



**UK Society for  
Behaviour Analysis**



## **aUKBA(cert) Manual**

The purpose of this document is to describe the maintenance standards for aUKBA(cert) status with the UK Society for Behaviour Analysis.

**Committee responsible:** Education  
**Approved by:** UK-SBA Board  
**Version Number:** 1

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The UK-SBA is the home of behaviour analysis in the UK and acts in the public interest by promoting safe and ethical practice underpinned by the science of behaviour analysis. The UK-SBA is responsible for formulating the standards of competence and professional conduct for those engaged in the practice of behaviour analysis in the UK.

The aUKBA (cert) is a graduate level qualification that indicates a practitioner has met the minimum academic and competence standards for the supervised practice of behaviour analysis in the UK.

### Jurisdiction

The UK-SBA accepts applications from behaviour analysts who are resident in the United Kingdom. The UK-SBA does not regulate practice outside of the United Kingdom. Professionals who reside in the UK, have an aUKBA(cert) but do some work outside of the UK must inform relevant clients that the UK-SBA will not accept complaints from consumers for work done outside of the UK. Certificants are advised to make sure they are meeting the local requirements for practice outside of the UK.

aUKBA(cert)s who move out of the United Kingdom must inform the UK-SBA of their move, and they will be removed from the register. Members who live outside of the United Kingdom may suspend their certification for up to three years during which they must maintain the requirements for CPD and their membership fees, but they will not appear on the register and may not use their aUKBA(cert) title or badge for their work. After 3 years, the membership/certification will lapse and the candidate will need to re-apply for their aUKBA(cert) if they move back to the UK. Members may suspend their certification for up to a year for reasons of illness, maternity, or compassionate leave, and if they remain resident in the UK and they do not need to maintain their CPD or fees for that year.

# MAINTAINING CERTIFICATION

## On-going Supervision

As an aUKBA(cert), members must receive supervision from a UKBA(cert) for a minimum duration 2% of total hours worked each month as a behaviour analyst. A supervision period is one calendar month, and the minimum frequency of supervision is one session a month. The UK-SBA recommends fortnightly supervision but acknowledges this is not always practical. A minimum of one half of the supervisory hours each month must be provided 1:1 between the supervisor and the aUKBA(cert). The second half can include small group meetings with no more than three aUKBA(cert) claiming supervision during the session.

UKBA(cert)s must complete the BACB 8-hour supervision training before providing supervision.

The aUKBA(cert) must complete monthly supervision logs. These logs must be presented each year when the member applies to renew their membership. The UK-SBA may request to see these logs in the event of a complaint before the renewal period.

## Maintenance requirements

In order to maintain aUKBA(cert) status professionals must adhere to the following

- Complete ongoing supervision
- Behave in accordance with the *UK-SBA Code of Professional and Ethical Conduct* at all times.
- Complete the yearly renewal and recertification paperwork, prior to certification expiring, and pay the correct fees.
- Complete a minimum number of CPDs in the appropriate sections.

\*\*One ACE-approved CEU = one CPD

## Continuing Professional Development

Continuing professional development is required to ensure that certificates continue to expand their behaviour-analytic skills and remain current in their practice.

<b>Total CPDs/CEUs required to recertify</b>	16
<b>CPDs/CEUs (any topic)</b>	13
<b>Ethics CPDs/CEUs (minimum)</b>	2
<b>Equality, Diversity, and Inclusion CPDs/CEUs (minimum)</b>	1

## Certification Period

A certification period is 1 year, aUKBA (cert)s will recertify at the same time as membership renewal.

## Continuing Professional Development Units

An aUKBA (cert) is required to complete 16 CPDs per year, two of which need to be in ethics and one of which needs to be in Equality, Diversity, and Inclusion (EDI).

All CPDs must occur within the certification period. Missing CPDs cannot be made up and additional CPDs gained cannot be rolled over into the next certification period.

# TEMPLATES AND FORMS

# SAMPLE SUPERVISION AGREEMENT

aUKBA(cert) Name: \_\_\_\_\_

Address: \_\_\_\_\_ Post Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

The following is an agreement between the UKBA(cert) Supervisor and the aUKBA(cert) for ongoing supervision regarding the practice of behaviour analysis. The guidelines and terminology reflect those set out in the UK-SBA Competence Standards guidance document.

## Supervisor

UKBA(cert) Supervisor Name: \_\_\_\_\_

UK-SBA Member #: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## The Supervisor agrees to:

- Treat all information discussed in supervision confidentially.
- Maintain status as an UKBA(cert) and to inform the supervisee if this status changes.
- Sign supervision logs by the end of every supervision period if agreed criteria have been met.
- Provide an invoice (if applicable) for any supervision fees at the end of each session or as agreed between the two parties.
- Foster reflective practice on the part of Supervisee
- Treat all information with respect and in a professional manner

## The Applicant agrees to:

- Maintain status as an aUKBA(cert) and to inform the supervisee if this status changes.
- Keep abreast of any changes in supervision requirements issued by the UK-SBA.
- Provide materials as requested by the Supervisor in a timely manner. Materials may include, but are not limited to assessments, video recordings, intervention documentation, and data.
- Complete all requested readings as agreed by the Supervisor and applicant.
- Treat all information discussed in supervision confidentially.
- Gain appropriate permission from employers/managers/clients agreeing to Supervisor involvement.

## Both Parties agree to:

- Adhere to the *UK-SBA Code of Professional and Ethical Conduct* at all times.
- Agree to the exact dates and duration of supervision sessions.
- Agree to the fee structure as follows:
  - 1:1 session - £\_\_\_\_ per applicant per hour
  - 1:2 session - £\_\_\_\_ per applicant per hour
  - 1:3 session - £\_\_\_\_ per applicant per hour

- Retain a copy of this agreement, Final Attestation Form and Competence Log for at least seven years after the final supervision meeting.

**Termination of relationship**

- The supervisory relationship may be terminated by either party at any time and should be terminated when one or both parties are unable to adhere to this agreement.
- In the event of a dispute the applicant may contact the UK-SBA directly to receive advice or register a complaint.
- The supervisor will not sign the supervision documents if any of the sections agreed to above have not been adhered to by the applicant.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

Signature of Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_



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## aUKBA(cert) Monthly Supervision Log

aUKBA(cert): \_\_\_\_\_

Month and Year: \_\_\_\_\_

Date	Duration	Ratio aUKBA(cert) : UKBA(cert)	Supervisor Name	Supervisor Signature
		1:1 2:1 3:1		
		1:1 2:1 3:1		
		1:1 2:1 3:1		
		1:1 2:1 3:1		