



**UK Society for
Behaviour Analysis**

How to Update Your Supporting Evidence for Membership Renewal

When you renew your existing membership you will need to provide supporting evidence for your eligibility for your chosen member type if this is going to change, for any qualifications and/or training that you cite on your account and for your insurance, disclosure and safeguarding training depending upon the role you currently hold or wish to hold.

This factsheet will guide you through how and where to upload your evidence for renewal to your account.

Please make sure you have the relevant supporting evidence saved in electronic format ready to upload to your account before you register as a member or renew your membership:

- **CPDs**

All Full, Associate and Affiliate members must attach their evidence for 6 CPDs on their account. Please only provide certificates to total 6 CPDs per term of membership. You do not need to upload every CPD you have collected.

CPDs must have been awarded by an accredited ACE provider and must be Behaviour analytic in nature. Please note BACB CEUs are also accepted.

For full guidance please see our accepted [Continuing Professional Development Routes](#).

By attending just one of the UK-SBA Speakers' Series you will complete this requirement.

- **Evidence for Membership**

If you are changing your member type you will need to evidence this on your account.

CVs/lists of qualifications **cannot** be accepted.

If you are unsure of what evidence to provide please refer to our registration pages or contact us at admin@uk-sba.org

- **Evidence for Any Qualification/Training Cited**

You must evidence any qualification/training you have cited on your account. Evidence must be the certificate/transcript you were awarded.

CVs/lists of qualifications **cannot** be accepted.

- **Insurance Evidence**

If you are working or seeking work you will need to evidence you are insured for the role you hold/intend to hold.

This must be saved to your laptop/pc/tablet.

If you hold independent insurance you should upload your certificate of insurance.

If you are insured by your employer then you should ask them for their certificate of insurance. Your employer's HR department (or equivalent) should be able to issue you with this. All employers will hold employers' liability insurance for their employees.

Evidence should be a clear electronic image of the insurance summary document showing your liability cover and the dates covered. This can be either your independent insurance or insurance under your current employer.

If you are wanting to appear as available for work and/or offering supervision where you will be working under your current employer, then you should provide evidence that you are insured to work by your employer.

If you are wanting to appear as available for work and/or offering supervision where you will be working independent of your employer, you should provide evidence of your current personal insurance to work.

Please make a note of your insurance expiry date as you will need to input this.

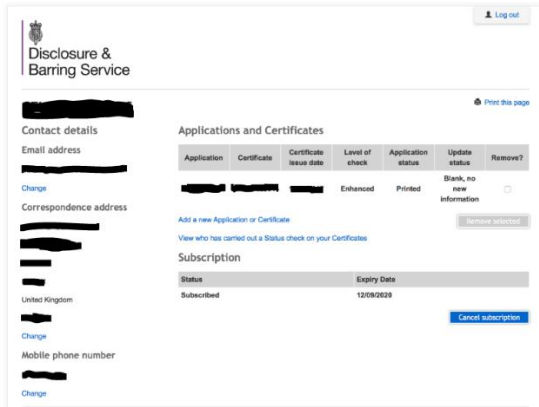
- **Disclosure Evidence**

Disclosure evidence is required if you work with children and/or vulnerable adults. This must be saved to your laptop/pc/tablet.

Your disclosure belongs to you so you should have been issued with this if your employer has requested one for you.

Evidence should be one of the options below:

- a clear electronic image of your paper disclosure issued within three years of your membership renewal date
- or**
- a clear screengrab of your online disclosure summary plus a clear electronic image of the paper disclosure detailed on this electronic summary. A redacted example of the screengrab is given below:



Please make a note of your Disclosure issue date as you will need to input this.

If you are using your electronic summary please enter the date as 12 months previous to the expiry date on the summary as your issue date on your profile.

Your disclosure evidence must have been issued within three years of the start date of your current membership start date.

- **Safeguarding Evidence**

Safeguarding evidence is required if you work with children and/or vulnerable adults. This must be saved to your laptop/pc/tablet.

