



**Qualified Applied Behavior Analysis
Credentialing Board®**

CANDIDATE HANDBOOK

**Qualified Autism Services Practitioner-Supervisor®
(QASP-S®)**

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QABA PURPOSE

The purpose of the Qualified Applied Behavior Analysis Credentialing Board is to ensure the competency of professionals who provide therapeutic intervention for individuals with autism spectrum disorders and related disabilities. Through credentialing, the Qualified Applied Behavior Analysis Credentialing Board strives to be the standard-bearer for providers at all levels of applied behavior analysis. Additionally, our goal is to improve coordination between providers, families and insurers to establish seamless delivery of effective therapeutic services.

QABA VALUES

We uphold the highest standards of effective behavioral interventions by adhering to our core values:

- To work with a spirit of cooperation and collaboration, appreciating diversity among all stakeholders;
- To act ethically and honestly toward our certificants, colleagues and community;
- To uphold quality and excellence in service to our professionals.
- To improve the lives of individuals with ASD (autism spectrum disorder) and related disabilities by increasing the availability of qualified behavioral analysts.

QABA CREDENTIALS

The QABA Board credentials provide 3-tiers of behavior analytic support. This 3-tiered model is unique to other credentialing boards. The 3 tiers include:

- The ABAT is an entry-level interventionist who typically serve as direct care one-to-one instructors.
- The QASP-S is a mid-tier interventionist who serves as an experienced instructor and may also provide training to staff/families, monitor the progress of goals and objectives, and provide supervision to entry-level staff.
- A QBA behavior analyst provides program oversight, supervision, assessment, analysis of data, goal development, and other aspects of treatment and ethical integrity.

QASP-S CREDENTIAL

The QASP-S credential certifies that certificants have demonstrated mid-level (QASP-S) knowledge, skill, and their competency in autism and Applied Behavior Analysis has been thoroughly assessed. The mid-level QASP-S provides behavioral health services under the supervision of a QBA or above behavior analyst or a licensed or certified professional within the scope of Applied Behavior Analysis.

QASP-S REQUIREMENTS

Candidates must:

- be at least 18 years old
- possess a minimum of a Bachelor's degree
- have completed 180 hours or 12 semester credit unit hours of approved ABA coursework or (a minimum of 5 hours must be in ethics and a minimum of 15 hours in autism core knowledge.
- have completed 8 hours of supervisory coursework*
- training must be completed within 5 years of application

- training must be developed by a credentialed or licensed professional within the scope of ABA and autism
- submit online the 500-hour supervised fieldwork attestation form completed by a supervisor
- submit online the recommendation form completed by a supervisor
- submit a criminal background check via attestation form completed by an employer or from a third party if the employer does not provide the attestation form
- submit a copy of a government issued photo ID
- pass the exam
- complete the QABA online survey after successful completion of the exam
- submit online attestation agreement to renewal schedule, code of ethics, and fees

***Supervisory coursework must cover the following competency areas:**

- supervision practice
- types of supervision
- supervision environment
- ethical issues in clinical supervision
- administration, policies and procedures for supervision
- evaluation of supervision

Ongoing Supervision Requirements

For the first 500 hours of fieldwork, the QASP-S is required to meet with his or her supervisor for 5% of the time they provide behavior analytic services every 3-month period. Supervision can be done remotely, using a HIPAA compliant video conferencing program; however, one contact must be one-to-one in-person for a minimum of 1 hour.

Once the QASP-S has completed an additional 500 hours of fieldwork, the rate of supervision is reduced to 2% of every 3-month period. One contact must be one-to-one in person for a minimum of 1 hour. 50% of supervision hours may occur in a group setting.

Supervision must be documented using the QABA supervision log and verification form located on the QABA website (qababoard.com).

Valid Supervisors:

- QBA
- BCBA/BCBA-D
- BCaBA
- An individual who is licensed or certified in another health profession, including behavior analysis, is within the scope of the competency of their license/certificate.

If the in-person supervision requirement places a hardship on the service provider or supervisor, or jeopardizes the provision of services, contact info@qababoard.com to request a variance of this requirement. All variances are reviewed by the QABA Board for approval.

Examination

Once coursework, recommendations, fieldwork, and agreements have been completed and verified, then access to the exam will be provided through a password protected system. Once credentialed, the candidate's name is listed on the QABA board website public registry.

