



2007-2008

**Applied Behavior Analysis for Special
Populations**

Graduate Certificate Program approved by the
Behavior Analyst Certification Board, Inc™

**A graduate certificate program presenting concepts, skills and
information for using behavioral technologies to
improve learning and social behaviors**

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Melmark *New England*

WELCOME, APPLICANTS

The University of Massachusetts/Boston and Melmark New England are pleased to offer the Applied Behavior Analysis for Special Populations graduate certificate program for the seventh consecutive year beginning in Fall 2007. During the first six years, the program has had more than 225 students enrolled in the course sequence. Those students who have decided to go forward and sit for the examination at either the Associate's level or Master's level have been extremely successful. The current passage rate is over 90%.

It is anticipated that the 2007-2008 course sequence will prove to be an exciting year. There have been changes at the Behavior Analysis Certification Board (BACB), including the addition of a fifth course. The five-course sequence, which has been approved by the BACB Board at the Master's level, began in September of 2005. The program addresses the competencies for the BA level as well.

When applying for the ABA graduate certificate program, please understand that you must meet the following **prerequisites**:

- Completion of a Bachelors or Masters Degree in Education, Psychology, or a related field approved by the Program Coordinator, Dr. Mary Brady (mary.brady@umb.edu)
- Undergraduate GPA of 3.0 or approval of Program Coordinator
- Employed or volunteering currently at a site that enables you to dedicate at least 10 hours per week in applying behavior analytic skills. **Note:** let us know if you have not located an appropriate site and would like suggestions. Contact the program coordinator, Mary.brady@umb.edu

To apply, complete the application to the program through the university's Graduate Admissions Office. You may obtain the application through the Web site and apply either online, or print the application and submit it along with other required documents. (see page 6 for details about the application process)

Specific steps for applying to the program are provided in the next section, Course Description and Application Process, beginning on the following page.

You are also responsible for checking the Behavior Analysis Certification Board frequently for the most current information about additional requirements that are not included within this graduate certificate program, such as experience and supervision.

www.bacb.com

ABA PROGRAM CONTACT INFORMATION:

Margaret.Pantridge@umb.edu 617.287.7265 Program Administrator OR

Mary.Brady@umb.edu 617.287.7254 Director of Professional Development

Center for Social Development and Education

University of Massachusetts Boston

100 Morrissey Blvd

Boston, MA 02125-3393

Fax 617.287.7249

Course Description and Application Process Cohort 7: September 2007-August 2008

Course sequence offered at the Master's level (BCBA) and Bachelor's level (BCABA) and approved by the Behavior Analyst Certification Board, Inc™

This five-course graduate sequence (15 graduate credits and 225 hours) is designed to enable students to serve as effective practitioners who can assess, design, implement, and evaluate applied behavior analysis (ABA) programs by providing them with the knowledge, concepts, and skills of basic ABA principles, ethical considerations, generalization strategies, and application to special populations and settings. Students will receive guided practice with each course's content by developing a Case Study that may be course-specific or continue across several courses. Successful completion of all five courses will meet the coursework requirement to sit (at the Master's level) for the national Behavior Analyst Certification Board licensing examination.

The course sequence is Web-enhanced and will require students to readily have access to a computer and the Internet. It is not an online program, but students will need to access a designated Web site to complete quizzes and tests and to download course material.

The course will also be offered via interactive video. The course will originate from the UMASS/Boston site and will be broadcast simultaneously to two or three other sites. This format of course requires students to be respectful of the technology and to adhere to special guidelines when interacting with the professor and classmates

The Individual Courses

EdcG 651 *Applied Behavior Analysis for Special Populations: Basic Principles I*

Wednesdays, 4pm-9pm September through mid-November

This is the first course in a series of five graduate courses concentrating on Applied Behavior Analysis. The intent of this course is to provide students with the basic applied behavior analysis concepts and skills. The curriculum has been approved by the national Behavior Analyst Certification Board in the initial content areas of Ethical Considerations in Behavior Analysis and Definitions and Characteristics and Principles, Processes and Concepts. At the completion of the course students will be able to meet the professional standards identified per the task objectives of each class session. Students will complete the first phase of an extensive case study to demonstrate mastery of the course competencies.

