = 8 PDUs
- Writing a review or decision letter for an article on behaviour analysis submitted to a peer-reviewed journal.
 - 1 review or decision letter = 2 PDUs

Category 4: Professional Engagement

Maintaining and developing a professional identity in behaviour analysis includes engagement with the community and professionals that promotes behaviour analytic content.

LIMIT: Up to 25% of the PDUs can be earned from this category

Activities in this category are:

- Supervision of others to become a certified member of ABA Australia.
- Participation in ABA Australia activities (e.g. volunteer work, committees etc.).
- 5 hours of professional engagement, either in providing supervision or volunteering for ABA Australia = 1 PDU

Please note for *Category 4: Professional Engagement* you can only earn up to 25 % (5 PDUs) from this category. The remaining 15 PDUs must be earned from the remaining 3 categories. The other three categories have no restrictions on the number of PDUs you can earn via each activity category.



Repeating Professional Development Activities

Repeating professional development activities (e.g., webinar, course, and/or presenting the same topic) does not provide new or expanded knowledge or skills and therefore does not meet ABA Australia's certification requirements.

Record Keeping

Documentation of Your Activities

The member is responsible for retaining proof of participation in professional development activities. Members must fill out the ABA Australia CPD Record as well as retain documentation of attendance/participation of each event.

Members maintain their own record log; [USE THIS FORM](#).

The member's attendance can be documented by a third party such as a sponsoring organisation, educational institution, or journal article publication. The following types of documents are acceptable as proof of your attendance.

- A transcript or list showing activity claimed, sponsoring organisation, location, and duration;
- Attendance, participation, completion, and/or certificates;
- A copy of the college transcript (if appropriate)
- A copy of journal article
- A letter of participation by sponsoring organisation
- An editorial decision letter for action editor activity
- A letter of attestation from the action editor for reviewer activity.
- Supervision log that includes: date, time, and name of supervisee
- Letter from ABA Australia stating number of volunteer hours

Records must be retained for a period of two (2) years following the last day of the applicable renewal cycle.



How to Recertify Memberships

Certified behaviour analysts, Certified behaviour analysts undergraduate, professional members and affiliate members are required to submit a recertification application (including payment) every year. Members will receive a notification email to recertify 6 weeks prior to recertification date. Members will submit their CPD record and complete the recertification application available online in their ABA Australia membership account.

Members are required to complete recertification prior to their recertification date to avoid suspension of their certification and/or late fees.

How to Recertify

1. Log into your membership profile on the website. Go to www.auaba.com.au, log in to your member profile, go to 'my profile' tab. Scroll down to the green 'Renew on DATE' tab click on this button and follow the prompts to enter the necessary documentation and update your member details (if necessary).
 - a. **Your PDU record must be uploaded to your renewal applicaiton, mailed or emailed PDU records will not be accepted.**
 - b. **Upload your documents of attendance, certificates of completions, journal articles, transcript, letters, etc.**
2. Make sure that you review your information closely in your recertification application to ensure that it is accurate, including your contact information and mailing address.
3. Attest that you have and will abide by ABA Australia's mandatory declarations.
4. Pay the membership fee.

If the Application is Approved

The member's certification status will update with a new expiration date one year from the last recertification date.

Members may start accruing PDUs on the first day of the next certification cycle. Even if the member completes the recertification application before the recertification date, PDUs will only be counted once that new cycle starts.

A new certificate for certified behaviour analysts and certified behaviour analysts - undergraduate will be the mail at the address on record within 4–6 weeks. For professional members, an electronic certificate will be emailed.



Failure to Recertify or Renew

Individuals who fail to meet the PDU requirements at the end of each cycle will have their certification automatically suspended. Individuals will be notified by ABA Australia as to whether they are eligible to reinstate their certification.

If eligible to reinstate, individuals must submit PDUs attained in the past cycle within 30 days of notification.

Members whose certification is suspended and who are not eligible to reinstate, are required to reapply to be an ABA Australia member under the current ABA Australia certification requirements.

Audits & Penalties

Adherence to the CPD Policy is a member requirement, and members are asked to declare their completion of CPD within the annual renewal process. Failure to comply may ultimately result in suspension of membership.

There will be random audits conducted each year on at least 5% of the certified members. If a member is chosen for an audit, ABA Australia will review the member's submitted documentation and may ask for additional information via email. If ABA Australia does not receive the appropriate documentation to indicate that the member has met the professional development requirements, the member's certification will be suspended. Members whose certification is suspended, and who are not eligible to reinstate, are required to reapply to be an ABA Australia member under the current ABA Australia certification requirements.

Exemption

Members affected by extenuating circumstances such as medical, disability, or parental leave who are taking a leave of absence from the profession may apply for a suspension of their ABA Australia CPD requirements.

Extenuating circumstances enquiries should be directed to membership@auaba.com.au



Please include the following details:

- Reason for not being able to engage in CPD
- Dates in which CPD is not able/was not able to be engaged in
- Written evidence of time away from work/from being able to engage in CPD.

Examples of evidence: letter from employer confirming dates of leave, letter from medical provider confirming dates unable to work, or a statutory declaration.

ABA Australia members who wish to retain their certification designation during their leave of absence, must complete a minimum of 20 hours of continuing PD per year, regardless of whether or not their membership remains active. This is to ensure they will continue to meet the ABA Australia's minimum CPD requirements to retain their certification designation.

Part time versus full time requirements

The CPD requirements are the same for part time workers as they are for full time workers. It is the view of ABA Australia that it is equally important for all behaviour analysts to remain up to date with the latest theories and practice and the requirements outlined in this document are the minimum expectations that are achievable over a year period.

References

Behavior Analyst Certification Board. (2020). Board Certified Behavior Analyst Handbook. Retrieved from <https://www.bacb.com/bcba/>

National Alliance of Self Regulating Health Professions (2016). Self Regulating Health Profession Peak Bodies Membership Standards. Retrieved from <https://nasrhp.org.au/membership/>