



**Qualified Applied Behavior Analysis
Credentialing Board®**

CANDIDATE HANDBOOK

**Qualified Behavior Analyst
(QBA®)**

Table of Contents

QABA Purpose and Values	3
QBA Credential	3
QBA Requirements	3-4
Application and Exam Process	4-6
Fees	6
Exam Retake Policy	7
Renewal Requirements	7-8
Approved CEUs	8
Grievance/Complaint Policies	9-12
Appeals Process	11-12
Non-discrimination Policy	13
Ethics Policy	13-14
ADA Policy and Privacy Statement	14

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 among 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.
- QBAs are mastery level interventionists who provide ABA program oversight, supervision, assessment, analysis of data, goal development, and other aspects of treatment and ethical integrity.

QBA CREDENTIAL

The QBA credential certifies that certificants have demonstrated master's-level achievement in Applied Behavior Analysis or a related health service profession, advanced applied skills through supervised fieldwork experience, professional integrity and decision-making maturity through supervisor recommendation, and competency in subject matter including autism and ABA and ethical/legal standards have been assessed through written examination.

QBA REQUIREMENTS

Candidates must:

- Pay the \$450 non-refundable application and exam fee (\$135 for the retake fee)
- Possess a minimum of a master's degree from an accredited institution in a related field
- Must have completed 270 hours of approved coursework (18 semester credits), including 8 hours of supervision coursework (master's degree in ABA, Psychology, Special education, or a related

field OR coursework from a pre-approved provider). 5 hrs. of coursework must be in ethics and 20 hours in autism core knowledge.

- 1250 Hours of Supervised Fieldwork with a minimum of 750 hours in the role of oversight or supervision (FBA, reviewing data, training staff or parents, etc.)
- Recommendation from their supervisor
- Background Check Attestation Form completed by the candidate's employer indicating that there have been no changes to the candidate's background. If the candidate does not have an ongoing background check, one will be conducted by the QABA Credentialing Board through our 3rd party company, SecureTrac
- Successful passing of the exam proctored by Examity
- Agree to the Code of Ethics and renewal requirements
- Final review of all eligibility criteria at QABA® Board meeting before formal credentialing
- Placement on our Public Registry
- Bi-Annual Renewal required – Verification of required 32 CEs, continued supervision, criminal background check and agreement to code of Ethics

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

Prior to accessing the QBA examination, all coursework and training requirements, recommendation, fieldwork and supervision requirements will need to be completed, verified, and approved through the online process. The candidate will have 3 hours to complete the exam. The exam will be proctored by our

third-party company, Examity. All candidates must complete an Examity profile for identification purposes.

APPLICATION PROCESS

For initial application for the QBA, candidates should:

1. Go to <https://www.qababoard.net/login> The link will request the candidate to log in and upload:
 - *270-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 course curriculums or additional information on courses if requested.
 - government issued ID
 - 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.

*270 hours of coursework must have the following minimum requirements:

Subject	Hours
Autism Spectrum Disorders	20
Legal, Ethical, Professional considerations	20
Core Principals of ABA	35
Antecedent Interventions	30
Skill Acquisition	40
Behavior Reduction Interventions	30

Data Collection Analysis	30
Assessment	45
Training and Supervision	20
Total	270

QBA FEES:

Application: \$350
Renewal: \$200
Exam retake: \$225
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 QBA examination consists of 115 questions. 100 questions live and scored, while 15 of the questions (*pretest questions) are not scored. There is no indication of which questions are not scored, so it is very important to answer all 115 questions to the best of your ability.

*Unlike scored live exam questions, unscored pretest questions are newly created pilot questions that provide helpful information regarding difficulty level and overall question quality. Pretest questions are not used for scoring purposes. Instead, they are analyzed for psychometric performance and provide verification that newly developed questions are performing acceptably within defined parameters prior to being implemented as live exam questions.

After the exam, candidates will have exam results in 90 days.

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.

Testing Logistics:

Exam	Duration	# of Questions	Pass Score
QBA Exam	3.0 hours	115	TBA following pilot phase

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.
- ✓ candidate must be alone in the room
- ✓ 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 and one drink
- ✓ no leaving the seat or talking
- ✓ 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

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

EXAM RETAKE POLICY

Retakes of Qualified Behavior Analyst (QBA): Candidates who fail the exam on their first attempt may schedule a second attempt immediately after the first attempt. If the applicant fails to pass on the second attempt, a third exam may be scheduled 30 days after the second attempt. If needed, 30 days must elapse between the third and fourth exam attempt. Candidate may not test 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, January 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. **Please note that a minimum of 25% of the hours must be in-person contact.**

Initial Certification or Renewal Date	Due for Renewal	CEU Required	In-person	Ethics
July 1 – Sept 30, 2018	07/01/20	32	5	3
Oct 1 – Dec 31, 2018	10/01/20	32	5	3
Jan 1 – March 31, 2019	01/01/21	32	5	3
April 1 – June 30, 2019	04/01/21	32	5	3
July 1 – Sept 30, 2019	07/01/21	32	5	3
Oct 1 – Dec 31, 2019	10/01/21	32	5	3
Jan 1 – March 30, 2020	01/01/22	32	5	3
April 1 – June 30, 2020	04/01/22	32	5	3
July 1 – Sept 30, 2020	07/01/22	32	5	3
Oct 1 – Dec 31, 2020	10/01/22	32	5	3
Jan 1 – March 30, 2021	01/01/23	32	5	3
April 1 – June, 2021	04/01/23	32	5	3
July 1 – Sept 30, 2021	07/01/23	32	5	3
Oct 1 – Dec 31, 2021	10/01/23	32	5	3

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.

Type	CEU	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-pre-approved 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 should 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 Examity. 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](#) on the website qababoard.com. 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 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 QABA 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 QABA 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 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 QABA 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.