Evidence should be a clear electronic image of the certificate you were awarded on completion of your course. If you have not been awarded a certificate then you must request an electronic letter of confirmation from your training organisation. The letter would need to be letter headed by the training body, it must contain your name in full, the date the training was completed, the full title of the training completed, the name of the trainer and the name of the accrediting body. The letter must be signed and dated and must include full contact details for who ever has written the letter of confirmation.

Please make a note of your Safeguarding certificate issue date as you will need to input this.

Your evidence must have been issued within three years of the start date of your current membership start date.

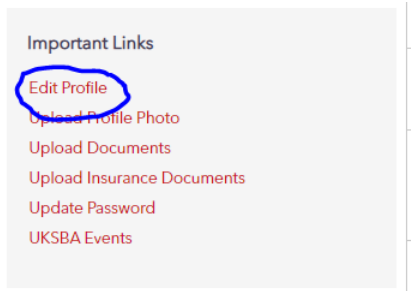
If you are not practicing or do not work with vulnerable populations and therefore do not need to hold these documents there are options to declare this on your profile. In such instances you would not be expected to hold or evidence these items.

When you have all relevant information ready please then proceed as follows:

- **Editing your Profile**

Log in to your account and on your member dashboard go to the section on the left-hand menu called “Important Links”.

On here click on “Edit Profile”



You will be taken to your profile and you should check all fields are up to date and correct. In particular please check the dates and information on your Insurance, Safeguarding and Disclosure fields are still up to date. You should scroll down to the new fields for Insurance, Disclosure and Safeguarding.

Simply tick the statement that applies to you and then input the date requested in the following format: dd-mm-yyyy.

If the statement that explains why you do not hold any of these applies to you, you do not need to enter a date.

I have a current DBS or equivalent for working with Adults (minimum of 3 years covering the period of 12 months UK-SBA membership).

*

Enhanced Disclosure Basic Disclosure No Disclosure - I do not work with vulnerable populations No Disclosure - non-practicing

Disclosure issue date

My Insurance is current *

Insured by my employer Insured with Independent Insurance Not Insured - non-practicing

Insurance expiry date

My Safeguarding Training for Adults is up to date (minimum of 3 years covering the period of 12 month UK-SBA membership) *

Safeguarding Training for Children Completed Safeguarding Training for Adults Completed Safeguarding Training for both Children and Adults Completed

No Safeguarding Training - I do not work with vulnerable populations No Safeguarding Training - non-practicing

Safeguarding issue date

When you have completed this information please also take the time to ensure you have completed all fields on your account and then scroll to the bottom of the page and click on “Save All Changes”.

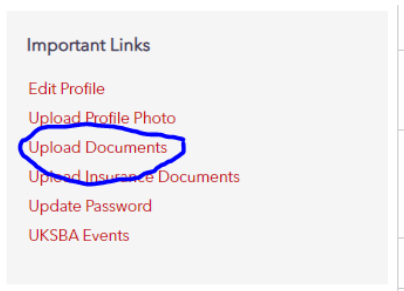
SAVE ALL CHANGES

Please note you will not be prompted to upload your evidence – you must go back to your dashboard to do this.

Go back to your dashboard.

- **Uploading CPD Evidence, Certificates/Transcripts etc**

Please click on “Upload Documents”

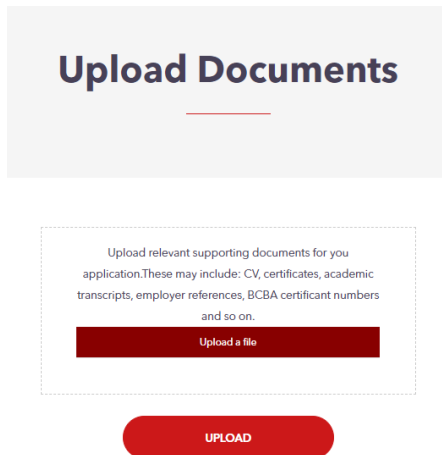


You will be taken to the “Upload Documents” page.
This is the page to upload all evidence other than insurance evidence.