EdcG 651 meets Behavior Analyst Certification Board, Inc.™ requirements for the following:
Ethical Considerations in behavior analysis- **10 hours** (out of 15)

Definitions and Characteristics and Principles, Processes and Concepts- **35 hours** (out of 45)

EdcG 654 *Applied Behavior Analysis for Special Populations: Extended Applications II*

Wednesdays, 4pm-9pm, mid-November through late-January

This is the fourth course in a series of five graduate courses concentrating on Applied Behavior Analysis. This course is an extension of ABA: Extended Applications I in that it seeks to provide students with advanced concepts and skills in extending applied behavioral analysis to generalization and long-term, sustainable, change. Course Four will address the content areas of Experimental Evaluation of Interventions, Ethics, Measurement of Behavior and Displaying and Interpreting Behavioral Data. At the completion of the course students will be able to meet the professional standards identified per the task objectives of each class session. Students will complete the fourth and final phase of an extensive case study to demonstrate mastery of the course competencies.

EdcG 654 meets Behavior Analyst Certification Board, Inc.TM requirements for the following:
Experimental Evaluation of Interventions- **20 hours** (out of 20)
Research ethics **5 hours** (out of 15)
Measurement of Behavior and Displaying and Interpreting Behavioral Data **20 hours** (out of 20)

EdcG 652 Applied Behavior Analysis for Special Populations: Basic Principles II

Wednesdays, 4pm-9pm, end of January through end of March

This is the second course in a series of five graduate courses concentrating on Applied Behavior Analysis. This course is an extension of ABA: Basic Principles I in that it seeks to provide students with advanced concepts and skills in applied behavioral analysis. The curriculum has been approved by the national Behavior Analyst Certification Board and addresses competencies in the following areas: Principles, Processes and Concepts, Behavioral Assessment and Selecting Intervention Outcomes Strategies. At the completion of the course students will be able to meet the professional standards identified per the task objectives of each class session. Students will complete the second phase of an extensive case study to demonstrate mastery of the course competencies.

EdcG 652 meets Behavior Analyst Certification Board, Inc.TM requirements for the following:
Principles, Processes and Concepts- **10 hours** (out of 45)
Behavioral Assessment and Selecting Intervention Outcome Strategies- **35 hours** (out of 35)

EdcG 653 Applied Behavior Analysis for Special Populations: Extended applications I

Wednesdays, 4pm-9pm, beginning of April through end of May

This course will provide students with the opportunity to expand their concepts and skills in applied behavior analysis so that they are able to manage long-term behavior change processes, and promote generalization of the learned behaviors to other life situations. The curriculum has been approved by the national Behavior Analyst Certification Board and addresses competencies in the following content areas: Behavior Change Procedures and Systems Support. At the completion of the course students will be able to meet the professional standards identified per the task objectives of each class session. Students will complete the third phase of an extensive case study to demonstrate mastery of the course competencies.

EdcG 653 meets Behavior Analyst Certification Board, Inc.TM requirements for the following:
Behavior Change Procedures and Systems Support- **45 hours** (out of 45)

EdcG 655 Applied Behavior Analysis for Special Populations: Special Settings and Supports

Tuesdays, 4pm-9pm early June through end of July

This advanced course offers intensive study of selected topics in the field of applied behavior analysis. The curriculum has been approved by the national Behavior Analyst Certification Board as addressing competencies in ethical Considerations, Intervention outcome strategies, Experimental Evaluations, Interpreting Data and Behavior Change Procedures. Researchers, practitioners, and parents will provide insights into current issues regarding the use of behavioral techniques with unique populations, settings and applications. These issues might include specialized methodology for working with young children or with students who have experienced head injury. Techniques for using behavioral methodology for staff evaluations and training will also be explored. At the completion of the course students will be able to meet the professional standards identified per the task objectives of each class session. Students will demonstrate mastery of the course competencies through analytic assignments.

EdcG 655 meets Behavior Analyst Certification Board, Inc.TM requirements for the following:
Discretionary within the Content Areas- **45 hours** (out of 45)

**Admissions to the ABA Graduate Certificate Program through
the UMB Graduate Admissions Office MUST BE obtained
BEFORE registering for the first course.**

Step 1. Review the prerequisites: a Bachelors or Masters Degree in Education, Psychology or related field approved by Mary Brady (mary.brady@umb.edu), and 3.0 undergraduate GPA.

Step 2. Review the Behavior Analysis Certification Board requirements describing the type of experience required, and type of setting for receiving supervision (at www.bacb.com).

Step 3. If you meet the prerequisites for admission to the UMass Boston ABA graduate certificate program, and are in an appropriate setting, obtain application or complete the online application through the Graduate Admissions Office at: <http://www.umb.edu> . (If you submit the online application, please include a resume with the rest of your application materials. If you submit the written form, you don't need a resume because it already lists your work experience). You are applying for admissions to the ABA Graduate Certificate Program through the College of Education for **Fall 07**. The technical deadline for applying for Fall 07 is August 1, 2007. **However, if you submit your application after August 1 and have all of your supporting documents submitted before August 31, you may begin taking courses this fall with this year's cohort. Do not be concerned that you will technically be admitted to the program for Spring 08.** The two fall courses will then be "transferred" into your ABA Graduate Certificate Program.

