



International Behavior  
Analysis Organization  
*Ethics, Education, Proficiency*

# Approved Content Provider

# IBT Handbook

International Behavior  
Analyst Organization  
2021 v100



**International Behavior  
Analysis Organization**

Approved Content Provider  
International Behavior Therapist

An IBT ACP is responsible for the presentation of behavior analytic content to prepare students to meet critical competencies in the field. The content presented in these programs shall prepare IBT candidates for a comprehensive examination (the IBT Examination) upon completion of content instruction and supervised practice.

Instruction may be face to face, online, or through a hybrid model. Instruction may be credit-bearing or may be provided through professional development educational opportunities, so long as the required competencies are met.

## Who may become an ACP?

ACPs may be a college or university. ACPs may be individual ABA providers or agencies. Any institution or company or individual that can provide evidence that they are addressing the competencies included in this document may apply to become an ACP.

## Who may teach the Required Educational Objectives (REOs) for the Provider?

Instructors must meet at least one of the following criteria. The ACP Program Lead is responsible for verifying that all instructors are qualified.

- An IBA in good standing
- A credentialed behavior analyst from another credentialing board or body in good standing (examples: BCBA®, BCBA-D®, QABA®, state/regional/national licensure as a behavior analyst)
- Hold a masters or doctoral degree from an ABAI-accredited program
- Hold a doctoral degree in a related discipline, successful completion of REOs, and a faculty/instructor appointment in the academic department offering the REOs
- Hold a masters or doctoral degree, successful completion of REOs or equivalent, and three or more years of contributions to the field outside of direct, clinical practice (such as presentations and publications)
- Hold a masters or doctoral degree, successful completion of the REOs or equivalent, and seven or more years of direct employment in the ABA field with supervisory experience

## Who may create the IBT Training Content?

It is recommended that behavior analysts create the IBT Training Content. However, as long as the training content falls within the training time and topics [as outlined in the IBT EXPANDED Training Content documentation](#), anyone with the knowledge to create the content can do so.

## How does an institution, company or individual become an ACP?

For new approval as an ACP, the institution or other provider must demonstrate a curriculum that meets the designated competencies and provides a minimum of 40 hours of instruction on those competencies.

The prospective provider completes the "IBT ACP Initial Application" for review by the International Behavior Analysis Organization.

## How does an ACP maintain its status as a provider?

Every two years, the ACP shall complete the "IBT ACP Renewal Application" for review by the International Behavior Analysis Organization. A reminder will be sent to the ACP 90 days prior to the renewal date.

## Is there a fee to become an ACP?

A \$100 fee will be charged to offset processing of the applications at the initial and renewal stages. Currently, this fee is being waived during the IBAO start up period.

## What happens once a prospective ACP has been approved by the IBAO?

Once approved, the ACP will be issued a badge/logo to display on their online and print materials identifying the provider as such.

## Where will ACPs be listed?

The IBAO shall maintain a list of ACPs for the IBT credential on its website. This list shall be searchable and shall include:

- Name and location of provider
- Type of Provider (institution, company, individual)
- Primary Contact for institution (name and email) – ACP Provider Lead
- Link to program website, if available
- Format (online coursework, on-campus coursework, hybrid coursework, professional development)
- Date of ACP status approval, and date of next required ACP renewal

## What are the criteria for the ACP Provider Lead?

The ACP Lead shall possess the requirements for a course instructor. In the event that the ACP Lead is no longer serving in that role, the institution has 60 days to notify the IBAO and identify the new ACP Lead via the “ACP Program Change Notification.”

## What happens when the ACP makes changes to the curriculum or delivery model of the program?

In the event that the ACP makes changes in the curriculum, including but not limited to course designations, titles, and numbers, the ACP shall notify the IBAO for an expedited review to ensure compliance with IBAO standards via the “ACP Program Change Notification.”

## May a prospective IBT candidate complete their program of study across multiple ACPs?

Yes. A candidate may obtain the training content through multiple sources. It is the responsibility of the *candidate* to appropriately document the sources from which the content was obtained.

## What does the IBT Candidate submit to the IBAO as documentation that ACP requirements have been completed?

The IBT candidate is required to upload documentation from the ACP the the 40 hour training (or parts thereof if the entire 40 hours of training were not completed). This documentation needs to be a certificate of completion, transcript, or other official source verifying training completion.

## What is the ACP committing to by obtaining this status?

The ACP commits to:

- Providing instruction that fully addresses all IBT Training Content
- Providing a minimum of 40 hours of instruction to address these competencies
- Providing documentation of successful course or professional development completion
- Submitting any required application or renewal fees to the IBAO
- Identifying an ACP Contact
- Notifying the IBAO in the event of changes in curriculum, delivery model, or ACP Contact according to the requirements outlined in this document

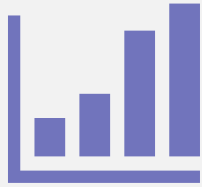
## What is the IBAO committing to by approving an ACP Provider's status?

- Maintaining a directory of ACPs as indicated on this document
- Responding to email general questions and inquiries in a timely fashion
- Reviewing and deciding upon ACP initial applications within 60 days
- Reviewing and deciding upon ACP renewal applications within 30 days
- Sending renewal reminders to ACPs 90 days before the application deadline
- Providing ACPs with a badge/logo to display on print and online materials
- Auditing programs, as needed for compliance with requirements
- Imposing probationary status or rescinding approval of ACPs if evidence warrants such

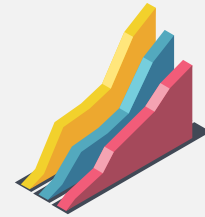


# International Behavior Analysis Organization

Approved Content Provider  
International Behavior Therapist



ACP Initial  
Application



ACP  
Renewal  
Application

The following pages present the ACP Initial Application, the ACP Renewal Application, and the ACP Program Change Notification.



