



Department of Psychology

**Applied Behaviour Analysis Certificate Program
Coursework and Experience Handbook**

Information, Forms, Guidelines, and Procedures

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I. Introduction

A. Welcome

Welcome to the UNB Certificate in Applied Behaviour Analysis (C-ABA) Program! The program is the first for-credit ABA program available in Atlantic Canada to qualify to meet the Behaviour Analyst Certification Board (BACB) Assistant level coursework requirements and the first program in Canada to meet the International Behaviour Analysis Organization (IBAO) International Behaviour Analyst (IBA) coursework requirements. This program will help students to develop the skills necessary to provide behaviour assessment and intervention services.

The mission of the Certificate in Applied Behaviour Analysis program is to produce proficient, compassionate, committed, and ethical bachelor's-level practitioners and consultants who use a behaviour-analytic approach to find solutions to difficult or complex issues, inform their practice by staying current with research findings, and who target socially significant behaviours to change using evidence-based practices that improve the quality of life of those in the communities in which they are working.

Program Goals:

- To educate students in the principles of behaviour and philosophical foundations of radical behaviourism and functional contextualism.
- To prepare students to work with diverse populations and settings including neurotypical populations, those with intellectual or developmental disabilities, those on the autism spectrum, education systems, management and training of those in the human services workforce, and parents.
- To train students to use a variety of assessment modalities, create and implement individualized treatment protocols, and evaluate the effectiveness of behaviour analytic interventions.
- To develop professional bachelor's-level behaviour analysts who can evaluate their practice from legal, human rights, and ethical standpoints.
- To meet or exceed international certification requirements for assistant-level behaviour analysts.
- To prepare students who wish to continue to develop their professional repertoire to enter graduate programs.

This guide has been developed to help on-campus students navigate through their coursework and fieldwork in the C-ABA Program at the University of New Brunswick. This guide will serve as a reference and should supplement the guidance received by the Director of the C-ABA program, as well as their individual Board Certified Behaviour Analyst (BCBA) supervisor.

B. Becoming Certified

The C-ABA Program has been designed to meet the coursework requirements for certification as a Board Certified Assistant Behaviour Analyst (BCaBA®) through the BACB® OR as an International Behaviour Analyst (IBA) through the International Behaviour Analysis Organization (IBAO).

Certification as a BCaBA®

A BCaBA is an individual who is deemed qualified by BACB to provide behaviour assessment and intervention services. The BACB describes a BCaBA as the following:

“The BCaBA conducts descriptive behavioural assessments and is able to interpret the results and design ethical and effective behaviour analytic interventions for clients. The BCaBA designs and oversees interventions in familiar cases (e.g., similar to those encountered during their training) that are consistent with the dimensions of applied behaviour analysis. The BCaBA obtains technical direction from a BCBA for unfamiliar situations. The BCaBA is able to teach others to carry out interventions and supervise behavioural technicians once the BCaBA has demonstrated competency with the procedures involved under the direct supervision of a BCBA. The BCaBA may assist a BCBA with the design and delivery of introductory level instruction in behaviour analysis. It is mandatory that each BCaBA practice under the supervision of a BCBA. Governmental entities, third-party insurance plans and others utilizing BCaBAs must require this supervision.”

BCaBA Exam Eligibility Standards

To write the BACB exam to gain the BCaBA credential, students will need these three items:

1. Possession of a minimum of a Bachelor’s degree
2. 270 hours of classroom instruction in behaviour analysis (This is provided by the C-ABA Program at UNB)
3. Supervised experience (Between 1000 and 1300 experiential hours as explained below)

For more details refer to the BACB website: <https://bacb.com/bcaba-requirements/>

Certification as an IBA

An IBA is an individual who is deemed qualified through the IBAO to provide “effective, ethical, behavioral services in homes, schools, and a variety of community settings.” The IBAO describes an IBA as the following:

“IBAs around the world provide behavioral services in a variety of settings and to a variety of clients. Many IBAs work with individuals with Autism Spectrum Disorders, Developmental or other disabilities, and those who require additional support with language development, challenging behavior, daily life skills, social skills, and learning supports. Others work in corporate settings alongside human resources, and still others work in animal or marine environments training animals. Regardless of the setting or the client, IBAs provide behavioral services in the hope of improving client lives.

Typically, IBAs work as part of a team of behavior analysts and behavior therapists (IBTs). The IBA® is typically the leader of the team and conducts relevant assessments, creates behavior support or learning plans, arranges data collection systems to monitor learner progress, and then models and trains IBTs, parents, teachers, and other professionals to implement the support programs they have designed. The IBA® then oversees, manages, supervises, and support those ongoing behavioral and learning programs.”

IBA Exam Eligibility Standards

To write the IBAO exam to gain the IBA credential, students will need these items:

1. Possession of a minimum of a Bachelor’s degree

2. 270 hours of classroom instruction in behaviour analysis (This is provided by the C-ABA Program at UNB)
3. Supervised experience (1000 experiential hours as explained below)
4. Candidate Projects (completed during experiential hours)
5. 12 hours of continuing education (completed outside of the C-ABA Program)

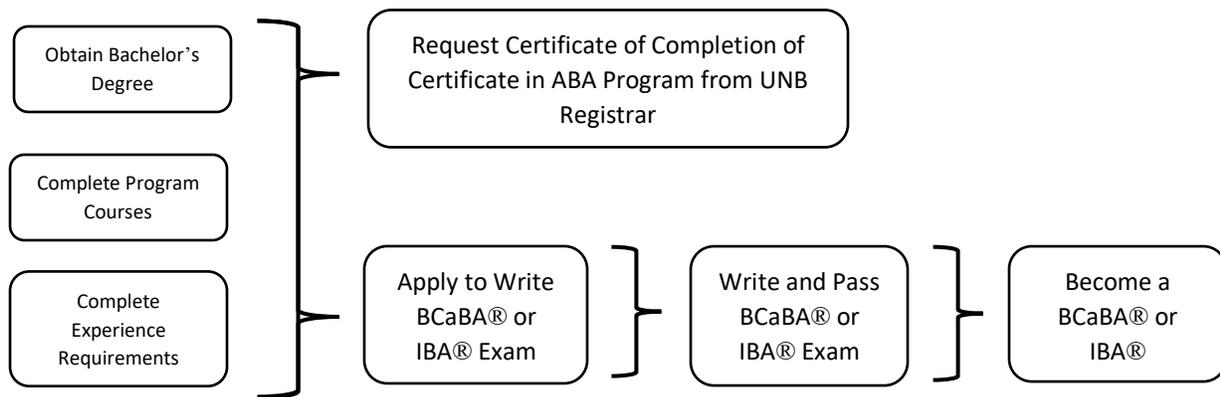
For more details refer to the IBAO website: <https://theibao.com/downloads/en>

Responsibilities of Students in the Program and after Completion of the Program

While this program is a “Certificate Program”, students must not call themselves “BCaBA®/IBA candidate” and completing the program does not allow students to call themselves “certified in behaviour analysis/applied behaviour analysis” or “BCaBA®/IBA Pending.” If there is a need for it, students may represent themselves as “working toward international certification.” Students may also say that they are completing or have completed UNB’s coursework and experience in the C-ABA program, but cannot mention the BACB®/IBAO or BCaBA®/IBA titles. Students must never mention the BACB®/IBAO or BCaBA®/IBA when representing themselves until *after* they have passed the BCaBA®/IBA certification exam.