Provide official transcripts from **all** colleges and universities you have attended, AND the application fee. **No tests** are required, and **No letters** of recommendation. Instead of letters of recommendation, please only submit contact information on the application form of three people familiar with your recent work and potential as a graduate student who could provide a reference on your behalf.

Written Statement: Please write one of the following as your **Statement of Interest and Intent**:

- a) an ABA plan with accompanying data, or FBA that you were instrumental in developing
OR
- b) a two-page essay on Applied Behavior Analysis, what it is, how it is used, specific examples of when ABA might be appropriately used, and both the advantages and challenges to using ABA.

You will only be required to submit the following items listed under **Final Instructions** on the application form:

- Signed application form
- Registration fee (\$40 for instate, \$60 for out of state)
- (If applicable,) photocopy of front and back of alien registration card
- Official Transcript from all of the colleges or universities you have attended, both graduate and undergraduate (request them to be mailed directly to Office of Graduate Admissions given below)
- Contact information for three references
- ABA writing sample (see description above)

In addition you are required to submit a completed AIS form (see page 20) describing your options for using ABA skills throughout the duration of the program.

You may submit the application form and fee electronically or mail them along with other required documents to:

Office of Graduate Admissions
University of Massachusetts Boston
100 Morrissey Blvd
Boston, MA 02125-3393

*Please note, it is your responsibility to track the arrival of your transcripts and all application materials to Graduate Admissions. Once your application is received, you will receive a letter from Graduate Admissions with an identification number and pin that you can use to sign in at <http://www.umb.edu/admissions/status.html> and track the receipt of these items.

Step 4: Complete the Applicant Information Sheet (AIS) and submit to Graduate Admissions (**See Appendix A**)

Please note: If you are currently in a setting/practicum site that does not enable you to apply behavior analytic skills or can only do so on a limited basis (less than 10 hours per week) and/or you are not working or volunteering in at a site allowing at least 10 hours to apply behavioral analytic skills, you will **not** be accepted into the program.

Step 5: When approved, you will receive an official letter from the UMass/Boston Graduate Admissions Office. In early summer you will receive a logistics packet that outlines instructions for registering and other particulars. Registering for the first course begins in early August.

Two ABA courses are offered each semester—one immediately following the other. You will be required to register for both courses before each semester.

Step 6: If you are attending classes at the UMass Boston site, you are required to submit immunization verification to the Health Office. This information will be requested after you receive your acceptance letter and submit your deposit.

If you are attending class at one of the other ITV sites you must contact the Health Office at 617.287.5660 to get an exemption from this requirement. Failure to do this may result in a hold being placed to prevent you from registering for courses.

Course Sequence: Facts and Information

Course Requirements and Expectations

The Behavior Analyst Certification Board has approved this five-course sequence at the Master's level. (Please note that individuals at the Bachelor's level can also be accepted into the program contingent upon meeting entrance criteria.) This Board established specific tasks and learning objectives for all the courses (see www.bacb.com for Task List, Third Edition). The curriculum that will be utilized for the UMASS/Boston courses is directly related to this task list and has been sanctioned by the Board. When applying to the ABA graduate certificate program, it is imperative that applicants review the BACB Web site and review the expectations and the responsible code of conduct. By applying to this program, it is understood that you are committed to learning about the field of applied behavior analysis and that you are also committed to apply the science according to the ethical guidelines.

The sequence of the five courses is designed to bring students through the process of understanding what applied behavior analysis is and how it is to be applied. There will be a course requirement that students complete a case study (this assignment will be initiated in course 1 and completed by course 4) and therefore it is imperative that you are either currently working in a setting or have access to a site that will enable you to complete this objective by applying applied behavior analysis skills at least 10 hours per week.

Graduate Student Expectations

This is a graduate series and therefore the expectations are that students commit to the responsibilities of the course sequence. There is a significant amount of information (via lectures and readings) that needs to be presented and it is imperative that students come to each class prepared to discuss the material. In order to prepare students to sit for the BACB examination, students will need to test out of course material with a minimum grade of a B (per course). Instructors will make the assumption that students are prepared to work and contribute to the class and that there is a respect for both the professor and other students.

Supervision Opportunities

You may identify a qualified, BACB-approved supervisor through your school or independently. This is a critical component of the program and it is the responsibility of the student to identify an authorized supervisor to assist with this process (again, please review the BACB Web site for details). Applicants will be required to identify whether they have a certified supervisor identified (along with name and certification number) who will be assisting with the experience component or whether they will need to identify one prior to the start of the course sequence.

