



**UK Society for  
Behaviour Analysis**

## **How to Update Your Supporting Evidence for Membership Renewal**

When you come to renew your membership/certification with the UK-SBA you will need to ensure all of your supporting evidence is up to date and correct.

You will need to provide supporting evidence that you have completed the required CPDs for your level of certification/membership.

If you are changing certification/member type you will need to evidence your eligibility for your chosen member type.

If you have gained any qualifications and/or completed any training that you cite on your account you will need to upload evidence for this.

Your evidence for safety to practice must also be up to date i.e. 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 to your account.

Please make sure you have the relevant supporting evidence saved in electronic format ready to upload to your account when you come to renew:

- **Evidence of your Continuing Professional Development**

**UKBA(cert) and aUKBA(cert) - (16 CPDs Required)**

To renew your certification you will need to evidence that you have collected 16 Continuing Professional Development units (CPDs) during your last 12month term of membership. This is a requirement for both UKBA(cert) and aUKBA(cert) certification.

**Practising Registrant - (6 CPDs Required)**

To renew your Practising Registrant membership you will need to evidence that you have collected 6 Continuing Professional Development units (CPDs) during your last 12month term of membership.

CPDs for all members (UKBA(cert), aUKBA(cert) and Practising Registrants must be Behaviour Analytic in nature. CPDs must have been awarded by an accredited ACE provider. BACB CEUs are accepted. For full guidance on accepted CPDs please see our accepted [Continuing Professional Development Routes](#).

- **Evidence for Membership**

You will need to evidence how you meet all of the criteria for your chosen member type on your account. This means evidence for member type, evidence of insurance for those working or seeking employment, plus disclosure and safeguarding for those working with vulnerable populations. All cited training and qualifications must be evidenced by certificate and/or official transcript. 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](mailto:admin@uk-sba.org)

- **Evidence for Member Type**

You must attach evidence for your chosen level of membership to demonstrate how you meet the necessary criteria.

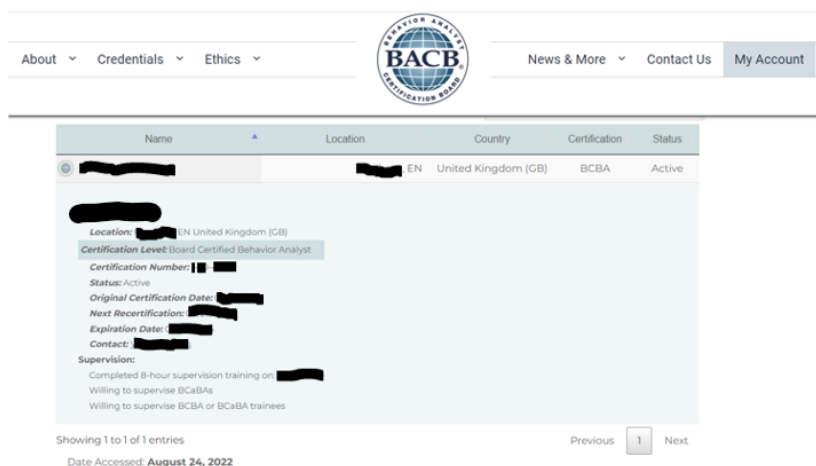
- **UKBA(cert)**

You can meet eligibility if you are accredited either by the BACB as a BCBA, BCBA-D or BCaBA or if you are a CABAS Teacher 1 and also hold and Maters Degree.

### **If you have BACB Evidence**

To evidence your BACB certification you should upload **one** of the following to your account, please do not email me your evidence as I cannot upload this for you:

- Your certificate – please upload a clear and legible electronic image of your BACB certificate
- OR
- Your BACB membership badge – please upload a clear and legible electronic image of your BACB membership badge
- OR
- Your summary as it appears on the BACB register – please upload a clear and legible screengrab of your full summary as it appears on the BACB Register (please do not redact your image)



### **If you hold a CABAS 1 and a Masters Degree**

You should upload your official CABAS 1 certificate and evidence of your Masters Degree (the official certificate and/or official transcript).

- **aUKBA(cert)**

You can meet eligibility as an aUKBA(cert) by holding a BCaBA certification from the BACB or if you are a CABAS 1 without an Masters Degree.