APPLICATION PROCESS

For initial application for QASP-S, candidates should:

1. Go to www.qababoard.com/enroll now. The link will request the candidate to upload:
 - 180-hour coursework certificate from an approved provider; or
 - credit from college/university classes as a portion of the required coursework. Send transcripts with the course number circled along with your application; however, be prepared to provide the course curriculum or additional information on courses if requested.
 - 8 hours of supervisory coursework in evidence of a certificate of completion, affidavit from employer, or transcripts
 - government issued ID (unless the QASP-S has previously held ABAT credential)
 - background attestation form completed by the current employer (forms can be printed at www.qababoard.com/) or from a third party if the employer does not provide the attestation form
2. Add the supervisor's name and email address to the application information
3. Pay the non-refundable application fee
4. Supervisors will receive an email to attest to fieldwork and recommendation requests
5. Candidates will receive an email with exam explaining how to schedule, cancel and reschedule an exam online.

It is important that all instructions be carefully followed to avoid invalidating the application process. Candidates must reschedule the exam and pay another fee if there are errors that invalidate the application.

QASP-S FEES:

Application:	\$300
Renewal:	\$130
Exam retake:	\$175
Printed Certificate:	\$25

EXAM PROCESS

Online testing is convenient and allows for a quiet and easy examination experience. **Please read all of the testing rules and requirements beforehand** to ensure that the entire process goes smoothly. The exam is live-proctored by our independent partner Examity® to ensure that the online test is fair and valid. **Examity’s software works on most modern desktop or laptop computers that are Adobe Flash-enabled, with a webcam and microphone. A secure and high-speed internet connection is vital to exam navigation.** There will be a speed test prior to the exam to check the candidate’s technology.

The examination consists of 115 questions. A portion of the items are not scored and serve as pretest items used to ensure reliability and validity for current and future tests.

After the exam, candidates immediately receive a pass or fail score. After QABA has reviewed the video and validated the passing score, the candidate will receive a congratulatory email with a request to complete a brief survey with valuable feedback regarding the test and exam process. Once the survey is submitted, a certificate will be unlocked under the enrollment application and accessible for printing. Passing candidates’ names are forwarded to the QABA Board for formal ratification, and are then added to the public registry on qababoard.com.

Candidates who fail the test are given 24 hours to set a new exam date after paying the exam retake fee. (See Exam Retake Policy for requirements)

Testing Logistics:

Exam	Duration	# of Questions	Pass Score
QASP-S	3 hours	115	72%

Testing Rules:

- ✓ must use a desktop or laptop computer only
- ✓ must enable Adobe Flash
- ✓ must use a computer with a microphone and webcam. The webcam, speakers, and microphone must remain fully operational throughout the test
- ✓ the computer must be connected to a power source
- ✓ a minimum of 2 MBPS download/upload speed is required to take the exam; however, we strongly recommend a speed of 5 MBPS. If the video feed is weak and is lost during the exam, it is an automatic failure.
- ✓ must be alone in the room and can not talk during the exam
- ✓ no eating during the test, but one drink on the desk is allowed
- ✓ desk surface and floor area must be completely clear except for computer
- ✓ May not leave the seat once the exam has begun
- ✓ a mirror must reveal the front of the computer screen to the proctor at the beginning of the exam.
- ✓ no headphones, dual monitors or phone can be in the room

For exam or technical difficulties, please contact info@qababoard or call the office at (877) 220-1839.

EXAM RETAKE POLICY

Candidates who fail the exam on their first attempt may immediately schedule a second attempt. If the applicant fails to pass on the second attempt, a third exam can be scheduled 30 days after the second attempt. If needed, 30 days must elapse between the third and fourth exam attempt. Candidates may not test more more often than 4 times without one year of their first exam attempt.

RENEWAL REQUIREMENTS

All candidates must renew every 2 years. Participants may renew within 60 days of the deadline and must complete CEU and supervisor attestation information. Renewal fees apply. Participants who fail to renew will forfeit the credential within 30 days of the deadline. To continue participation after forfeiture, individuals must complete all the initial eligibility requirements again and pass the current test.

Candidates should use the intervals below to determine when to renew their credentials. There are two deadlines for renewals, Jan 1 or July 1. Continuing education credits are due at the time of renewal. Renewals can be done up to 60 days prior to the deadline by logging into the www.qababoard.com account. It is the professional's responsibility to update any information regarding credentials, personal information, and renewals.

