



# Applied Behavioral Strategies Continuing Education Policies and Procedures

Below are the Policies and Procedures for Applied Behavioral Strategies as an Approved Continuing Education (ACE) provider for the Behavior Analysis Certification Board. When you enroll in one of the courses offered by Applied Behavioral Strategies, you agree to these policies and procedures.

## Pre-Requisites

Participants who enroll in continuing education for BCBA's and BCaBA's acknowledge that they are responsible for maintaining their own continuing education records and that Applied Behavioral Strategies will not be held accountable beyond syllabi that are provided before each course, certificates that are provided following each course, and attendance records for each course.

Continuing education will be offered through live (face to face) instruction at conference and other events, through webinars using group meeting software, and through pre-recorded media such as group meeting software or PDF articles. Specific information for each course will be made available before and immediately after registration.

Participants acknowledge that the following pre-requisite computer fluency skills are necessary and required to participate fully: a) keyboarding; b) web browsing; c) email proficiency; and d) microphone and speaker control.

## Course Requirements

For live (face to face) instruction, participants must attend the entire session and sign in before and after the session.

For live webinar presentations, participants must be available via audio for the duration of the event (i.e., phone conference or microphone using voice over internet protocol (VOIP) and they must verbally acknowledge attendance before the session, immediately after break, and at the end of the session.

For pre-recorded webinars, participants must watch the entire pre-recorded event and pass a written test of content proficiency.

## Reimbursement/Cancellation Policy

Applied behavioral strategies will allow a cancellation policy with a 48 hour notice. A refund minus a \$15 administrative fee will be provided. Last minute cancellations due to participant error, family emergency, computer or internet problems will be credited to the participant's account in full, enabling the participant to enroll in another course at a later time.

## Registration and Payment

Registration and payment in full is expected at the time of registration. For all webinars, payments will be made through PayPal using an existing account or credit card. Participants will receive confirmation via email immediately following payment. Instructions for the course will be provided as well.

### Course Evaluation

Participants will be asked to provide feedback regarding continuing education courses following each course. Feedback will be used in annual reports to the Behavior Analysis Certification Board. Feedback will also be used to improve courses offered by Applied Behavioral Strategies.

For additional information or to report concerns, please contact:

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