C. Overview of the Sequence of the Program and Certification

To complete the program and become certified through the BACB or IBAO, students must meet three requirements and then pass an examination. These students may also request from the Registrar at UNB a certificate of completion of the C-ABA program. Some students may not desire to become certified through the BACB® or IBAO. In these cases, students would request from the Registrar at UNB a certificate of completion of the C-ABA program. These processes are summarized in the following figure:



II. Coursework

A. Required courses in the C-ABA Program

The following core courses are required for all C-ABA Program students:

- PSYC 2203 (3 CH) Foundations of Developmental Psychology
- PSYC 2515 (3 CH) Foundations of Learning
- PSYC 3125 (3 CH) Single Case Research Methods
- PSYC 3515 (3 CH) Introduction to Applied Behaviour Analysis

- PSYC 3525 (3 CH) Topics in Behaviour Analysis: Ethical Considerations
- PSYC 3565 (3 CH) Clinical Behaviour Change
- PSYC 3575 (3 CH) Organizational Behaviour Management
- PSYC 4515 (3 CH) Advanced Applied Behaviour Analysis

Normally, all students accepted into the on-campus C-ABA program must enroll in the on-campus sections of the above courses when they are offered.

Additionally, students will need 6 credit hours of practical experience to complete the C-ABA program. This requirement may be fulfilled in several ways:

- PSYC 4525 (6 CH) Applied Behaviour Analysis Practicum I* (Tuition + \$900 Practicum Fee)
- ARTS 3000 (6 CH) Faculty of Arts Internship* (Tuition)
- ARTS 4000 (6 CH) Advanced Arts Internship* (Tuition)
- PLA (6 CH) Prior Learning Assessment (PLA Fee)

An additional optional 12 credit hours^Δ of practical experience are available to students. These credits are in addition to the required core courses above and cannot be used to replace the core courses listed above and do not count towards the overall C-ABA Program requirements.

- PSYC 4535 (6 CH) Applied Behaviour Analysis Practicum II* (Tuition + \$900 Practicum Fee)
- PSYC 4565 (6 CH) Applied Behaviour Analysis Practicum III* (Tuition + \$900 Practicum Fee)
- PLA (12) Prior Learning Assessment (PLA Fee)

***The Practicum and ARTS Internship courses are available to on-campus students only. Online students must use the PLA route to earn the 6 credits of practical experience.**

^ΔThe optional additional 12 credit hours, along with any other additional courses a student wishes to enroll in while a C-ABA student, must be completed before applying to graduate from the program. These additional courses cannot be counted towards the requirements of the C-ABA Program.

After admission to the C-ABA Program, students must complete an online orientation and quiz. Following this, they are required to submit a coursework and practical experience plan to the Director of the C-ABA Program using the advising form. This plan must be approved by the Director before students begin their program.

B. Sequence of the Coursework

Upon acceptance into the program students should complete the following three courses first:

- PSYC 2203-Foundations of Developmental Psychology (unless the student has already met this requirement)
- PSYC 2515-Foundations of Learning
- PSYC 3515-Introduction to Applied Behaviour Analysis

After completing these courses, students should have the foundational knowledge such that they can enroll in any of the other courses[‡]. It is suggested that students complete PSYC 3525 – Topics in Behaviour Analysis: Ethical Considerations as soon as possible as it will have direct applications to experience accrual.

[‡]Please see the Undergraduate Calendar for a complete list of prerequisites for each course.

See the table below for a map of the suggested sequence of courses:

Year 1			
Pre-Requisite	Fall Semester	Winter Semester	Summer Semester
6 Credits of Introduction to Psychology	PSYC 2203	PSYC 3515	PSYC 3575
	PSYC 2515	PSYC 3525	PSYC 4515
	PSYC 3125	PSYC 3565	
	PSYC 4525 (Practicum I)		

See the table below for a map of the suggested sequence of courses for those wanting to complete the program in two years:

Year 1			Year 2	
Pre-Requisite	Fall Semester	Winter Semester	Fall Semester	Winter Semester
6 Credits of Introduction to Psychology	PSYC 2203	PSYC 3515	PSYC 3125	PSYC 3565
	PSYC 2515	PSYC 3525	PSYC 4515	PSYC 3575
			PSYC 4525 (Practicum I)	

Online students should take special care in determining when to take courses. If the student is not enrolled in any coursework for a year, they will need to reapply to the University and pay all fees associated with that. This is a general UNB regulation imposed on all students at UNB. Therefore, students should plan their program with the Director of the C-ABA program.

C. Required Steps Prior to Starting Coursework

Prior to starting coursework in the C-ABA program, there are several steps students must complete. They are as follows:

1. In some cases, the Director of the C-ABA program needs to grant students access for them to register for the courses. This is particularly true for students new or returning to UNB. The Director of the C-ABA program will do so *after* students have watched the orientation videos on D2L. Students must watch the videos and complete the orientation quiz on D2L, followed by notifying the Director of the C-ABA Program that they need their advising block lifted before the Director of the C-ABA Program will lift their advising block.
2. For the online courses:
 - a. Students will self-register using the UNB Student Planning and Registration system.
 - i. If advisor approval forms need to be signed, please forward them to the Director of the C-ABA Program.
 - b. Students will need to make sure that they pay the fees for the courses, as payment is what will confirm registration for the online courses.
3. For courses offered on campus:
 - a. Students can register for the on-campus courses as they would any other course offered on-campus, using the UNB Student Planning and Registration system.

- b. Practicum courses require approval by the Director of the C-ABA program. Details on how to be added to those courses will be covered in Section IV, subsection B.

D. Nature of the Coursework

Face-to-face courses are offered in the same format as other courses on campus. Students will meet regularly in a classroom setting with the instructor where lecture, group discussion, projects, and review of class material will occur.

The online sections of the courses are open-entry. Students will be required to adhere to the regular term registration deadlines but will continue to have flexibility to schedule their own calendar of learning. Students will have up to 6 months from the start of the semester in which they registered to complete their course. Like any course in higher education, students will be expected to read the assigned material, complete all assignments, and demonstrate they have learned the material. While they are self-paced, they are designed to be equal to the on-campus based courses. Please keep online course requirements in mind as some may require an invigilated test. These requirements are articulated in the introduction section of each online course.

III. Practical Experience

The practical experience embeds the scientist-practitioner model within applied settings. The foundations (listed above) learned through the coursework provided by the University of New Brunswick will be practiced in applied settings. Students are encouraged to accrue experiences from a variety of settings and populations. Students of the C-ABA program will be asked to demonstrate the skills needed by bachelor’s-level behaviour analysts in these applied settings as required by the C-ABA program, the Behaviour Analysts Certification Board (BACB®), and/or the International Behaviour Analysis Organization (IBAO). Throughout these experiences students will be provided with constructive feedback within a supervisory context, as well as other professional development opportunities that will advance the student’s behaviour analytic skills and abilities.

