UK Society for Behaviour Analysis

Approved Professional Development (APD) Provider Handbook

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Purpose of APD

The purpose of the UK-SBA APD requirements is to ensure that certificants maintain their commitment to professional development within the field of behaviour analysis.

Approved Professional Development (APD) Providers play a central role in supporting the continued growth and competence of behaviour analysts within the UK. By offering high-quality learning experiences, APD Providers help ensure that certificants remain informed about current research, ethical expectations, and evolving best practices. Becoming an APD Provider is both a professional responsibility and a commitment to maintaining the integrity of behaviour-analytic practice. Providers are entrusted with designing, delivering, and documenting learning opportunities that meet UK-SBA standards and contribute meaningfully to registrants' professional development. This handbook outlines the expectations and procedures that guide APD Providers in fulfilling this important role.

APD Content Requirements

Types of APD

UK-SBA Approved Professional Development (APD) credits may only be awarded by active APD Providers. APD events must align with the standards outlined in this handbook.

Learning APD

Learning APDs may cover any area of behaviour analysis, including theory, practice, research, or application. All content must be presented from a behaviour-analytic perspective and reflect current scientific knowledge and best practice. Events must also incorporate considerations of ethics and professional conduct in accordance with the UK-SBA Code of Ethical and Professional Conduct.

Learning APDs should enhance participants' understanding of behaviour-analytic concepts, applications, or decision-making and contribute meaningfully to their professional development.

Ethics APD

Ethics APDs must focus primarily on content that aligns with the requirements specified in the UK-SBA Code of Ethical and Professional Conduct. Ethics APDs must support certificants in applying ethical principles to real-world practice and navigating

contemporary ethical challenges. Eligible topics include ethical issues relevant to behaviour-analytic practice and/or research, and may include:

- Consent and assent
- Safeguarding
- Multidisciplinary collaboration
- Maintaining professional boundaries

Equality, Diversity & Inclusion (EDI) APD

EDI APDs must address issues of equality, diversity, and inclusion within behaviour-analytic practice or research, with emphasis on the UK context. EDI APDs must support certificants in recognising systemic barriers, understanding the lived experiences of diverse service users, and applying EDI principles in alignment with UK-SBA ethical and professional standards. Content may include:

- UK legislation related to human rights and anti-discrimination
- Inclusive service provision and equitable access to support
- Current perspectives on neurodiversity
- Considerations for individuals with protected characteristics

Supervision APD

Supervision APDs must focus on the supervision of UKBA(cert)s, UKiBAs and UKvBAs. The content should enhance supervisory competence and effectiveness. Relevant topics include, but are not limited to:

- Applying the UK-SBA competence framework
- Assessing and validating supervisee competence
- Building effective supervisor–supervisee relationships
- Delivering high-quality remote or online supervision
- Supporting supervisee development through evidence-based feedback and performance monitoring
- Supervision APDs must promote ethical, effective, and standards-aligned supervisory practice.

Instructor APD

Instructor APDs are intended for individuals who deliver APD content.

APD Event Requirements

Duration

Each event must include at least 25 minutes of instruction to qualify for 0.5 APDs. Additional APDs are awarded only in fixed increments: every additional 25 minutes earns another 0.5 APDs, and every 50 minutes earns 1 APD. Durations that fall between these increments are not rounded up. For example, a 45-minute event awards only 0.5 APDs, and a 70-minute event awards only 1 APD.

Permitted Formats

UK-SBA APD may be delivered through a variety of formats, provided that each format meets all requirements outlined in this handbook, including standards for instructional quality, attendance verification, documentation, and APD-hour calculation. Providers are responsible for ensuring that the selected format supports meaningful professional learning and enables them to meet all UK-SBA compliance expectations.

The following formats are permitted:

In-Person Events

In-person events occur in real time and allow direct interaction between the presenter and participants. To be eligible for APD credit, live events must:

- Provide real-time access to qualified instructors or facilitators with opportunities for participant interaction.
- This format includes, but is not limited to, lectures, seminars, live webinars, and live virtual classrooms.