BACB Examination

The first available examination date for students successfully completing the 2007-2008 course sequence will be in November/December 2008. The five courses will be completed prior to the established timelines to complete the application to sit for the examination. Students will be encouraged to access the Web site to determine the examination specifics.

Timeframes for courses

The 45-hour, three-credit courses will run from September 2007 through July 2008. Specific dates per course will be identified during the spring of 2007. Historically the courses have been offered sequentially. Courses are held on Wednesday nights from 4pm-9pm September through June and on Tuesday nights June through July. Each course is nine sessions.

Web-enhanced courses

This course sequence is Web-enhanced in that all lecture notes, handouts, quizzes, tests, and the course reader will be posted on a Web site. Students will need to have access to a computer

and the Internet throughout the course sequence. Computer labs are available at UMASS/Boston however it is recommended that students have computer access from home. It should be noted that this is NOT an online program but the program is enhanced via the Web site. Each student will have an account and will be expected to access information from the Web site frequently.

ITV connected sites (Web CT)

For the third year, the program will be offered simultaneously across multiple sites. The course is primarily taught from the UMASS/Boston Harbor Campus and is then broadcast to several different sites in Massachusetts and Pennsylvania at the same time. This course format requires both the professor and the students to adhere to specific rules and interactional guidelines. There may be as many as 65-70 students enrolled in the course and the professor will be accessing student input across multiple sites. It is assumed that all students will be respectful of the technology and the intricacies of this significant endeavor.

Adjunct faculty within UMass Boston Graduate College of Education

Frank L. Bird, M.Ed., BCBA

Dan Almeida, M.Ed., BCBA

Rita Gardner, M.P.H., BCBA

Helena Maguire, M.S., BCBA

Art Campbell, Ph.D., BCBA

Brian Liu-Constant, M.S. Ed., E.S., BCBA

James Ellis, Ph.D.

Opportunities for Supervision

The University will no longer be offering the practicum component of the ABA program. We encourage students to ask at your work site and school districts if any behavioral consultants or staff could provide the supervision for you. Information on additional professionals can be accessed from the BACB Web site. These individuals must be board certified at the Masters level

If you have identified a qualified supervisor through your worksite, or individually, you will be required to identify your certified supervisor (name and certification number) who will be assisting with the experience component, or whether you will defer the supervision component at this time. This information will be submitted on the applicant Information Form (AIS) required to be completed by all applicants to the ABA program and is found in Appendix A of this document.

If you are unable to locate a supervisor on your own we have compiled a potential list of supervisors that we can send you. It is the student's responsibility to make their own supervision arrangements.

University of Massachusetts Boston Masters in Education: Teacher Education (without licensure)

****NEW Opportunity**** A participant may use the 4-5 courses that comprise the Applied Behavior Analysis Graduate Certificate Program as part of a Masters of Education in Teacher Education that DOES NOT lead to MDOE teacher licensure. (Note: fifth ABA course pending approval)

Speak with Mary Brady BEFORE you apply for the ABA Graduate Certificate Program if you are interested in this option. Mary.brady@umb.edu or 617.287.7254

If you wish to apply for the Masters in Education Track A Program, you must apply to UMB graduate admissions for the Masters in Education AND the ABA Graduate Certificate Program. **Two applications with fees must be submitted**, however you only need to provide one set of official transcripts. Make a note on your application that you want your transcripts to be used for both programs.

For additional information about this new opportunity, visit www.umb.edu and click on Academics along the top row, then Graduate College of Education, then Teacher Education on the left menu bar. Scroll to read about the M.Ed. in Teacher Education, non-licensure requirements.

This is a Masters in Education (without licensure) primarily designed for certified teachers, or for individuals who are interested in doing graduate level work in education but do not wish to be licensed as a teacher in Massachusetts. While the description states that most participants in the M.Ed. in Teacher Education, non-licensure already have teacher licensure, this is NOT a requirement for this program. This Masters Degree might also be appropriate for those who wish to work in the field of education without teacher licensure, such as a behavior specialist or consultant, or other non-teaching role.

The Requirements for this Masters Degree in Teacher Education, non-licensure (33 credits) are:

1. A core of **four** courses including:
 - a. One course from the Critical and Creative Thinking Program
 - b. One course from the Dispute Resolution Program (College of Public and Community Service)
 - c. One course related to urban education
 - d. EdcG 642 The Organization of School Curriculum
2. **Seven** additional graduate courses in education, selected with the assistance of an advisor, usually addressing an area of specific interest to the candidate.

