THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234

Division of Professional Education
Professional Education Program Review
Education Building
89 Washington Avenue, 2nd Floor, West Wing
Albany, NY 12234
Tel. (518) 474-3817, ext. 360
Fax (518) 473-0114
Email: OPPROGS@nysed.gov

DATE: October 2, 2023

TO: Chief Executive Officers of Institutions of Higher Education in New York

FROM: Mei Zhou, Director, Division of Professional Education

Paul Thompson, Executive Board Secretary for the State Board for Applied Behavior Analysis

SUBJECT: Changes to the Regulations of the Commissioner of Education Relating to Professional Education in the Applied Behavior Analysis Professions

At its September 2023 meeting, the Board of Regents took emergency action to amend education and other requirements for Licensed Behavior Analysts (LBAs) and Certified Behavior Analyst Assistants (CBAAs). **This memorandum provides information on the actions that existing licensure qualifying LBA and CBAA programs should take for continuous program registration.** Please share the following information with the appropriate administrators and faculty at your institution.

The verification form in the appendix should be completed and submitted to opprogs@nysed.gov ASAP. This is necessary in order to demonstrate that the existing licensure qualifying programs in these professions continue to meet the amended content requirements for licensure.

Thank you. If you have any questions, please contact the Professional Education Program Review Office at OPPROGS@nysed.gov.

**Appendix: Verification Form for Existing Licensure-Qualifying
Licensed Behavior Analyst or Certified Behavior Analyst Assistant Programs**

Section I. Institution/Program Information

Date Submitted	
Name of the Institution	
Existing Program Information	Program Title: Degree: SED Program Code:
Contact Information	Name and title: E-mail:
Programmatic Accreditation	If the program is accredited, identify the accrediting body:
CEO (or designee) approval	Name and title: Signature: Date:

Section II. Curriculum

1) Coursework.

   a) Indicate the hours of classroom instruction for 1 semester credit:

   b) Complete the sample of program schedule chart (Table 1a for LBA programs or Table 1b for CBAA programs).

   c) Complete the content chart (Table 2a. or Table 2b.) to indicate how the existing program meets the updated content requirements. Submit a Course Syllabus or outline for each new or revised course.

   d) Indicate how students will complete coursework regarding the identification and reporting of child abuse and maltreatment (minimum 2 hours).

   Response:

     i) Confirm that this coursework includes the following topics: Adverse Childhood Experiences and Trauma, Implicit Bias, and Identification of Child Abuse virtually:

   Response:

2) Supervised Experiential Learning[1].

    a) Indicate whether the program includes a supervised experiential learning:

        Yes   No

    If yes, i) describe the hours and structure of the supervised experiential learning and how such experience is supervised and evaluated; and

    Response:

        ii) provide a sample of the written contract or agreement between the educational institutions offering the behavior analyst program and the clinical facility or agency which is designated to cooperate in providing the experiential learning experience. Such contract or agreement shall set forth the responsibilities of each party and shall be signed by the responsible officer of each party. The record of the agreements with all the clinical facilities or agencies shall be made available upon request.

3) Faculty. Complete Faculty Table (Table 3).

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[1]Experiential learning can take place on or off campus, for example, in laboratories, educational settings, clinical settings, or organizations. It can take the form of basic or applied research or it can involve interventions that change behavior. The experiential learning requirement can be met through the student's professional employment if an appropriate level of supervision or oversight is provided by the program faculty and the experiential learning is a requirement for obtaining the degree - that is, if the experiential learning occurs before the degree is awarded.

Table 1a: Licensed Behavior Analyst Program Schedule

- Indicate **academic calendar** type: __Semester   __Quarter   __Trimester   __Other (describe)

- Label each term in sequence, consistent with the institution's academic calendar (e.g., Fall 1, Spring 1, Fall 2)
- Use the table to show **how a typical student may progress through the program**; copy/expand the table as needed.

Term:				Term:			
Course Number & Title	Credits	New	Prerequisite(s)	**Course Number & Title**	Credits	New	Prerequisite(s)
Term credit total:				Term credit total:			
Term:				**Term:**			
Course Number & Title	Credits	New	Prerequisite(s)	**Course Number & Title**	Credits	New	Prerequisite(s)
Term credit total:				Term credit total:			
Term:				**Term:**			
Course Number & Title	Credits	New	Prerequisite(s)	**Course Number & Title**	Credits	New	Prerequisite(s)
Term credit total:				Term credit total:			
Term:				**Term:**			
Course Number & Title	Credits	New	Prerequisite(s)	**Course Number & Title**	Credits	New	Prerequisite(s)
Term credit total:				Term credit total:			

Program Totals:	**Credits:**	Identify any comprehensive, culminating element(s) (e.g., thesis or examination), including course number if applicable:

New: indicate if new course **Prerequisite(s)**: list prerequisite(s) for the noted courses

Table 1b: Certified Behavior Analyst Assistant Program Schedule

- Indicate **academic calendar** type: __Semester   __Quarter   __Trimester   __Other (describe)
- Label each term in sequence, consistent with the institution's academic calendar (e.g., Fall 1, Spring 1, Fall 2)
- Use the table to show **how a typical student may progress through the program**; copy/expand the table as needed.