The program offers the opportunity to accrue experience hours towards either BCaBA or IBA requirements. Each credentialing body has their own set of requirements for experience hours to count towards their certification. Both credentialing body requires accruing at least 1000 hours of experience and supervision using behaviour analysis. Please see the table below for a quick summary of the fieldwork experience:

Experience Requirement Type	BACB Supervised Experience	BACB Concentrated Supervised Fieldwork	IBAO Supervised Practice
Total Hours Required	1300	1000	1000
Total Supervised Hours Required	65 (5%)	100 (10%)	50 (5%)
Number of supervision meetings every month	4 contacts	6 contacts	1 for every 20 hours accrued
Number of times supervisor must see you with a client	1/month		At least 50% of all supervision

Hours allowed per month	Minimum 20, Maximum 130	Up to 160, with no more than 40 per week
Maximum allowable Group Supervision hours	No more than 50% of all supervision hours	
Maximum allowable hours from implementing therapeutic or instructional procedures with clients	No more than 60% of all experience hours	

IV. Pre-Experience Requirements for Students

Under most circumstances all students should complete PSYC 2515 – Foundations of Learning or PSYC 3515 – Applied Behaviour Analysis AND PSYC 3525 – Topics in Behaviour Analysis: Ethical Considerations, prior to beginning their practical experience hours. There are a few reasons why the program suggests students wait to begin accruing experience until after these courses are completed. First, if students do not pass the course, all hours accrued during that course will not count towards the total amount required by the BACB. This rule only applies to the first course in behaviour analysis. For instance, if a student fails PSYC 2515, hours accrued while taking that course will not count towards the total number of hours accrued. Second, the key concepts and principles learned within those courses will be used as a foundation to the practical experiences. Third, students should have a solid understanding of the Ethical Codes for Behaviour Analysts prior to starting their practical experience.

Prior to accruing experiential hours all students in the C-ABA Program must pass a quiz on the D2L ABA Community course which covers the experience requirements outlined by the BACB and the IBAO. Students must create an account on www.BACB.com and/or www.theibao.com . Once students have passed the quiz, they are required to submit a copy of proof of successful completion to the Director of the C-ABA Program. Students are encouraged to download a copy of the BACB® BCaBA® Handbook and the IBA Requirements document and become familiar with the content contained within those two documents to ensure their experience counts towards the credentialing body’s fieldwork/practice requirements.

V. On-Campus Experience Requirements and Procedures

A. Practicum or Internship Requirements

All students in the Practicum or Internship courses accrue experience at a setting where they can employ behaviour analytic skills. Ultimately, it will be up to the student’s supervisor to determine whether activities qualify as behaviour analytic or not. Please refer to the BCaBA Handbook or IBA Requirements documentation for further clarification, including what activities cannot count as experiential hours. Along with the requirement of being behaviour analytic, the follow requirements are also in place:

- Students must accrue all practical experience within 5 years of beginning to accrue their experience hours.
- Students cannot provide behaviour analytic services to individuals to whom they are related or the primary caretaker.
- No more than 60% of all experiential hours can be from restricted activities such as implementing behaviour programs.

- No more than 50% of all supervision hours can be from group supervision.
- Students must accrue at least 20, but no more than 160 hours, per month.
- Students must sign a Supervision Contract with all supervisors involved prior to accruing hours.
- If students begin accruing hours during the first course of behaviour analysis and fail that first course, all hours accrued during the duration of the course will not count towards the total number of hours accrued. This rule only applies to the first course in behaviour analysis.

B. Application Procedures for the C-ABA Practicum and course Registration

When students are ready to enroll in a practicum course they must fill out an Application for C-ABA Student Practicum (available on D2L) and submit this, along with an Informed Consent Form (available on D2L), to the Director of the C-ABA Program. After this, the placement process will unfold as follows:

1. The Director of the C-ABA Program will suggest a locally available practicum setting on the basis of the student's interests expressed in the Application for C-ABA Student Practicum. Unless the student currently works at a site willing to provide supervision, students should NOT contact any practicum setting directly until notified by the Director of the C-ABA Program.
2. If a desired placement is not available, the Director of the C-ABA program will work with the student individually to identify an alternative placement.
3. Once the student is notified of an available practicum placement, they will make contact with the practicum site directly and submit a cover letter, copy of their curriculum vitae, and a copy of their Application for C-ABA Student Practicum.
4. Students should arrange a meeting between the student and the potential practicum setting to discuss the student's goals and expectations. This will also provide the practicum setting the opportunity to determine the suitability of their setting for the student's needs. Normally this will involve a visit to the clinical setting and a face-to-face interview with the practicum setting.
5. The practicum setting will notify the student of their acceptance or non-acceptance into the practicum setting. The student must notify the Director of the C-ABA Program of the final decision immediately. If a student is not accepted by the practicum setting, they should make arrangements for a meeting with the Director of the C-ABA Program for assistance in identifying an alternative placement.

Once the student secures a practicum site, they should notify the Director of the C-ABA Program. They may then begin the process of enrolling in the practicum course. This process will unfold as follows:

1. The student adds themselves to the waitlist for the course
 - a. If the course extends over the fall and winter semester, the student must place themselves in the waitlist for both sections of the appropriate course (FRE1X and FRE1Y)
 - b. If the course extends over the summer semester, the student must place themselves in the waitlist for one section of the appropriate course (FRE1)
2. The student must then notify the Director of the C-ABA program that they have placed themselves on the appropriate waitlist(s).
3. The Director of the C-ABA Program will grant the student permission to register into the course. This will cause an email to be sent to students notifying them that they may fully register for the course. Students should follow the directions in that email to complete the registration process.

4. Students will have 24 hours from receiving this email to complete the registration process. Otherwise, the entire process will have to be restarted by the student placing themselves on the waitlist(s) for the course again.

If a student opts to accrue their experience hours through an ARTS Internship, the student must apply to enroll in one of those courses. The process for this is explained here:

<https://www.unb.ca/fredericton/arts/internship/applying.html> However, students will have additional steps they must complete before the ARTS Internship can be counted towards the experience requirements of the C-ABA program. Specifically:

1. The student must choose a site that accepts ARTS Internship students;
2. The student must choose a site that has a BCBA supervisor that has agreed to provide supervision to you as an ARTS Internship student; AND
3. The C-ABA Program Director (or designate) must be the faculty supervisor for the ARTS Internship.

C. Memorandum of Agreement (MOA) and Supervision Contract

Regardless of whether the experience is accrued through the PSYC Practicum courses or the ARTS Internship courses, before beginning to accrue hours the student and the site must first complete the MOA (available on D2L) and ensure that all necessary signatures are included. The MOA documents the relationship between the student, the Director of the C-ABA Program, the BCBA supervisor, and the practicum site. The MOA can be altered in the event an individual BCBA supervisor or the practicum site has a disagreement with respect to a responsibility in the agreement. These changes will need to be made clear to all parties. The supervision contract documents the relationship between the student and those providing the student supervision (the BCBA supervisor and, in some cases, the Director of the C-ABA Program). In some cases, the MOA can be a part of the supervision contract; in other cases, the MOA will be separate from the supervision contract. If a student is accruing hours for IBA certification, the student and supervisor will sign a supervision contract through the student's IBAO portal.