**If you hold aBCaBA**

To evidence your BACB certification you should upload **one** of the following to your account, please do not email me your evidence as I cannot upload this for you:

- Your certificate – please upload a clear and legible electronic image of your BACB certificate
- OR
- Your BACB membership badge – please upload a clear and legible electronic image of your BACB membership badge
- OR
- Your summary as it appears on the BACB register – please upload a clear and legible screengrab of your full summary as it appears on the BACB Register

**If you hold a CABAS 1**

You should upload your official CABAS 1 certificate.

- **Practising Membership**

Practising members are those who work in the field of behaviour analysis but do not hold any certification. You must detail in the “About Me” section your experience in the field of behaviour analysis.

- **Any Cited Qualifications**

All cited qualifications must be evidenced on your account. Please now upload your evidence for your qualification/training. Evidence should be your awarded certificate and/or official transcript. Please do not email your evidence to me as it must be held on your account. Only the account holder can upload evidence to their account so I cannot do this for you. Please email me as soon as you have uploaded this evidence.

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

**Evidence for Safe Practice**

- **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. Even if your role is not strictly as a Behaviour Analyst you must still evidence your insurance for the role you are employed to do.

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.

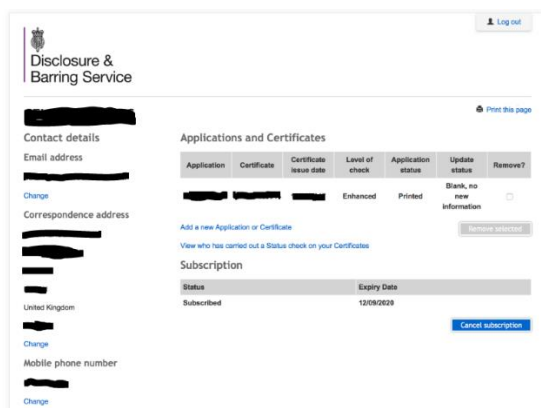
Your disclosure belongs to you so you should have been issued with this if your employer has requested one for you.

An Enhanced Disclosure should always be issued for those working with vulnerable populations but we do understand that for independent practitioners an Enhanced Disclosure cannot always be obtained. If you cannot obtain an enhanced disclosure then we can accept a basic disclosure in such instances.

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.  
You must upload your renewed screengrab at each registration renewal as this electronic summary holds an expiry date.

A redacted example of the screengrab is given below (please do not redact your screen grab):



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.

**If you are uploading just your paper certificate:** your disclosure evidence must have been issued within three years of the start date of your current membership start date.

**If you are uploading your electronic summary:** you must upload this and also the paper certificate that is referenced on your electronic summary if that paper certificate is not already uploaded to your account.

Your electronic summary only shows if there any additional disclosures since your original certificate was issued. We therefore need to see the original certificate referenced on the summary and then following electronic summaries can be uploaded.

**We cannot accept a Summary without the paper certificate cited on the summary.**

### **Third Party Disclosures**

We cannot accept a disclosure from a third party - it MUST be the original disclosure certificate. If you do not have your original certificate please ask your employer to request a new Enhanced Disclosure. If they cannot do this for you then you will need to obtain a Basic Disclosure for yourself.

### **The Online Update Service**

If your Enhanced Disclosure is being renewed you may want to sign up to the online update service. When your new enhanced disclosure is issued you will be able to opt for the online service and that way you can renew this annually yourself so you would be able to keep your enhanced disclosure open rather than having to find an employer to issue a new one every three years. You need to opt into this service within 30 days of the enhanced disclosure being issued and this service costs around £13 per year. Please do check the cost and conditions of this service on the government website. Please click on the following link for full and current information regarding this option:

[DBS Update Service - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

- **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.

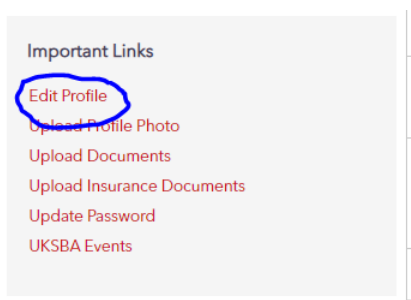
If you are not practicing or do not work with vulnerable populations and therefore do not need to hold these documents there are options to declare this on your profile. In such instances you would not be expected to hold or evidence these items.