Initial Certification or Renewal Date	Due for Renewal	CEUs Required	In-person	Ethics
July 1 – September 30, 2018	07/01/20	20	5	2
October 1 – December 31, 2018	10/01/20	20	5	2
January 1 – March 31, 2019	01/01/21	20	5	2
April 1 – June 30, 2019	04/01/21	20	5	2
July 1 – September 30, 2019	07/01/21	20	5	2
October 1 – December 31, 2019	10/01/21	20	5	2
January 1 – March 31, 2020	01/01/22	20	5	2
April 1 – June 30, 2020	04/01/22	20	5	2
July 1 – September 30, 2020	07/01/22	20	5	2
October 1 – December 31, 2020	10/01/22	20	5	2
January 1 – March 30, 2021	01/01/23	20	5	2
April 1 – June 30, 2021	04/01/23	20	5	2
July 1 – September 30, 2021	07/01/23	20	5	2
October 1 – December 31, 2021	10/01/23	20	5	2

APPROVED CEUs

All CEUs must include a certificate of attendance with a signature and the printed name of the presenter. Presenters must hold a master's degree or above in a related field. **Please note that a minimum of 25% of the hours must be in-person contact (5 of 20). In addition, a minimum of 2 hours must address ethics.**

Type of CEU	CEU credit	Restrictions
National/state ABA or related field associations (i.e., ABAI)	1 per clock hour	None
College/University coursework (field-related)	1 per clock hour	None
Approved QABA provider	1 per clock hour	None
Seminar/webinar/workshop non-preapproved QABA provider	1 per clock hour	2 CE
Participation in QABA committee or development	1 per clock hour	2 CE
Poster presentation	1 per poster	1 CE
Authorship article/presentation	3 per paper/presentation	3 CE

*College/University coursework may be considered following approval. Transcripts and curriculum must be provided and approved. Only subject matter specifically addressing the field of ABA, special education, autism, developmental disability and similar subjects can be considered.

GRIEVANCE/COMPLAINT POLICIES

QABA strives to uphold best practice and integrity in all policies and procedures. Candidates, credentialed participants, and coursework or CEU providers are required to uphold the ethical guidelines and all policies and procedures established by the QABA Board.

All complaints and grievances are confidential. All parties remain anonymous unless a legal or ethical violation is substantiated. For cases where confidentiality poses a risk to the public, notifications to third party, legal authorities and/or employers may be necessary. Frivolous complaints made by fellow certificate holders or providers are subject to disciplinary action by the QABA Board.

- I. Grounds for sanctions include, but are not limited to:
 - A. Conviction of a felony or crime of moral turpitude under federal or state law
 - B. Gross negligence, willful misconduct, or ethical violation in performance of services under QABA certification
 - C. Fraud, falsification, or misrepresentation of qualifications or candidacy, renewals applications, or regulated policy rules of QABA
 - D. Falsification or misrepresentation of any information requested by QABA, including: making a frivolous complaint, causing delay or disruption to investigations, or being non-responsive to requests from the QABA Board
 - E. Misrepresentation of credentials to public or logo in advertising or public domain
 - F. Cheating on an exam or assisting others to cheat on an exam
 - G. Failure to respond to an allegation within 15 business days

- II. Complaints regarding the exam process: Any complaints or issues related to the exam process, technical difficulties, or rescheduling must be sent in writing to info@qababoard.com or call the office at 877.220.1839. Most issues can be resolved quickly via telephone or in coordination with Examiity. Any issues or exam red flags that cannot be resolved by administration will be forwarded to the preliminary review committee.

- III. Complaints regarding any credentialed member or QABA coursework or CEU provider should be made in writing to the QABA Board President. For additional information or help in determination of if a complaint is applicable, please contact info@qababoard.com or call the office at 877.220.1839.

All complaints must be in writing and submitted through the Complaint Form, which is accessible via the forms tab on the qababoard.com website. Note all information must include the name, title, and credential of the person submitting the complaint; the name of the person/company and credential of the person being reported; all relevant information and a detailed description of the event, including dates and timelines; all contact information, including phone, email, and written correspondence for parties noted in the complaint.

