

QABA Coursework Provider Application Guidelines

The Qualified Applied Behavior Analysis Credentialing Board (QABA) authorizes coursework providers who meet established educational and ethical standards to offer training aligned with QABA certification pathways (ABAT, QASP-S, QBA). The following guidelines outline the requirements for initial approval and renewal as a QABA-Approved Coursework Provider.

1. Minimum Online Presence Requirements

All approved coursework providers must ensure transparency and accessibility through a visible online presence. Each provider must maintain:

- A fully functional and publicly accessible website
- A working and monitored business phone number for student inquiries
- A clearly visible and easy-to-navigate webpage displaying:
 - Course descriptions
 - Course prices
 - Refund and cancellation policies

These elements help ensure clarity for prospective students and demonstrate professionalism and legitimacy.

2. Required Application Materials

All initial applications must include the following materials at the time of submission:

- One **sample of the course curriculum** (at least one full unit or module)
- One **sample quiz or assessment** from any section of the course
- **Clearly defined grading and passing criteria** for all course assessments

- A **detailed outline of the grading policy**
- A **formal appeals process** for students who wish to contest grades or evaluation outcomes

These materials ensure that QABA coursework maintains consistent academic quality and fair evaluation practices.

3. Instructor Credentialing Requirements

To ensure instructional integrity and content expertise, the following standards apply:

Instructor Requirements by Certification Level

- **QASP-S and QBA coursework:**
 - Instructors must hold a **QBA or BCBA credential** for a minimum of **two (2) years**
 - **Supervised instructors are not permitted** to teach at these levels
- **ABAT coursework:**
 - **Supervised instructors may be used**, provided supervision is clearly documented

Minimum Staffing Requirements

Coursework providers must meet **one** of the following:

- **Option 1:** Employ at least two (2) qualified QBAs or BCBAs with a minimum of two years of professional experience each
- **Option 2:** Employ one (1) lead instructor with at least **five years** of field experience as:
 - A nationally certified behavior analyst
 - A licensed behavior analyst
 - A PhD-level professional in a related field

4. Application and Renewal Fees

To support quality assurance and program oversight, the following fees apply:

Fee Type	Amount
New Coursework Provider Application	\$250
Annual Provider Renewal	\$150

All fees are **non-refundable** and due at the time of submission.

5. Organizational Responsibility

By applying, the organization agrees to:

- Follow all QABA coursework standards and ethical policies
- Submit accurate and complete application materials
- Maintain ongoing compliance with QABA policies
- Respond to QABA audits or document requests in a timely manner

All applicants are responsible for reviewing QABA's full Coursework Provider Handbook before applying.