Note: Four or five of these seven courses can be the ABA Graduate Certificate Program courses. One may earn both a Graduate Certificate in Applied Behavior Analysis, and a Masters in Education that includes these same 4-5 courses.
3. A written **comprehensive examination**, made up of a set of essays in response to assigned readings and questions.

Please contact Mary Brady for additional information, or to submit application for the M.Ed., Track A, with ABA concentration

Mary.brady@umb.edu 617.287.7254

Center for Social Development and Education

University of Massachusetts Boston

100 Morrissey Blvd.

Boston, MA 02125-3393

Applying for Financial Aid for the ABA Graduate Certificate Course

You may apply for financial aid, in the form of a student loan, by following the steps below. Since two of the courses are offered within the fall semester, and two within the spring semester of each year, financial aid may be obtained for those four courses. However, the fifth course, offered during the summer, will most likely NOT qualify for financial aid because only one course will be offered during the summer.

The qualifications are NOT based financial income or need. They are:

- Admission to the ABA Graduate Certificate Program
- U.S. citizen
- Taking six or more credits for each semester for which aid is requested
- Have a valid Social Security number
- If a male aged 18-26, have registered for selective service

To apply for a student loan as described above, go to: www.fafsa.ed.gov
 The UMass Boston Title IV financial aid code is: 002222

When you apply for financial aid, the university will be contacted, and will contact you when they receive your approval from the state. They will prepare the financial aid packet for you. The amount will include tuition, fees, and an estimated amount for books and transportation. You might be selected randomly to submit documentation to verify the information you provided on your online application.

Since you would have been officially admitted to the ABA Graduate Certificate Program, the UMass Boston financial aid office will assume that you will register for six credits per semester. However, if you have NOT registered for the required six credits by the official university Add/Drop deadline, they will rescind your financial aid.

To learn about additional financial aid options, go to: www.studentaid.ed.gov

If you are receiving financial aid, you MUST register for both courses that will be taken each semester by the University's official add/drop deadline, NOT the ABA registration dates.

If you plan to obtain financial aid, you MUST register for BOTH courses taken within Fall and Spring semesters before the following dates:

Semester	Register for both courses by:
Fall 2007 EdcG 651 EdcG 654	Before the UMB add/drop period ends in September
Spring 2008 EdcG 652 EdcG 653	Before the UMB add/drop period ends in January

Frequently Asked Questions

ABA Graduate Certificate Program **2007-2008**

- 1. Does the UMASS/Boston ABA graduate certificate program offer the practicum or experience component?**

UMass does not offer the experience component. We do have a list of potential supervisors that we can send to you that you can contact. Students who are interested in sitting for the certification examination must identify their own supervisor. Specifics as to the experience and supervisor criteria are available on the BCBA Web site (www.bacb.com).

- 2. I am currently at a program site/setting that has a certified behavior analyst at the Master's level. Can I use this person as my supervisor?**

Yes, this supervisor may be a viable resource for you. You will need to list this person's name, contact information, and certificate number on the Applicant Information Sheet when applying to the program. It is recommended that you contact this individual and find out his/her availability and requirements as well as costs. The BCBA Board has specific objectives regarding the supervision both in terms of content and contact hours. (The Board also recommends that certified analysts charge a fee of \$75.00 per hour.)

- 3. I am currently at a program site/setting that does not have a certified behavior analyst who could serve as my supervisor and I wish to meet the supervision requirements to apply to take the BACB licensing exam. What are my options?**

You may access the BCBA Web site and identify a potential supervisor by reviewing individuals certified at the Master's level. Some of these individuals may be interested based on availability and experience. Also see number 1 above.

- 4. If I am successful in the course sequence, will I be successful in passing the examination?**

We highly recommend that students study and prepare for the test independent of their success within the program. Sitting for the examination will require you to study the material and for you to review the concepts across the five courses. The current rate of success on the examination of former students in this program has been excellent. They report that studying and preparing for the examination was extremely important.

- 5. I understand that there is a substantial workload (i.e., reading, tests, assignments) to complete for the courses. Can this workload be managed by someone working full-time?**

The answer is yes, however the expectations and standards for the course are high and demanding. This is a graduate series course sequence and the expectations of the BACB Board, UMASS/Boston and the adjunct faculty are that students will read the material and actively participate in the classes. The mission is to train and prepare individuals to be certified behavior analysts, to work with individuals successfully and to implement strategies within empirical parameters and ethical standards. The expectations are demanding because the integrity of the program relies on affecting the quality of life of individuals.