- A. Preliminary Review: All complaints are reviewed by the QABA Board president and secretary. Preliminary review is completed within 5 business days.
1. The complaint is determined to:
 - a. Be substantial and contain valid and sufficient information to justify a discipline committee review
 - b. Be insufficient and returned for further information; or, dismissed as not qualifying as an ethics/policy violation
 - c. Be more appropriate for administrative resolution through the QABA office
 2. Disciplinary Committee Review: A valid and substantial complaint is investigated by a Disciplinary Review Committee (DRC) comprised of the QABA Board president, secretary and one additional board member. The committee forwards a report and recommendation to the QABA Board upon completion of all relevant investigation materials.
 - a. Notification is made within 5 days of substantiated review to the certificant or provider whose conduct is in question. Email, phone and/or written correspondence is used and all contacts are documented in a written log of all data. If the recipient does not respond within 5 business days, a certified letter is issued. The respondent has 15 days upon receipt to respond. All participants and providers are responsible for maintaining current and correct information in the QABA system. Incorrect or out-of-date information is not the responsibility of the QABA Board; however, every effort will be made to contact all parties. Failure to respond within 15 days will result in automatic suspension of the certificate. During suspension, individuals cannot represent, provide services nor bill services utilizing the credential. Employers will be immediately notified upon suspension. Further failure within an additional 15 days to respond to a suspension notice will result in revocation following a board vote and notification to the employer. Reinstatement may be requested in writing up to 30 days following the revocation to the QABA Board President, along with thorough justification and data to support the reinstatement. The investigation timeline procedures will continue at that time.
 - b. Employers, employees, or related parties to any complaint may be contacted to substantiate information.

- B. **Board Review:** All complaints forwarded by the DRC are reviewed by a quorum of QABA Board members.
1. Determination is made upon completion of all investigation materials and reports. Final determination is not completed until all legal processes are fulfilled, if applicable. Final determinations for certificates or provider status may result in the following:
 - a. Caution/warning counseling
 - b. Code compliance or training through voluntary professional development
 - c. Suspension for a specific period of time or until completion of specific training, supervision, or code/policy correction is made
 - d. Revocation: the participant or provider is immediately removed from active status and listed as revoked after the appeals process
 - e. Dismissal: after thorough investigation, the board concludes that the complaint is unsubstantiated based on evidence provided
 - f. Voluntary surrender of certificate or provider status: if completed before the final determination, the file is sealed and the certificate or provider is removed from the roster without comment
 2. Determination results/sanctions are provided to the respondent or provider through written notice within 5 business days of final board quorum vote. Revocation of the credential is permanent and certificants and providers may not re-apply.
 3. Complainants are notified in writing of the results of their filed complaint.
- IV. **Appeals Process:** Appeals can be filed to the board president within 30 days from receipt of the board's determination. Appeals must be made in writing and include all information substantiating the justification of the appeal. Appeals are forwarded to an Appeals Committee (AC) comprised of 2 board members who were not on the Disciplinary Review Committee for the case, and at least one QABA Advisory Board member (QABA stakeholders in a voluntary advisory position) unassociated with the provider or employer of the respondent/provider. Respondents have the right to be present or by video conference with the Appeals Committee and may include their own legal counsel.
- A. **Determinations by the Appeal Committee:**
1. Uphold the board decision
 2. Initiate additional investigation to be completed by the same Appeals Committee. Results will be forwarded to the QABA Board for re-determination within 60 days of a complete file for the appeal.
 3. Complete a justification report for modification to the board for re-determination
- B. All parties will be notified of the Appeals Committee determination within 5 business days of final review.

COMPLAINT / GRIEVANCE TIMELINE OF ACTION

Preliminary Review → (President, Secretary)	Disciplinary Review Committee → (President, Secretary, 1 Board member)	QABA Board Review → (QABA Board quorum)	Appeals Committee (2 Board members not on DRC and 1 advisory member)
5 days to assess	DRC has 5 days to notify (email and phone) respondent of charge; 30 days to notify board of an open investigation	Board receives DRC recommendation within 15 days following all relevant materials	30 days after board determination, appeal can be filed to Board President
	5 days to receive response; if no response, DRC sends certified letter	60 days to vote on determination; respondent receives notification of results in 5 business days; complainant receives results	Appeals Committee receives appeal with evidence, has 60 days to investigate and make determination.
	Automatic suspension after 15 days of no response. Board is notified; employer is notified	Board revokes credential after 30 days of no response. Respondent may submit reinstatement request to QABA Board president within 30 days;	Appeals Committee submits justification report to board for re-determination; board has 30 days to re-determination
	Additional 15 days following notification of suspicion to respond before board votes to revoke	Employer is notified	Appeals Committee notifies all parties within 5 business days

*Deadlines may be extended for gathering additional data or legal/ professional board resolutions prior to the QABA final determination.