In cases where the BCBA supervision is provided by a BCBA who is **NOT** a staff member of the practicum site, the MOA and supervision contract will be separate. The MOA will document what is expected by the student from the practicum site's perspective, how the practicum site will incorporate the supervision from the outside BCBA into the student's activities at the practicum site, and guidelines for all parties involved regarding site visits and sharing of information. Essentially, in these cases the MOA will outline how the practicum site will interact with the learning experience of the student. A sample MOA can be found in Appendix B. The supervision contract will document the responsibilities of the supervisor and student, what activities will be appropriate, and that the supervisor will complete the behaviour analysts skills form including providing opportunities for the student to demonstrate learning of those skills, consequences should one of the signees not abide by the contract, and a statement that both the supervisor and student will adhere to the BACB® Ethics Code. A sample supervision contract can be found in Appendix C; however, supervisors may wish to add additional elements to their supervision contract.

In cases where the BCBA supervision is provided by a BCBA who is a staff member of the practicum site, the MOA and supervision contract can be one document. This one contract will outline the responsibilities of the student to both the on-site BCBA supervisor and the practicum site. BCBA supervisors also have the option of completing the MOA and supervision contract separately in these cases.

By signing these forms, it is understood that the student, practicum site, and supervisors are in agreement with the responsibilities of individuals involved in the experiential hours of the student.

D. Approved Sites

Students are expected to complete their practicum experience at an approved experience site. A list of approved intensive practical experience sites is included within this guide (see Appendix). Each site lists the population they work with, a short description of their site, and contact information. Students must secure placement at an experience site at least 2 weeks prior to starting their experience. Any changes in practical experience sites must be approved by the Director of the C-ABA Program. In some cases, changes may not be permitted until the beginning of the next semester.

Non-approved sites. Students may not use hours from non-approved sites for the practicum courses. If a student wants a new site approved, such as their current place of employment, the student must request all changes and amendments prior to the start of the semester; such requests should be documented via a memo channeled through the Director of the C-ABA Program. The student will need to find a BCBCA supervisor who has expertise in the proposed population or site and submit a Field Experience Pre-Approval Form. The Director of the C-ABA Program may visit the site to determine its suitability.

E. Ongoing Documentation and the Behaviour Analysts Skills Assessment

Students accruing experience will need to complete either the BACB Experience Verification Forms or the IBAO Supervision Documentation Form. The BACB[®] Monthly Experience Verification Form can be found on the BACB website. Additionally, to comply with BACB[®] requirements, students will need to have a documentation system that complies with the “unique documentation system” requirements. This includes documenting each session where experience is accrued, each supervision meeting, and a summary of each supervisory period (available on D2L). The IBAO Supervision Documentation Form can be found in the student’s IBAO portal.

The ways in which students will learn skills found in the Behaviour Analysts Skills Assessment (available on D2L) will vary depending on the site and the supervisor. Nonetheless, the objectives of the experiential hours will be to learn as many of these skills as possible. It is highly suggested that students and supervisors meet at the beginning of the relationship to discuss strategies for learning these skills. Additionally, it is highly encouraged that supervisees and supervisors visit this assessment during each supervision meeting.

The Behaviour Analysts Skills Assessment is directly tied to whether a student earns credit towards their experience; therefore, it is a requirement that the Form be filled out. Supervisors can also use the Assessment to guide supervision meetings and topics. Important to note is that one activity may count for more than one of the skills on this Assessment. For example, a student conducting discrete trial training to teach tact’s to a client while recording frequency data on the number of mands emitted could be used against three skills in the Assessment.

F. Responsibilities of the Director of the C-ABA Program

- Provide information to students on practicum training opportunities.

- Act as a liaison between students, practicum sites, and BCBA supervisors and facilitate communication between the parties, if needed. This includes in situations where the student experiences difficulties on the practicum or issues between practicum sites and the learning experiences.
- Coordinate the application process.
- Register students for practicum courses.
- Acknowledge receipt of and respond to all correspondence from the practicum settings and BCBA supervisors that pertain to student practica. This will include but is not limited to practicum objectives and evaluations.
- Maintain records on student learning on the Behaviour Analysts Skills Forms, UNB Monthly Experience Tracking Document, Monthly Experience Verification Forms, Final Experience Verification Forms, MOAs, and Supervision Contracts.
- Receive students' evaluations of practicum placements.
- Receive evaluations of students in practicum placements from practicum sites and BCBA supervisors.
- Provide a weekly group supervision meeting to supplement individual supervision provided by BCBA supervisors (either on-site or remote).

G. Responsibilities of the Student

- Students are responsible for applying to enrol in the practicum course.
- Students are responsible for applying to a practicum setting and for ensuring that all necessary application documentation has been received by the practicum site and BCBA supervisor.
- Students are responsible for obtaining a background check, fingerprinting, tuberculosis test, social development check, or any other documentation or test required by the practicum site.
- Students are to ensure that the Director of the C-ABA Program is kept fully informed of the status of their practicum.
- Students are responsible for providing a copy of the MOA and Supervisor Contract to the Director of the C-ABA Program within two weeks of beginning the practicum.
- Students are responsible for keeping accurate records of their experiential hours. Students will record the amount of time spent on various tasks from administrative duties and case preparation to assessment and therapy. Students will record this information in the UNB Monthly Experience Tracking Document which will be found on D2L. Students will be responsible for keeping the Experience Tracking Document up to date and will input the relevant information from the supervision forms received in their OneDrive Folder. Finally, students will be responsible to initiate the completion of the BACB's Monthly Experience Verification form (downloaded from www.BACB.com).
- Students are expected to conduct themselves in a professional manner at all times according to the Professional and Ethical Compliance Code for Behaviour Analysts and the Canadian Code of Ethics for Psychologists. If students are in doubt at any time about a situation, they should consult with one of their supervisors.
- It is expected that students will be dependable, reliable, professional, and punctual. They are to keep accurate and up-to-date records. All reports and letters are to be countersigned by the supervisor.
- Students must ensure that all information about clients is kept confidential and they should provide client information to other agencies or professionals only after written permission to release information has been obtained from the client. If there is doubt or uncertainty, assistance should be sought from the supervisor.

- If students encounter any difficulties in their relations with clients or other staff, they are to immediately report this to their supervisor. The Director of the C-ABA Program should also be notified of such incidents if considered serious by either the student or supervisor.
- If any problems arise with the supervisory relationship, it is the responsibility of the student to immediately consult the Director of the C-ABA Program. Students should initially attempt to resolve any difficulties with the practicum supervisor. When resolution does not occur, the Director of the C-ABA Program may intervene to facilitate resolution of the difficulty.
- Students are to complete an evaluation of the practicum after they have received their final evaluation from the Practicum Supervisor (available on D2L).
- Students must keep copies of all forms and documents submitted to the Director of the C-ABA Program in accordance with BACB® guidelines.