Online Events (Synchronous and Asynchronous)

Online APD events may be conducted either in real time (synchronous) or through pre-recorded or self-paced modules (asynchronous).

Synchronous Online Events

- Must meet the same standards as live in-person sessions, including real-time instructor presence and participant interaction.
- Attendance must be verifiable using platform-generated reporting or alternative methods described in the attendance section.

Asynchronous Online Events

- Participants complete all instructional content before receiving APD credit.

- The platform provides dependable mechanisms to track progress and total time spent.
- Engagement checks (e.g., embedded quizzes or prompts) are included to ensure comprehension and participation.
- Examples include pre-recorded webinars, interactive e-learning modules, and Monitoring Attendance.

APD providers are responsible for ensuring that all participants are present and engaged throughout the approved professional development event. Attendance verification is essential to maintaining the integrity of UK-SBA APD awards and ensuring that certificants receive credit only for the time during which they were actively participating. Providers must implement reliable systems for monitoring attendance and must retain documentation demonstrating compliance.

- Confirm participant presence at the start, during, and conclusion of the event.
- Monitor attendance continuously, not solely through registration or sign-in sheets.
- Ensure participants meet the minimum instructional time required for the APD hours awarded.
- Document any late arrivals, early departures, or extended absences, as these may reduce the APD award.
- Issue completion documentation only to individuals who meet all attendance requirements.

Approved Methods for Tracking Attendance

Providers may use one or more of the following methods to verify attendance. The chosen method must be appropriate for the format of the event and sufficiently robust to ensure accurate recordkeeping.

In-Person Events

- Manual sign-in and sign-out logs, with printed names, signatures, and timestamps.
- Digital check-in systems (e.g., QR code scans with time tracking).
- Room monitors or event staff to confirm presence and note any absences.
- Periodic roll calls or headcounts during longer sessions.

Live Online (Synchronous) Events

- Platform-generated attendance reports (e.g., entry/exit timestamps).
- Real-time engagement checks, such as periodic response prompts or polls
- Chat responses
- Reaction tools (e.g., “raise hand” confirmations)

- Camera-on requirements, when feasible and appropriate.
- Manual verification by facilitators if technical limitations arise.

Recorded (Asynchronous) Events

- Completion tracking software showing time spent in the module.
- Embedded knowledge checks or quizzes required to advance or complete the module.
- System-generated records confirming full viewing or completion.

Handling Partial Attendance

APD credit cannot be awarded for periods in which the participant was absent. APD providers must not round up attendance time under any circumstances.

Providers must:

- Track attendance with sufficient precision to determine whether the minimum instructional time for the APD award has been met.
- Adjust APD awards if a participant arrives late, leaves early, takes extended breaks, experiences technical disruptions resulting in missed time

Feedback

APD Providers must offer all participants the opportunity to submit documented feedback on each APD event. Providers may choose the format used to collect feedback; however, the process must be accessible, structured, and suitable for quality assurance and continuous improvement.

At a minimum, the feedback mechanism must collect:

- The date and title of the APD event
- The name of the instructor
- Participant reflections on aspects of the event that were effective and what could be improved

Providers are encouraged to review feedback routinely to ensure the ongoing quality, relevance, and professional value of their APD offerings.

Fees

APD event fees are set at the discretion of the APD Provider or event organiser. The UK-SBA does not regulate or influence fees for APD events that it does not directly provide. Providers may choose to charge for events or offer them free of charge. All fees, if applicable, must be communicated clearly to participants in advance of the event.

Documentation

Learning Participants

APD Providers must issue certificates of completion to all eligible participants within 45 days of the event. Providers may determine the design and format of certificates; however, each certificate must include, at minimum:

- Participant's name and UK-SBA certification number
- Title of the APD event
- Name of the instructor(s)
- Date(s) of the event
- Event format and duration
- APD Provider name and APD Provider number
- Certificates must clearly and accurately reflect the APD credit earned in accordance with UK-SBA requirements.

Documentation for Teaching Instructors

Instructors delivering Teaching APDs must receive, upon request, a formal letter of attestation confirming their role in the event. The attestation must include the same essential details provided on participant certificates.