6. My current position does not allow me to conduct applied behavior analytic work at 20 hours per week.

A. Can I still get certified as a behavior analyst?

The BACB Board has strict guidelines regarding the supervision and experience criteria. However these hours can be across multiple sites. We highly recommend that individuals who do not meet these criteria supplement their work with additional hours via a volunteer site. The specifics can certainly be worked out with one's identified supervisor. However the BACB Board is clear regarding this standard. Please check www.bacb.com for the most current information about supervision hours.

B. Can I still attend the courses and receive the ABA Graduate Certificate from UMASS/Boston?

Yes, you may specify on the Applicant Information Sheet that you are participating as an Option B student, one who will not be completing the supervision experience at this time. You will, however, need to have access to a setting in which you can apply behavior analytic strategies for least 10 hours per week in order to complete course assignments as an Option B student. If you do not currently have access to such a setting, then indicate so on the Applicant Information Sheet and we will recommend several volunteer opportunities for completing course assignments.

7. In completing the Applicant Information Sheet, I must provide information on my job site, provide a job description, and also submit an attestation from my supervisor that I am applying behavior analytic procedures. Why do you require this information?

It is critical that students within the program are actively involved with applied behavior analysis at a work or volunteer site. The ABA program is primarily for individuals who are interested in being certified and to be certified one must be applying the technology in the community. The course sequence and the assignments associated with the courses require individuals to complete a case study and this thereby necessitates that students be actively working within the field. It should be noted that the work sites or volunteer sites could be in public school setting, hospitals, in-home programs, private school settings, prisons, rehabilitation centers. We are looking for students who are committed to the field of applied behavior analysis and who want to enhance their ability to provide quality services. Individuals who are not committed to ABA and/or want only an introduction to ABA are encouraged to research other course offerings that will expose them to the science.

You also need to submit a sample of your written work as it pertains to applied behavior analysis. This sample will enable the Program Coordinator to determine one's writing style and skill.

8. Is it imperative that I am presently conducting applied behavior analytic work to be accepted into the program?

Yes, as stated in the previous question, students must be actively applying behavior analytic strategies to be accepted into the program. This program is focusing on preparing students to work within the field and therefore having the experience and being actively involved within the field is critical.

9. I understand that there is a case study requirement for the program. Can you tell me a little more about this?

This requirement will start in course 1 and will be completed by course 4. The case study will unfold across the first 4 courses and will require students to start with a literature review (course 1), then complete assessment (course 2), then program implementation (course 3), and finally be completed with results and a discussion section (course 4). At the completion of the project, we will look to host a conference day in which students will present their work to peers and colleagues at UMASS/Boston or at Melmark in Pennsylvania.

10. Do you need to have access to the Internet to be in this program?

Yes, the course sequence is Web-enhanced and it requires students to have access to the Internet on an ongoing basis. Materials, lecture notes, and course assignments, including quizzes and tests are posted on a Web site dedicated to students enrolled in the program. Some materials are posted for specific dates and times and that requires students to access these materials in a timely fashion. Historically, students who have taken the course who have had limited access to the Internet (i.e., only at work), have struggled with this component of the course.

11. Is the UMASS/Boston program an online program?

No, the program is taught live at UMass/Boston and is broadcasted simultaneously to two different sites. Presently they are at Plymouth, and a site in Pennsylvania. Beginning in Fall 07 there will be a site at Cape Cod Community College in Hyannis. Students do need to access the Web site for materials and for assignment completion. However, the teaching of the material occurs "live."

12. I understand the program is taught live at UMASS/Boston and that there are three other sites that receive the lecture simultaneously. How has this interactive technology (ITV) worked out?

This format of teaching began in Sept 2004. It should be noted that because so many sites are involved and the capacity for student enrollment is substantial, certain interactional rules need to be followed. These rules primarily adhere to being respectful to both the students and the professor. The technology does require students and the professor to adapt new skills. Over time most individuals become comfortable with both the strengths and the weaknesses of this teaching approach. Applicants should take note that the personnel at UMass/Boston who are responsible for the ITV are outstanding professionals and work in concert with the students and professor.

13. If I am not at the UMASS/Boston site, can I still ask questions and get feedback from the adjunct professor?

Yes, the technology enables this to occur and all students across all sites have immediate access to the course instructor to ask questions during class. Feedback and questions can also be addressed to the course instructor via e-mail through the Web site.

14. How are students assigned to the various sites?

Students are assigned based upon where they work and live. There is a limit to how many students can attend each site. As one site fills up, new applicants will have the opportunity to register for another site. After you have been accepted into the program you will be notified as to which site you are assigned to.

15. Is there financial aid available?

Yes, financial aid in the form of student loans is available to qualified applicants for the courses offered during the fall and the spring semesters, since one financial aid requirement is that students are enrolled in at least two courses during the semester when financial aid is awarded. Unfortunately, only one course is offered during the summer, so financial aid is currently not available for that single summer course.