ACP  
Program  
Change  
Notification





# ACP Initial Application



Does the ACP applicant currently use these courses as part of a program that is approved by another ABA-related agency, or organization (and if so, which?):

The following documents must be attached to complete the application for consideration to become an ACP:

All applicable syllabi (in the case of coursework): must include objectives, content covered, assignments or activities required, readings

Outlines of Professional Development Sessions/Events (in the case of non-credit bearing instruction): must include objectives, content covered, assignments or activities required, readings. *The objectives, content covered, assignments or activities required, readings must conform to the IBT EXPANDED Training Content documentation.*

The applicant acknowledges the obligation of the ACP to:

- Provide instruction that fully addresses all competencies
- Provide a minimum of 40 hours of instruction to address these competencies
- Provide documentation of successful course or professional development completion
- Submit any required application or renewal fees to the IBAO
- Identify an ACP Contact
- Notify the IBAO in the event of changes in curriculum, delivery model, or ACP Contact according to the requirements outlined in this document

Select one:

----- On behalf of the ACP Applicant, I agree to these obligations

----- On behalf of the ACP Applicant, I do not agree to these obligations

# ACP Initial Application



For each of the competencies listed below, please indicate the course number or professional development event that provides instruction for the content. Evidence should be evident in the syllabi or session/event outlines that you are submitting with this application.

*All training must conform to the IBT EXPANDED Training Content Documentation.*

IBT Training Content	Course Number or Professional Development Event
<b>Section 1- DISABILITIES</b>	
1.1 Characteristics of Autism Spectrum Disorder	
1.2 Common Presentation of Characteristics	
1.3 Intellectual Disabilities	
1.4 Down Syndrome	
1.5 Attention Deficit/Hyperactivity Disorder	
<b>Section 2- BEHAVIORAL BASICS</b>	
2.1 Increasing Behavior	
2.2 Decreasing Behavior	
2.3 Extinction (Theoretical)	
2.4 Establishing Operations	
2.5 Discriminative Stimulus	
2.6 Schedules of Reinforcement	
2.7 Conditioned Reinforcers/Tokens	

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IBT Training Content	Course Number or Professional Development Event
<b>Section 3- DATA COLLECTION</b>	
3.1 Preparatory activities	
3.2 Frequency	
3.3 Duration	
3.4 Latency	
3.5 Partial interval	
3.6 Whole Interval	
3.7 Permanent Products	
3.8 Graphing	
<b>Section 4- ASSISTANCE IN ASSESSMENT PROCEDURES</b>	
4.1 Preference Assessments	
4.2 Functional Behavioral Assessment	
4.3 Language and Functional Skills Assessments	

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IBT Training Content	Course Number or Professional Development Event
<b>Section 5- TEACHING SKILLS</b>	
5.1 Teaching Protocols, Plans, Scripts	
5.2 Discrete Trials Therapy	
5.3 Natural Environment Teaching	
5.4 Verbal Behavior	
5.5 Task Analyses	
5.6 Choice and Discrimination Learning	
5.7 Prompting Strategies	
5.8 Maintenance	
5.9 Generalization	
<b>Section 6- CHALLENGING BEHAVIORS</b>	
6.1 Functions of Behavior	
6.2 Antecedent Modifications	
6.3 Differential Reinforcement	
6.4 Functional Communication Training (FCT)	
6.5 Extinction (In practice)	

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IBT Training Content	Course Number or Professional Development Event
<b>Section 7 - PROFESSIONALISM</b>	
7.1 Know Ethical Guidelines	
7.2 Understand Role of the IBT	
7.3 Confidentiality/Privacy	
7.4 How IBTs are Viewed by Others	
7.5 Supervisor Relations	
7.6 Reporting About Clients	
7.7 Family/Client Relations	

# ACP Initial Application



Please return this application and supplemental materials to: [ACP@theibao.com](mailto:ACP@theibao.com)

IBAO Use Only:	
	Content
	Instructional Hours
Reviewed by:	
Date:	
Status:	_____ Approved _____ Insufficient Evidence
Renewal Date:	



# ACP Renewal Application



Does the ACP applicant currently use these courses as part of a program that is approved by another ABA-related agency, or organization (and if so, which?):

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- Submit any required application or renewal fees to the IBAO
- Identify an ACP Contact
- Notify the IBAO in the event of changes in curriculum, delivery model, or ACP Contact according to the requirements outlined in this document

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IBAO Use Only:	
	Content
	Instructional Hours
Reviewed by:	
Date:	
Status:	_____ Approved _____ Insufficient Evidence
Renewal Date:	

# ACP Program Change Notification



ACP Name:

Name of person completing this form:

Email address of person completing this form:

Complete all sections that apply:

----- The ACP has identified a new ACP Contact

New ACP Contact's Name:

New ACP Contact's Email Address:

Effective (date):

----- The ACP has made substantive changes to the curriculum or delivery method of the ACP, as described below: the IBAO may reach out for additional details or documentation depending on the nature of the changes

A large rectangular area defined by a dashed teal border, intended for providing details about the program changes.

# ACP Program Change Notification



\_\_\_\_\_ The ACP wishes to notify the IBAO of other changes noted below: the IBAO may reach out for additional details or documentation depending on the nature of the change

IBAO Use Only:	
Reviewed by:	
Date:	
Reviewer Notes:	
Status:	<input type="checkbox"/> Continued Approval with Changes Noted <input type="checkbox"/> Additional Details or Documentation Requested
Next Renewal Date:	
Edits Made, as applicable:	<input type="checkbox"/> Website <input type="checkbox"/> other IBAO records/database