Term:		Check course classification(s)				Term:		Check course classification(s)			
Course Number & Title	Cr	LAS	Maj	New	Prerequisite(s)	**Course Number & Title**	Cr	LAS	Maj	New	Prerequisite(s)
Term credit total:						Term credit total:					
Term:		Check course classification(s)				**Term:**		Check course classification(s)			
Course Number & Title	Cr	LAS	Maj	New	Prerequisite(s)	**Course Number & Title**	Cr	LAS	Maj	New	Prerequisite(s)
Term credit total:						Term credit total:					
Term:		Check course classification(s)				**Term:**		Check course classification(s)			
Course Number & Title	Cr	LAS	Maj	New	Prerequisite(s)	**Course Number & Title**	Cr	LAS	Maj	New	Prerequisite(s)
Term credit total:						Term credit total:					
Term:		Check course classification(s)				**Term:**		Check course classification(s)			
Course Number & Title	Cr	LAS	Maj	New	Prerequisite(s)	**Course Number & Title**	Cr	LAS	Maj	New	Prerequisite(s)
Term credit total:						Term credit total:					

Program Totals:	**Credits:**	**Liberal Arts & Sciences:**	**Major:**	**Elective & Other:**

Cr: credits   **LAS**: liberal arts & sciences   **Maj**: major requirement   **New**: new course   **Prerequisite(s)**: list prerequisite(s) for the noted courses

Table 2a. Licensed Behavior Analyst Program Content Chart. Complete the content chart to indicate how the existing program meets the updated content requirements. Submit a course syllabus or outline for each new or revised course.

Note: If it is a new or revised course, please submit course syllabus.

Updated Content Requirement (minimum hours)	Course(s) Number and Title	Indicate whether this is a new or revised course*	Credits	Required or Elective	Name of Instructor
[2]BACB Ethics Code and Code-Enforcement System; Professionalism (45)					
[3]Philosophical Underpinnings; Concepts & Principles (90)					
[4]Measurement, Data Display, and Interpretation; Experimental Design (45)					
Behavior Assessment (45)					
Behavior-Change Procedures; Selecting and Implementing Interventions (60)					
Personnel Supervision and Management (30)					

[2]*Note: The content must be taught in one or more freestanding courses.*
[3]*Note: 45 hours must be taught in one freestanding course, meaning that concepts and principles must constitute the majority of the course's content.*
[4]*Note: The content must be taught in one freestanding course, meaning that measurement, data display, and interpretation and experimental design must constitute the majority of the course's content.*

Table 2b. Certified Behavior Analyst Assistant Program Content Chart. Complete the content chart to indicate how the existing program meets the updated content requirements. Submit a Course Syllabus or outline for each new or revised course.

Note: If it is a new or revised course, please submit course syllabus.

Updated Content Requirement	Course(s) Number and Title	Indicate whether this is a new or revised course*	Credits	Required or Elective	Name of Instructor
[1]BACB Ethics Code and Code-Enforcement System; Professionalism (30)					
Philosophical Underpinnings; Concepts & Principles (45)					
Measurement, Data Display, and Interpretation; Experimental Design (30)					
Behavior Assessment (45)					
Behavior-Change Procedures; Selecting and Implementing Interventions (60)					
Personnel Supervision and Management (15)					

[1]*Note: 15 hours must be taught in one or more freestanding courses, meaning that the BACB's ethics code and code enforcement system and professionalism must constitute the majority of each course's content.*

Table 3: Faculty

Note: Faculty teaching at the graduate level must have an earned doctorate/terminal degree or demonstrate special competence in the field. Provide information on full-time faculty members who will be teaching each course in the major field or graduate program.

Faculty Member Name and Title (include and identify Program Director)	Status (full-time or part-time)	Percent Time to Program	List All Earned Degrees & Disciplines (include College/University). **Disciplines must be identified.**	Additional Qualifications: list related certifications/ licenses; professional experience; scholarly contributions, etc.
Example *Jonathan Smith, Assistant Professor*	*Example:* *Full-time*	*Example:* *60%*	*Example:* *Ph.D. Psychology, ABC University* *M.A. Applied Behavior Analysis, ABC University* *B.A. Psychology, ABC University*	*Example:* *BCBA Certification*

Send the completed application to opprogs@nysed.gov.