**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”.

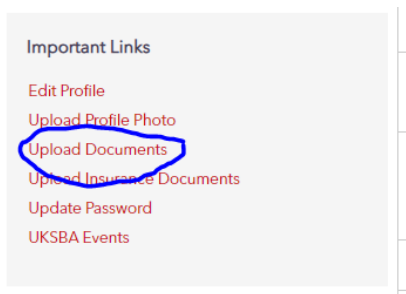


**Please note you will not be prompted to upload your evidence – you must go back to your dashboard to do this.**

Go back to your dashboard.

- **Uploading all other Evidence, e.g. CPDs, Certificates/Transcripts etc**

Please click on “Upload Documents”

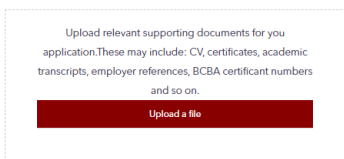
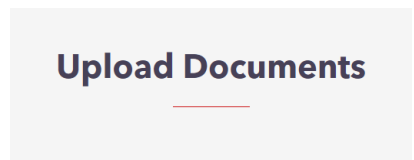


You will be taken to the “Upload Documents” page.  
This is the page to upload all evidence other than insurance evidence.

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.



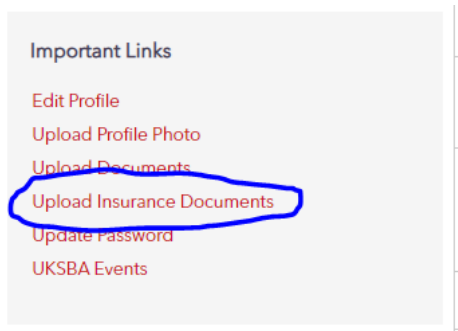
Once you have uploaded your evidence you should click the “UPLOAD” button.

Go back to your dashboard

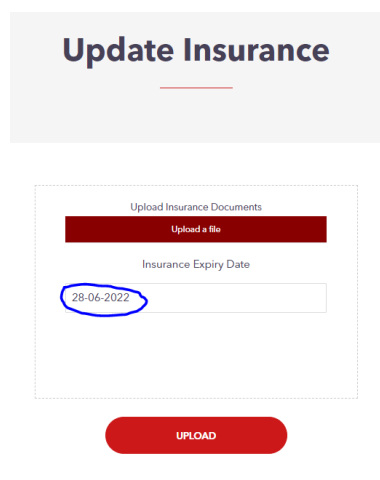
- **Uploading Insurance Evidence**

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.



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

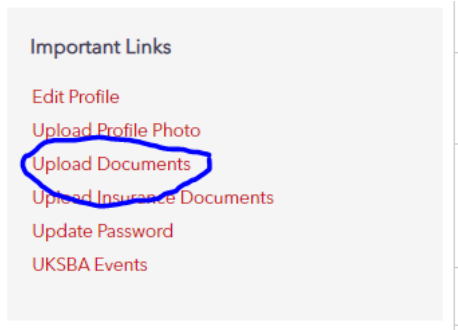
Go back to your dashboard.



- **Uploading Disclosure and Safeguarding Evidence**

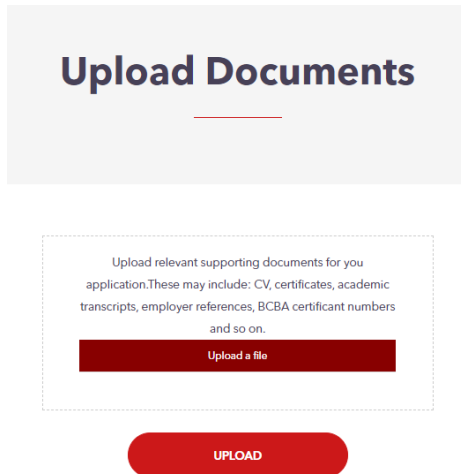
If you are practicing or seeking employment where you work with children and/or vulnerable adults you will need to upload your evidence for your Disclosure and Safeguarding if you have not already done so.

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 now email us at [admin@uk-sba.org](mailto:admin@uk-sba.org) to notify us your account is now ready for approval.**

**Please email us at [admin@uk-sba.org](mailto:admin@uk-sba.org) if you have any queries regarding your renewal.**