



**UK Society for  
Behaviour Analysis**

## **UK-SBA Appeals Process Policy Against Refusal to Register**

- 1) We believe that the criteria for registration with the UK Society for Behaviour Analysis (UK-SBA) as laid out [here](#) are clear and unambiguous. Such criteria, in terms of academic behaviour analysis qualifications, continuing professional development and the need for safeguarding checks, disclosure/insurance form vital elements of our consumer protection remit. We do not therefore wish to compromise standards for registrants.
- 2) Put simply, if you do not meet any one of the criteria necessary under the type of membership for which you are applying, we will decline the application. Our website contains two useful pages against which you can check any queries about registration issues – [here](#) and [here](#).
- 3) If the administrator therefore deems that you have not been able to fill one or more of the necessary criteria, s/he will email you with details of where your application has not met the criteria. In that note will be suggestions on how to make your application successful next time, or perhaps how you might be better off applying under a different membership category.
- 4) The administrator will have discussed any more complex refusal before sending such an email with the Chair of the Membership committee.
- 5) If on receiving the email, you dispute the findings, please in the first instance go back to the administrator in writing at [admin@uk-sba.org](mailto:admin@uk-sba.org)
- 6) S/he will raise and discuss your email with the Membership chair.
- 7) The Membership Chair will then write to you if the decision not to register is upheld, and the reasons why.
- 8) At that point, if you still wish to appeal, you can ask for the refusal to register to be discussed by the full board.
- 9) After such discussion, if your appeal is either upheld or not, the Chair of the board will communicate the decision with you by email.