16. If I have questions regarding the certification process, whom should I access?

We recommend that you initially go to the BACB Web site and access information from there. The information changes regularly and therefore we also recommend that students review the content on a regular basis. Adjunct faculty can also be a resource however in most situations students are re-directed back to the Web site. If you have an assigned supervisor, this individual can also be extremely helpful to you.

17. If I have questions regarding the program, UMASS/Boston requirements and/or logistical issues about the program, whom should I access?

Contact Maggie Pantridge, Program Administrator Margaret.Pantridge@umb.edu
617.287.7265 or
Mary Brady, PhD., Director of Professional Development
Mary.Brady@umb.edu 617.287.7254

18. If I am accepted into the program, what do I then need to do to prepare for the September course?

In early summer you will receive a packet from the ABA program office at UMass Boston containing additional practical information, including Logistics Information, Accessing the Library Services, a list of the textbook and CD and readings to be completed prior to the first class session, a chart indicating the schedule for registration costs and other university fees, and directions to your classroom at the respective sites.

19. What are the costs of the program?

All students accepted into the ABA Graduate Certificate Program are responsible for timely payment of all university charges. Tuition will most likely NOT change within the next few months, since it has been increased as of summer 2006. Refer to the Course Registration Costs and Schedule chart within this information packet. Since fees and costs are subject to change, please check the Department of Continuing Education Web site for accurate information: www.ccde.umb.edu.

APPENDIX A

APPLICANT INFORMATION SHEET

Applicant Name:
Mailing Address:
E-mail Address:
Home Phone Number:
Cell Phone Number:
Work Site or Practicum Site: Address of Work or Practicum Site: Work Phone Number: Position Title:

Indicate by priority your preferred ABA class location

- UMass Boston (live site and ITV site) _____
- Other sites :
- Plymouth site (ITV) tentative _____
- Hyannis (ITV) _____
- Shore Collaborative, Chelsea (ITV) _____
- Pennsylvania site (ITV) _____

In selecting **Option 1 or Option 2**, please review the information provided in either the document entitled "Course Sequence, Facts and Information" or in the "Course Description and Application Process".

Option 1

- _____ I am applying for Option 1
- _____ I am planning to sit for the certification examination at the completion of the 5-course sequence
- _____ I currently work in a setting in which I apply behavior analytic strategies at a minimum of 20 hours per week and a minimum of 80 hours per month
- _____ I currently have a certified behavior analyst at my site and I intend to use this individual to serve as my supervisor
 Please identify supervisor name: _____
 Please identify supervisor's certificate number: _____

Please identify an address where this supervisor could receive correspondence:

_____ I currently do not have a certified behavior analyst to serve as my supervisor and I am interested in obtaining information in supervision opportunities (I also understand that this is not a guarantee that I will receive a supervisor and therefore am prepared to secure resources independently.)

_____ I have attached a current job description to this form and a description of the setting in which I will be applying analytic behavior techniques

_____ I have received attestation (see below) from my immediate supervisor that I am currently applying behavior analytic strategies at either a minimum of 20 hours per week (80 hours per month) or at a minimum of 10 hours per week (40 hours per month).

Option 2

_____ I am applying for Option 2

_____ I am interested in sitting for the examination at a later date but have yet to decide when and/or cannot meet the experience component at this time.

_____ I am currently employed in a setting in which I am applying behavior analytic skills however not at the 20 hour criteria but at a minimum of 10 hours per week

_____ I have attached a current job description to this form, and a description of the setting in which I work or volunteer at

_____ I am interested in perhaps learning about volunteer sites that will enable me to obtain the necessary experience

If you need additional “hours” for Option 1 or 2

The BACB does allow and even encourages one to obtain experience at a variety of sites, including residential and recreational programs, or prisons. You might arrange to volunteer for the additional hours needed beyond what is currently available to you at a site supplemental to your job. If you would like assistance identifying potential volunteer sites, please contact Mary Brady at mary.brady@umb.edu for suggestions.

SUPERVISOR ATTESTATION

_____ I attest that this applicant is working 20 hours per week (80 hours per month) applying behavior analytic strategies within the identified work/practicum site.

OR

_____ I attest that the applicant is working 10 hours per week (40 hours per month) applying behavior analytic strategies within the identified work/ practicum site.

Supervisor Name

Supervisor Address

Supervisor Phone

Supervisor Signature

Date

All applicants need to complete the following checklist and to sign off on this form.