Here you should upload your CPD evidence as your membership renewal cannot be approved without this.

If you have cited any training/qualifications on your account then you must evidence these here by uploading certificates and/or transcripts.

If you are changing your member tyoe you must evidence your eligibility here with the appropriate supporting evidence as detailed on our registration pages.



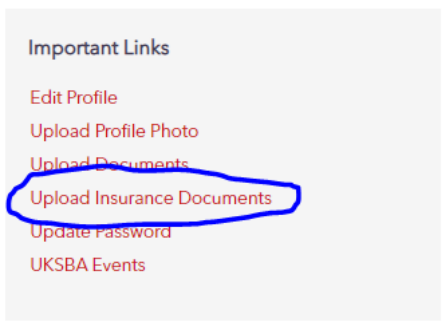
Once you have uploaded your evidence you should click the “UPLOAD” button.

Go back to your dashboard.

- **Uploading Insurance Evidence**

If you are practicing or seeking employment you will need to upload your current insurance if you have not already done so.

Please click on “Upload Insurance Documents”



You will be taken to the Update Insurance page. Here you must remember to input your expiry date for your insurance. This way you will be sent an automated reminder to upload your new insurance evidence when this existing evidence is due to expire. Your insurance must be current for the duration of your term of membership if you are working or seeking employment. If you are not practicing, for example you are retired, you do not need to hold insurance but you must have chosen this option on your profile.

A screenshot of the 'Update Insurance' page. The page has a large heading 'Update Insurance' with a red underline. Below the heading is a form titled 'Upload Insurance Documents'. The form contains a red button labeled 'Upload a file', a text input field for 'Insurance Expiry Date' with the value '28-06-2022' entered and circled in blue, and a red button labeled 'UPLOAD' at the bottom.

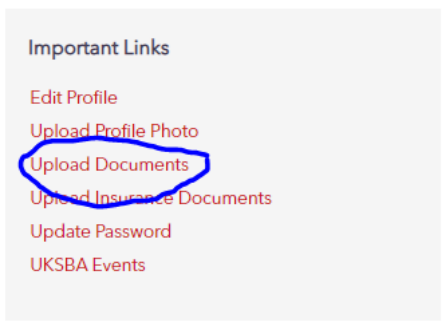
Once you have inserted your expiry date and uploaded your evidence you should click the “UPLOAD” button.

Go back to your dashboard.

- **Uploading Disclosure and Safeguarding Evidence**

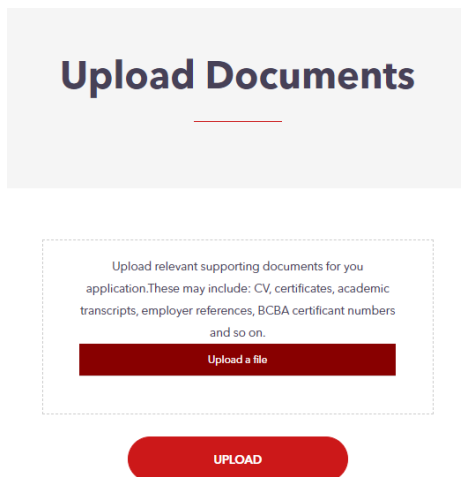
If you are practicing or seeking employment where you work with children and/or vulnerable adults you will need to upload your evidence for your Disclosure and Safeguarding if you have not already done so.

Please click on “Upload Documents”



You will be taken to the “Upload Documents” page.
This is the page to upload all other evidence.

Here you should upload your Disclosure evidence and your safeguarding evidence. If you do not work with vulnerable populations you do not need to do this but you must have chosen those options on your profile page.



Once you have uploaded your evidence you should click the “UPLOAD” button.

Go back to your dashboard.

If you have followed each of these stages you will have now updated your account in full.

Please email us at admin@uk-sba.org if you have any queries regarding your membership renewal.