H. Responsibilities of the Individual BCBA Supervisor

The Practicum supervisor must be a BCBA in good standing with the BACB® and be eligible to provide supervision (has completed the 8-hour supervision course, and accrues 3 CEs related to supervision in each recertification cycle, and it is one year after they obtained certification as a BCBA). They must meet with the student twice each month, with one of those meetings including a client contact.

The Practicum supervisor is responsible to the student for the *training, supervision, and evaluation* of the student's professional performance for the duration of the practicum placement within the context of their practicum setting. These three components of practicum supervision are described by the specific actions that supervisors bring to the supervisor-supervisee relationship.

1. *Training*- it is the responsibility of the practicum supervisor to schedule a joint session with the student to develop a plan on how to use the Behaviour Analysts Skills Form in the practicum site. The practicum supervisor will then take responsibility to ensure the student is provided with relevant training opportunities that are appropriate to the student's skill level, the resources of the practicum site, and the practicum course syllabus. Training may be done in-person or via phone or video conference; however, if done via phone or video conference it is required that video review of performance be conducted. Supervisors will also be expected to provide supervisees opportunities to accrue unrestricted hours via activities such as conducting reviews of client records, participating in assessments of client behaviours and repertoires, creating behaviour plans, creating graphs and monitoring behaviour-change programs, training parents or other stakeholders in behaviour programs, or monitoring performance of staff. In some cases, time spent training can count as BACB supervision.

2. *Supervision*- it is the responsibility of the practicum supervisor to remain fully informed of all professional activities of the student. It is also important that the supervisor provide clear, specific, consistent and regular feedback to the student on his or her professional performance. For UNB's practicum, at least 2.5% of the student's total hours per month of individual supervision should be scheduled with the student with at least 15 minutes of client observation whereby the practicum supervisor directly observes the student's clinical skills in joint sessions with a client and/or by videotape or audiotape review of the student's contact with clients at least once per month. This will be supplemented with group supervision meetings and other forms of professional development activities for another 2.5% of supervision hours per month from the Practicum Instructor. We also believe it is crucial that the student have access to the supervisor on an informal basis so that issues arising in the course of professional practice can be quickly dealt with by the practicum supervisor. If the practicum supervisor will be away for an extended period of time (i.e., > 1 week), the Director of the C-ABA

Program and/or Practicum Instructor should be notified by the practicum supervisor or acting supervisor in the event of an unexpected absence.

3. *Evaluation*- it is the responsibility of the student(s) to initiate supervision meetings with the Practicum Supervisor during a practicum placement to formally evaluate their performance in the practicum. The Behaviour Analysts Skills Assessment Form (available on D2L), along with the UNB Supervision Forms (see Appendix) should form the basis of the evaluation. Information from the student's UNB Monthly Experience Tracking Document may assist the supervisor in determining whether practicum goals and objectives have been met. Additionally, it is recommended that supervisors refer to the Behaviour Analysts Skills Form during each supervision meeting. This will then become the basis of the supervisor's final evaluation each semester.

For the final evaluation, the student and supervisor should first complete the appropriate sections of the Behaviour Analysts Skills Assessment. This will then become the basis of the supervisor's final evaluation, which is completed in Section B of the Student's Final Evaluation Report (available on D2L). The final evaluation should reflect the extent to which the student has met the goals and objectives set at the beginning of the practicum. After completing the Final Evaluation Form the supervisor will discuss the results with the student, who will then provide comments about the evaluation and sign it. The supervisor will then send a copy of the final evaluation to the Director of the C-ABA Program within a week of the termination of the practicum placement. The Director of the C-ABA Program may want to discuss the outcome of a student evaluation with the supervisor and/or student.

I. Responsibilities of the Practicum site and site supervisor

- The practicum sites and/or site supervisors have the right to interview and accept UNB C-ABA Program Students enrolled in the university-based practicum deemed appropriate for their site.
- The practicum site and site supervisor are responsible for accepting or, with explanation, not accepting students for work at their practicum site. All reasons for not accepting the student will be kept confidential unless the site or supervisor agrees to disclose this information to the student. Non-acceptance must be communicated to the Director of the C-ABA Program. Please respond to student applications/inquires within 2 weeks.
- The practicum site and/or site supervisor is responsible for training students on site-specific policies, procedures, values, traditions, or material.
- Practicum sites must inform students of the need for a background check, fingerprinting and/or a tuberculosis test; obtain the student's background check, fingerprints, and/or tuberculosis test; and maintain the confidentiality of any results as required by federal and provincial law.
- Practicum sites and/or site supervisors agree that the individual BCBA supervisor may provide case/client recommendations for assessment and treatment; however, it is at the discretion of the practicum site or site supervisor whether these recommendations will be used. It is ultimately the site's responsibility to approve and monitor any services provided to the site's consumers. i.e the BCBA supervisor does not serve as a clinical consultant, unless specifically asked and the individual BCBA agrees with a written contract, and is not liable for any suggestions, feedback, or recommendations provided to the student or site supervisor.
- Practicum site is responsible for providing the student with a written description of the student's tasks and responsibilities.
- The practicum sites and/or site supervisors understand that for a portion of the student's experience, they will need to share information regarding their experiences with other students during group

supervision. During these group supervision meetings the students may be asked to discuss current caseloads, intervention plans, and other related activities for practical discussions. During these discussions students will respect practicum site, supervisor, and client privacy by de-identifying the case information.

- The practicum site and/or site supervisor is responsible for notifying the Director of the C-ABA Program and BCBA supervisor if a practicum student breaks a policy at the site, has poor performance, is witnessed or thought to have engaged in unethical behaviour, or has been released from accruing hours at that site.
- Practicum sites and/or site supervisors are to coordinate with the individual BCBA supervisor and Director of the C-ABA program to provide learning opportunities for students.
- Practicum sites and/or site supervisors are responsible for providing an end-of-semester evaluation of the UNB C-ABA student.
- Practicum sites and/or site supervisors understand that individual BCBA supervisors or the Director of the C-ABA Program will need to visit the site to provide supervision or check up on the student.
- Practicum sites and/or site supervisors will work with the Director of the C-ABA program to benefit all parties.

J. Experience Evaluation Process

Various aspects of the evaluation process have been described under sections dealing with the responsibilities of the Director of the C-ABA Program, student, and BCBA supervisor. Below is a brief summary of the steps that should be followed when evaluating a student's performance in an experiential course:

1. The supervisor and student shall meet during the final week of the experience and complete the Behaviour Analysts Skills Assessment, if needed, and the Final Evaluation Report.
2. The supervisor completes the Behaviour Analysts Skills Assessment, which the student will send to the Director of the C-ABA Program, and the Final Evaluation Report is sent directly to the Director of the C-ABA Program by the supervisor within a week of the end of the experience.
3. Upon receiving the Final Evaluation Report the Director of the C-ABA Program will submit a credit/no credit grade for a practicum course. In the case of the ARTS Internship, the faculty supervisor submits a grade to the ARTS Internship Coordinator based on the student's final project.
4. The student shall submit to the Director of the C-ABA Program their evaluation of the experience using the Student's Evaluation of Practicum Form (available on D2L). The Director will review this information and may wish to discuss it further with the student. In order to protect student confidentiality, results of the student's evaluation of the practicum will be communicated to the supervisor and/or site only after a number of site evaluations have been received and it becomes possible to provide aggregate non-identifying data.
5. Any anticipated problems in the evaluation process should be reported to the Director of the C-ABA Program.