NON-DISCRIMINATION POLICY

The QABA Credentialing Board will not discriminate against applicants, candidates or certificants on the basis of race, color, gender (including gender identity and gender expression), religion, age, marital status, registered domestic partner status, disability, socioeconomic or ethnic background, sexual orientation, genetic information, veteran status or national origin, or any other characteristic protected by law.

The QABA Credentialing Board will not tolerate any form of discrimination and will take appropriate disciplinary action, including potential termination, of any person determined to have engaged in unlawful discriminatory conduct. Any candidate who believes that he or she has been discriminated against should file a complaint to info@qababoard.com. Complaints may be lodged in writing or in person in the QABA office. Anyone filing a complaint will be advised, of any investigation, action or resolution regarding the problem. These complaints will be forwarded to the QABA Credentialing Board's executive director.

ETHICS POLICY

Credentialed professionals must maintain the highest standards of professional behavior.

1.1 Competence

- a. Certificants must provide services only under supervision of a Board Certified Behavior Analyst or other qualified licensed or certified professional within the scope of the autism spectrum, such as Behavioral Health Services and Applied Behavior Analysis.
- b. Certificants must receive a minimum of one hour of documented clinical supervision per month from a Board Certified Behavior Analyst or other qualified licensed or certified professional within the scope of the autism spectrum, such as Behavioral Health Services and Applied Behavior Analysis.
- c. Certificants must also follow the code of ethics and supervision standards as required by other licenses, certifications, or memberships that he or she holds. They should abide by any laws, institutional rules, or professional behavior standards set forth.

1.2 Professional Development

Certificants are expected to participate in ongoing professional development, in order to stay abreast of new evidenced based research, strategies, and other new information as it relates to applied behavior analysis, autism spectrum disorder and other related intellectual disabilities.

1.3 Integrity

- a. Certificants will always demonstrate trustworthiness, honesty, fairness, and sincerity.
- b. The activity of a certificant falls under these guidelines only if the activity is part of his or her work-related functions.

1.4 Professional Relationships

- a. Certificants will follow QABA's Non-Discrimination and Anti-Harassment Policy.
- b. Certificants will refrain from unprofessional conduct that contradicts general ethical standards of practice.
- c. Certificants should maintain professional boundaries while maximizing self-reliance and independence in those they serve.

2. THE CERTIFICANT'S RESPONSIBILITY TO INDIVIDUALS RECEIVING SERVICES

As practitioners, certificants will use person-centered approaches to empower those receiving services to participate in the course of their therapies.

2.1 Maintaining Confidentiality

- a. Certificants will adhere to the objectives of HIPAA, in particular the Privacy Rule, Security Rule and all other legal and ethical requirements regarding client confidentiality.
- b. Certificants will maintain client confidentiality and know the exceptions to client confidentiality.

2.2 Obligations as a mandated reporter

Certificants must be familiar with state and federal mandated reporting requirements in regard to suspected or known child, elder adult, and dependent adult abuse or neglect.

3. THE ETHICAL CONDUCT FOR PROVIDING SERVICES

3.1 Adherence to Code of Ethics

Certificants promise to follow the code of ethics as outlined by the QABA Board. Lack of knowledge of the Code of conduct does not excuse accountability should a grievance be filed.

3.2 Ethical Dilemmas

All ethical dilemmas should be immediately reported to the supervisor. Suspected misconduct or known child, elder adult, and/or dependent adult abuse/neglect should be immediately reported to the QABA Board.

ADA POLICY

The QABA Board employs the latest adaptive technology into our learning platform for those needing accommodations. Accessible options include text-to-speech and zoom capability. Candidates may also request special accommodations here: <http://www.qababoard.com/QABA-accommodations.html>

PRIVACY STATEMENT

The QABA Credentialing Board's privacy policy ensures that all online information is password protected, and written documentation is securely stored at QABA's main office.