I have completed and reviewed this Applicant Information Sheet and have reviewed the following documents: (Please check off)

- _____ I have enclosed a written work sample that I completed on an applied behavioral strategy or intervention (please maintain confidentiality of student/consumer) or a reflection on the use of ABA.
- _____ I have accessed and reviewed the BCBA Web site www.bacb.com
- _____ I have read the Course Description and Application Process
- _____ I have read the Course Sequence, Facts and Information document
- _____ I have read the Frequently Asked Questions document
- _____ I have read the Opportunities for Supervision document
- _____ I have read the Schedule of registration and costs for each course and will register in a timely manner
- _____ I have frequent access to a computer to obtain materials and participate in activities on the course Web site
- _____ If I obtain financial aid, I understand that I **must** register for both Fall 2007 courses together by the end of August and register for both Spring 2008 courses by February.

Please sign and date this Applicant Information Sheet submit to the Graduate Admissions Office with your other documents at the address below.

Signature

Date

Graduate Admissions Office
University of Massachusetts
100 Morrissey Blvd.
Boston, MA 02125

617.287.6400
Fax: 617.287.6236

APPENDIX B

What is the Behavior Analyst Certification Board (BACB)? (Taken from the [www.bacb](http://www.bacb.com) Web site Winter, 2005)

The Behavior Analyst Certification Board®, Inc. (BACB®) is a nonprofit 501(c)(3) corporation established to meet professional credentialing needs identified by behavior analysts, state governments, and consumers of behavior analysis services.

The BACB's mission is to develop, promote, and implement a voluntary national and international certification program for behavior analyst practitioners. The BACB has established uniform content, standards, and criteria for the credentialing process that are designed to meet

1. The legal standards established through state, federal and case law;
2. The accepted standards for national certification programs; and
3. The "best practice" and ethical standards of the behavior analysis profession. The BACB enjoys the support of the [Association for Behavior Analysis International](http://www.aacba.com).

The BACB program is based on the successful Behavior Analysis Certification Program initially developed in the State of Florida by the Department of Children and Families. Programs credentialed behavior analysts similarly in California, Texas, Pennsylvania, New York and Oklahoma using the Florida examinations and eligibility requirements. The California, Texas, Pennsylvania, New York, Florida and Oklahoma programs have all closed and transferred their certificants and credentialing responsibilities to the BACB.

The Behavior Analyst Certification Board credentials practitioners at two levels. Individuals who wish to become Board Certified Behavior Analysts™ (BCBA®) must possess at least a Masters Degree, have 180 classroom hours of specific Graduate-level coursework, meet experience requirements, and pass the Behavior Analyst Certification Examination. Persons wishing to be Board Certified Associate Behavior Analysts™ (BCABA®) must have at least a Bachelors Degree, have 90 classroom hours of specific coursework, meet experience requirements, and pass the Associate Behavior Analyst Certification Examination.

The Behavior Analyst Certification Board developed:

1. Eligibility Standards to take the BACB Certification Examinations;
2. Renewal and Recertification Standards to maintain certification;
3. Guidelines for Responsible Conduct for Behavior Analysts;
4. Professional Disciplinary Standards with Review Committee appeal procedures;
5. A Certificant Registry;
6. A process to approve university course sequences;
7. Procedures to approve continuing education providers;
8. And perhaps most important: professionally developed and maintained certification examinations.

How can I access information about the Behavior Analyst Certification Board (BACB)? Please visit the site at: www.bacb.com

APPENDIX C

Bachelor's Level Option

Please note that this course sequence, although approved at the Master's level (BCBA) can also be taken at the Bachelor's level (BCABA). The following task list from the BACB identifies the contact hours at both levels. Even though the BACB requires fewer hours for students enrolled at the bachelor's level, the university expects that all applicants complete the entire five-course sequence. Bachelor's level students will then have completed all courses required at the Master's level, meeting the coursework requirement to sit for the Master's examination when they eventually meet the other BACB requirements, such as supervision, experience and a Master's degree.

Third Edition Task List

Contact Hour Requirement Per Content Area

Content Area	Contact Hours	
	BCBA	BCABA
1. Ethical Considerations	15	10
2. Definition and Characteristics <i>and</i> 3. Principles, Processes and Concepts	45	40
4. Behavioral Assessment <i>and</i> 8. Selecting Intervention Outcomes & Strategies	35	25
5. Experimental Evaluation of Interventions	20	*20
6. Measurement of Behavior <i>and</i> 7. Displaying and Interpreting Behavioral Data	20	
9. Behavior Change Procedures <i>and</i> 10. Systems Support	45	40
11. Discretionary - may be used within any one or more of the 10 content areas above OR for any applications of behavior analysis *	45	0
TOTALS	225	135

Taken from www.bacb.com, Winter 2005. Students are responsible for checking site for most current information.