K. Appeal and Remediation

Cancellation or premature termination of a practicum: A variety of unforeseen circumstances, such as illness, supervisor unavailability or the like, may result in the need to cancel or prematurely terminate a practicum. A practicum may be cancelled or prematurely terminated at the request of the student, supervisor, or Director of the C-ABA Program. A written notice indicating the date and reason for the

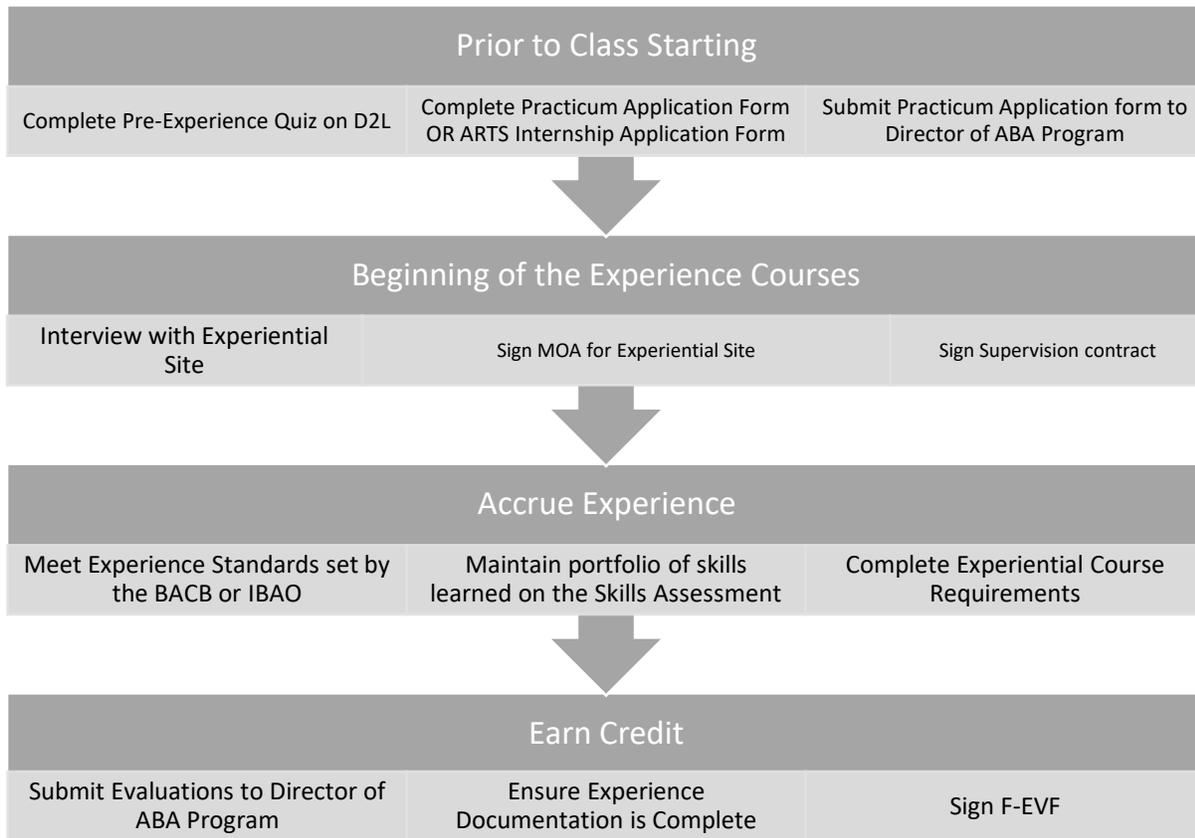
cancellation should be sent to the Director of the C-ABA Program by the student or supervisor. All concerned parties, the student, practicum supervisor, and Director of the C-ABA Program, should be notified as soon as possible about a decision to cancel or terminate a practicum. Practica that have been cancelled or prematurely terminated for reasons external to the student's performance will not be considered a failure, and the student and Director of the C-ABA Program will work together to determine a suitable alternative placement. However, premature termination of a practicum could result in the loss of hours that would otherwise have been credited toward the student's total number of practicum hours. All hours accrued that meet the intensive practicum requirements set forth by the BACB or IBAO will be credited towards the student's total number of hours. For instance, if due to premature termination of a practicum, a student does not accrue the required 20 hours of experience hours or does not receive enough individual supervision, the hours accrued would not count towards the student's total number of hours.

Remediation and failure procedures: Because students receive course credit for practicum training, the procedure for dealing with failure and appeals of practicum evaluation is ultimately under the rules and regulations for appeals of the University of New Brunswick. An important feature of the appeal process is the attempt of all concerned to negotiate a resolution to the problem at the lowest possible and most informal level. As the level of the appeal escalates, so does the degree of formality. In the spirit of the principles and procedures of appeal and remediation recommended by the university, the following steps should be taken if a student's performance in a practicum placement is in doubt.

1. The primary BCBA supervisor or site supervisor should notify the Director of the C-ABA Program immediately of any serious concerns about a student's performance or behaviour in a practicum. If a student's performance is in doubt, for example, as indicated by a non-satisfactory performance evaluation on UNB Practicum Supervision Forms, this should come to the attention of the Director of the C-ABA Program well before the completion date of the practicum.
2. The Director of the C-ABA Program, in consultation with the supervisor and student, will seek to devise a remediation plan with clearly specified goals and methods of evaluation. The progress of the student in meeting the objectives of the remediation plan will be closely monitored by the supervisor and Director of the C-ABA Program. It is the responsibility of the supervisor in consultation with the Director of the C-ABA Program to recommend, based on the outcome of the remediation plan, whether the student receive credit for the practicum. The BCBA supervisor may require the student to withdraw from the placement and recommend failure of the practicum in circumstances where remediation is not considered feasible.
3. The BCBA supervisor shall supply a written notice of the reasons for failure to the student as well as the Director of the C-ABA Program. Hours accrued during the time leading up the failure will not be counted towards the total number of hours needed for the course.

L. Summary of the On-campus Experiential Component

The figure below summarizes the requirements for completing the Experiential component of the C-ABA Program as an on-campus student.



