



**UK Society for
Behaviour Analysis**

UK-SBA Registration Appeals Procedure

If we find an applicant does not meet the set criteria to join the UK Society for Behaviour Analysis (UK-SBA) we will contact the applicant with a clear explanation of why they are not eligible for membership and where possible give guidance on how to meet our criteria. The following procedure provides guidance on this process and how an applicant can appeal a decision when a registration is declined.

- 1) The criteria for registration with the UK-SBA is provided on our [Become a UK-SBA Member Page](#) outlining qualification(s) required for each category. Specific criteria in terms of academic qualifications, continuing professional development and the need for safeguarding checks, disclosure and insurance form vital elements of our consumer protection remit. We cannot therefore compromise on any of these standards for registrants.
- 2) If we find an applicant does not meet any one of the criteria necessary under the category for which they are applying our Administrator will email them with full details of where their application has not met the criteria. In that email we will include suggestions on how to make the application successful, or perhaps how they might consider applying under an appropriate category. Our website contains two useful pages where registration criteria is explained in detail; [Membership FAQs](#) and [Registering as a New UK-SBA Member: Queries and Guidance](#).
- 3) Any particularly complex applications will be brought to the Chair of the Membership Committee for consideration.
- 4) If on receiving the email the registrant disputes the findings they should in the first instance respond to the Administrator in writing at admin@uk-sba.org giving full details of how they feel they meet the criteria under query.
- 5) The Administrator will raise and discuss this response with the Chair of the Membership Committee. If they conclude that the application can be accepted the Administrator will email the registrant.
- 6) If the decision not to allow registration is upheld, the Chair of the Membership Committee will email the applicant to explain fully the reasons why.
- 7) At that point, if the applicant still wishes to appeal, they should respond direct to the Chair of the Membership Committee for the decision to be reviewed by the Board of the UK-SBA.
- 8) Following the full Board review, the Chair of the UK-SBA will email the applicant with the decision of whether the appeal has or has not been upheld. This will include an explanation of the decision. Please note the full Board decision is final.

Version: 2

Date: March 2023

Committee: Membership Committee