VI. Practical Experience Requirements for Online Students

A. Supervisor Requirements

Once students have met the pre-requirements outlined above, they can begin the process of securing a BCBA Supervisor for their experience site. Online students will need to find a supervisor on their own, though the Director of the C-ABA Program is available for additional guidance on choosing a supervisor. Once students have chosen a supervisor and the supervisor has agreed to provide supervision, they need to submit a Field Experience Pre-Approval Form (available on D2L). On the Field Experience Pre-Approval Form students are asked to provide information about the location where the student will be accruing hours and the name of the proposed supervisor; it also requires that the student submit the Curriculum Vitae of the supervisor along with proof the supervisor has completed all requirements set forth by the BACB® or IBAO to provide supervision.

If there is a supervisor at the organization where the student is currently working, it is suggested that students ask if they are willing to supervise them. If there is not a BCBA supervisor at the student's current organization, they will need to contact a BCBA and contract supervision with them (i.e. pay an outside BCBA to provide supervision). Students can find these supervisors through the BACB website or by searching online for BCBAs willing to provide supervision. The rates for supervision can vary from \$50 an hour and up, with the cost not necessarily corresponding to the quality of supervision provided. It is very important that students interview prospective supervisors to determine what their philosophy of supervision is and how they handle issues such as emergency contacts with the supervisor.

B. Accruing Hours and Supervision

Once students have found a supervisor that suits their needs, they will need to sign a contract with that supervisor. Supervisors typically have a supervision contract for prospective supervisees that outlines the responsibilities and expectations for both the supervisee and supervisor. If supervisors do not have a contract specific to their supervision, they may find a sample contract on the BACB's website.

Additionally, if students are accruing hours towards IBAO certification, they will need to complete the supervision contract in their IBAO portal. Please see the table in section III – Practical Experience for requirements for the experience to count towards certification. While it is highly encouraged that supervisees and supervisors visit the Behaviour Analyst Skills Assessment during each supervision meeting, it is expected that the overall assessment is re-evaluated every 300-400 hours of experience to monitor overall progress (available on D2L).

All students in the C-ABA Program must accrue experience in a setting where they can employ behaviour analytic skills. Ultimately, it will be up to the student's supervisor to determine whether activities qualify as behaviour analytic or not. Along with the requirement of being behaviour analytic, the following requirements are also in place:

- Students must accrue all practical experience within 5 years of beginning to accrue their experience hours.
- Students cannot provide behaviour analytic services to individuals to whom they are related or the primary caretaker.
- No more than 60% of all experiential hours can be from restricted implementation activities such as implementing behaviour programs or working 1-on-1 with clients.
- No more than 50% of all supervision hours can be from group supervision.
- Students must accrue at least 20, but no more than 160 hours, per month during times that they are accruing hours.
- Students must sign a Supervision Contract with all supervisors involved prior to accruing hours.
- If students begin accruing hours during the first course of behaviour analysis and fail that first course, none of the hours accrued during the duration of the course will count towards the total number of hours accrued. This rule only applies to the first course in behaviour analysis.

C. Ongoing Documentation and Check-Ins

Online students will need to complete the BACB® Monthly Experience Verification Form (which can be found on the BACB website) or the IBAO Supervision Documentation Form (which can be found in the student's IBAO portal). Additionally, to comply with BACB® requirements, students will need to have a documentation system that complies with the "unique documentation system" requirements. This includes documenting each session where experience is accrued, each supervision meeting, and a summary of each supervisory period. Independent BCBA supervisors may have a unique documentation system in place already; however, if one is needed, there are forms on D2L that meet these requirements.

Students in the online program are expected to submit each Monthly Experience Verification Form or Supervision Documental Form once a month with the Director of the C-ABA program on D2L (Desire to Learn – the learning management platform used by UNB). During this check-in, students will be asked to summarize what skills have been learned in that past month.

D. Earning PLA Credit

Once students have accrued the requisite amount of experience, they may apply for a prior learning assessment (PLA) in order to be granted at least 6 credit hours as required by the C-ABA Program, and up to 18 credit hours, if students so choose. To begin this process students need to submit three things to the College of Extended Learning at UNB:

1. *Prior Learning Assessment Application (available on D2L)*

Students provide information such as where they accrued their hours, with whom they accrued those hours, along with proof of earning those hours by turning in copies of the required BACB or IBAO forms. Students must submit these items with the UNB CEL PLA application (available on D2L).

2. *Proof of Learning*

To show that students in the supervised independent fieldwork stream have learned similar skills as those on-campus, students will need to complete the Behaviour Analysts Skills Assessment (available on D2L) throughout their time accruing hours. In this form, students will find a list of behaviour analytic skills, organized into basic, intermediate, and advanced skills. These skills have an attached behaviourally anchored rating scale (BARS) for supervisors to fill out.

3. *PLA Fee*

There is a \$450 fee associated with the PLA. Keep in mind students do not pay the usual tuition for each of the credits earned through PLA. The PLA fee is for assessment of the student's whole portfolio to determine whether they have learned the skills.

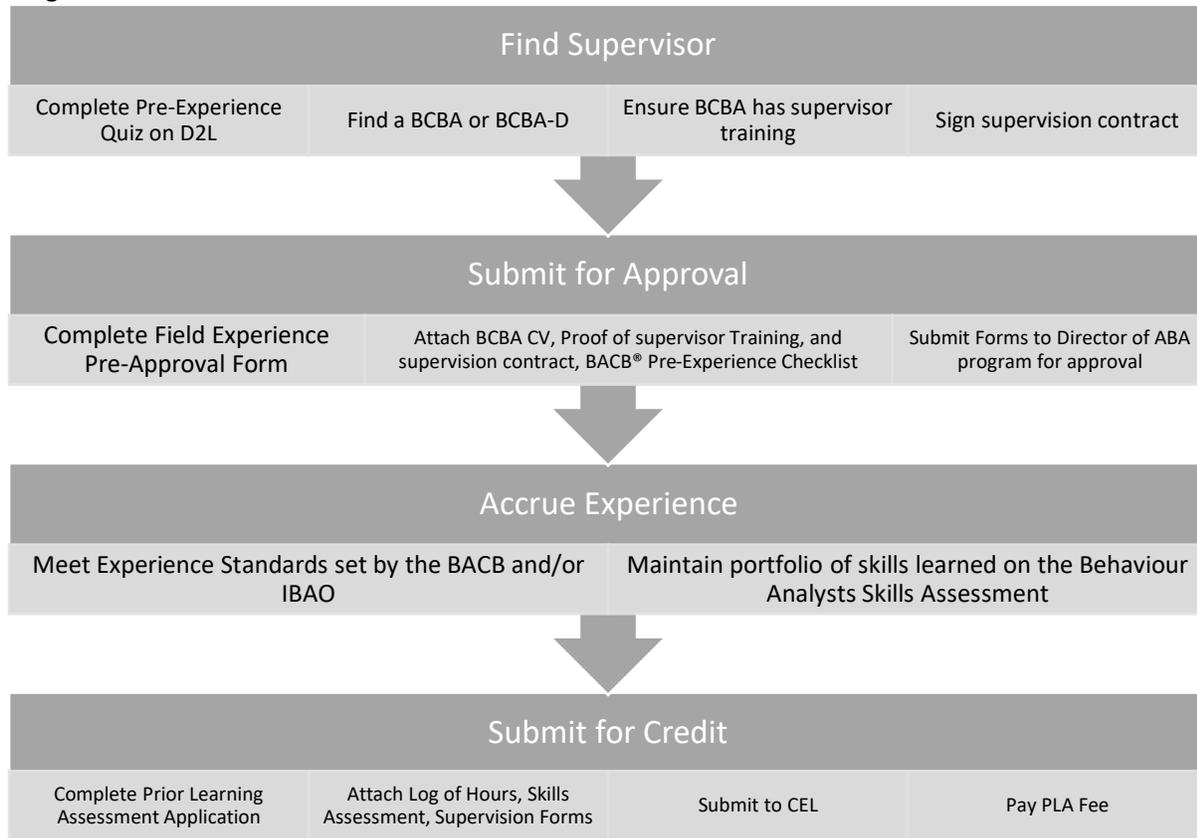
Once a student submits the application for PLA, the Director of the C-ABA Program will review the student's portfolio and grant PLA credit provided all requirements have been met. The requirements are as follows:

1. The number of credits granted will be determined through a combination of hours accrued and competencies learned.
 - a. Students accruing up to 430 hours AND at least 25 competencies will be granted 6 credits.
 - b. Students accruing between 430 and 860 hours AND at least 50 competencies will be granted 12 credits.
 - c. Students accruing over 860 hours AND at least 75 competencies will be granted 18 credits.
2. The student has submitted all required supervision documentation to the Director of the C-ABA Program.

Students will then receive the corresponding number of credits on their transcript, which will not have a course number associated with it but will have a description of "ABA Practicum" associated with the credits. Please note that any additional PLA credits beyond the required 6 cannot be used to replace any of the core courses listed in section II, subsection A.

E. Summary of the Experience Components for Online Students

The figure below summarizes the requirements for completing the experience component of the C-ABA Program.



VII. Applying for Conferral of the Certificate

Once all requirements have been met, students will need to request the Office of the Registrar to grant the certificate. Below are the steps involved in this process:

1. Students must email the Director of the C-ABA Program that they intend to request their certificate. In the student's email to the Director of the C-ABA Program, they should include their name and student number. This will allow the Director of the C-ABA Program to review the student's record in advance of the Registrar's office email in step 3 below.
2. Students must complete the Completion of Certificate/Diploma Form: <https://es.unb.ca/forms/completion-of-certificate-diploma/>
3. The Registrar's office will contact the Director of the C-ABA Program to confirm that the student qualifies to receive their certificate.
4. The Director of the C-ABA program will either confirm or deny that the student has completed all of the courses and experience hours for the certificate.
5. The Registrar's office will issue the certificate to the student.

APPENDIX
LIST OF APPROVED PRACTICUM SITES

VIVA Therapeutic Services

VIVA Therapeutic Services provides intensive behavioral intervention to preschool children with Autism Spectrum Disorders throughout the province of New-Brunswick.

Contact Information:

Janet Mitton, BCBA, SLP
VP of Clinical Services
259 Brunswick St
Suite 301
Fredericton, NB
(506) 455-0285
janet.mitton@vivanb.ca
<https://www.vivanb.ca>

Jobs Unlimited

Jobs Unlimited facilitates work placement for individuals who face significant barriers to employment within the community. It is their belief that individuals with an intellectual disability can perform meaningful work. Providing them with the opportunity to experience the dignity of work can allow them to make significant progress in their everyday lives.

Contact Information:

Guna Kulasegaram
Executive Director
1079 York St.
Fredericton, NB
(506) 458-9380
guna@jobsunlimited.nb.ca
<https://jobsunlimitednb.ca/>

Els Foundation

The Els Center of Excellence is a world-class facility hosting leading-edge Programs and Services. Based in Jupiter, Florida, the Foundation opened the first two buildings of its 26-acre campus in August 2015 and is on track to be a game-changing resource in the field of autism and a leading example of what can be available to individuals on the spectrum. Having all the essential components on one campus, with integrated programming and the continuity of service this allows, is not only a game-changer for the

local autism community, but makes the campus the perfect hub for a variety of global outreach activities. This insures The Els Center of Excellence's positive influence is felt far beyond the boundaries of its walls. Once the campus is completed, the impact will be magnified!

Contact Information:

Dr. Jessica Weber, BCBA-D

Behaviour Services Manager

18370 Limestone Creek Road

Jupiter, Florida 33458

jessica.weber@elsforautism.org

<http://www.elsforautism.org/programs-services/education/college-practicum-internships/>

Autism Connections Fredericton

Autism Connections Fredericton (ACF) is a locally based non-profit organization committed to helping individuals with Autism Spectrum Disorders (ASD), their family, friends, and professionals working with them in the Fredericton area. We provide free access to referrals, resources, support, education, and outreach services to our members and the public.

Contact Information:

Shannon O'Brien

Executive Director

1666 Lincoln Rd.

Fredericton, NB E3B 8J6

Phone: (506) 450-6025

Email: acf@nb.aibn.com

<http://www.autismconnectionsfredericton.com/>

First Nations Education Initiative Inc.

First Nation Education Initiative Incorporated welcomes you to our website and we are hopeful that you will return to visit us often! F.N.E.I.I. is a First Nation Regional Managing Organization that came into existence in 2004 through Federal contributions. First Nation Education Initiative Inc. represents an alliance of seven First Nation communities from the province of New Brunswick which includes: Buctouche, Eel Ground, Eel River Bar, Fort Folly, Indian Island, Metepenagiag, and Pabineau. We provide our member First Nations with the opportunity to further strengthen the overall quality, accessibility and relevance of education programs for First Nation people in New Brunswick. Our goal is to improve student achievement for all First Nation students beyond the levels of their non-First Nation peers.

Contact Information:

Brian Kelley (Director of Student Services Coordinator) <http://www.fneii.ca/about/>

Email: shelbyvthomas@gmail.com and directorstudentservices@fneii.ca

Open Minds Centre of Learning Inc

Open Minds Centre of Learning Inc (OMNB) supports children, youth, caregivers, organizations, and trainers with behavioural practices through a trauma-informed lens. Open Minds is committed to building capacity, while providing services that are safe, respectful and empowering for our clients, partners and team members. Open Minds trauma-informed lens ensures that we prioritize meeting the client's needs through a collaborative strength-based approach to achieve their goals.

Our integrated clinical team is made up of qualified professionals who thrive on achieving systemic change through client centered plans. Open Minds achieves this by supporting all stakeholders collaboratively with dignity and respect. Our team focuses on socially valid and evidence-based practices to effectively provide services that acknowledge, honour and integrate each clients' cultural values, beliefs and processes.

Open Minds Centre of Learning Inc is committed to actioning forward in supporting our schools, communities and businesses. We believe that meeting our clients' where they are at is foundational in developing a society that cultivates compassion, connection and passion for learning. Ultimately, our goal at Open Minds is to support the growth of a holistically stronger community.

Contact info:

506-472-7956

admin@omb.org

OMNB.ORG

Civic Address:

466 Queen Street, Unit 3

Wilmot Alley

Fredericton NB

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