Documentation for the UK-SBA for Audits

The UK-SBA will conduct random audits of APD providers' compliance. To ensure adherence to APD requirements, APD Providers must retain complete and accurate event records for a minimum of five years from the date of each event. Records for each event must include:

- Instructor qualifications
- Event and presentation materials, including marketing materials
- Event monitoring procedures, including attendance records

- Copies of all APD certificates issued to participants
- Participant feedback gathered for each event

APD Providers must supply these records to the UK-SBA upon request. Failure to provide adequate documentation may result in the rejection of APD credits issued by the provider and may result in the provider losing their status as an APD provider.

APD Provider Roles and Responsibilities

APD Provider Types

Individual Providers

Individual Providers deliver APD instruction independently and must be present for the full duration of every APD event they offer. They operate as sole providers and are not acting on behalf of an organisation that delivers APD.

Organisation Providers

Organisation Providers are companies or organisations that deliver APD within a broader organisational structure. They must appoint an APD Provider Coordinator who oversees the organisation's APD activities. The Coordinator is not required to attend each event but is responsible for ensuring that all events meet UK-SBA requirements.

If an individual serves as an APD Provider Coordinator for an organisation and also operates independently outside that employment, they must register separately as an Individual Provider to deliver APD events in that independent capacity.

APD Provider Coordinators and Individual Providers

All APD Provider Coordinators and Individual Providers must:

- Hold active UKBA(cert) certification in good standing with the UK-SBA.
- Have held UKBA(cert) or BCBA certification for a minimum of three years.
- Agree to fulfil all responsibilities outlined in this handbook to maintain their APD Provider designation.

Responsibilities

APD Provider Coordinators and Individual Providers are required to:

- Comply with all policies and procedures outlined in this handbook.
- Ensure that instructors, co-presenters, and APD content meet all UK-SBA standards.

- Disclose any conflicts of interest to participants (for example, if the presenter sells or benefits financially from a product or service discussed during the event).
- Protect their intellectual property, including preventing misuse such as falsified certificates.
- Issue replacement certificates to participants upon request.
- Respond promptly and appropriately to participant complaints.
- Ensure that administrative tasks completed by others are carried out in accordance with this handbook.
- When transitioning APD Coordinators, notify the UK-SBA, support the incoming Coordinator or organisation, and transfer all relevant APD documentation.
- Complete annual renewal requirements and submit all associated fees on time.
- Remain informed about updates to APD Provider requirements, approved logos, and revisions to this handbook.

APD Instructor Requirements

APD Instructors are authorised to deliver instruction for Organisation Providers and must operate under the supervision of the organisation's APD Provider Coordinator. Instructors must meet at least one of the following criteria:

- Hold an active UKBA(cert) certification.
- Have held UKBA(cert) or BACB certification for at least three years.

Co-Presenter Requirements

Individuals who do not meet the qualifications of an APD Instructor may participate as co-presenters if they are directly supervised in person by either a Qualified APD Instructor or an Individual Provider.

The following procedure outlines the process for accepting and approving a new Approved Professional Development (APD) provider application.

APD provider applications may be received from those seeking to become an Individual APD Provider or an Organisational APD Provider. Organisational APD Providers will designate a UKBA(cert) Registrant to act as the APD Coordinator for the Organisation. For the purposes of this procedure, the term APD Applicant shall refer to either the Individual Practitioner APD Provider applicant or the Coordinator for an Organisational APD Provider applicant.

How to Become an APD Provider

Individuals or organisations seeking APD Provider status must review this handbook in full and ensure that they are able to meet all requirements before submitting an application. APD Providers are responsible for upholding the standards of the UK-SBA and ensuring that all APD events meet the criteria set out in this manual.

Application Process

1. Read the APD Provider Handbook
2. Complete the APD Provider Application (for Individual Providers or Organisation Providers) and submit this through the UK-SBA website.
3. Pay the non-refundable application fee using the payment options provided on the UK-SBA website.
4. Following review, applicants will receive confirmation of approval, including their APD Provider Number, or a request for additional information if needed.

Annual Renewal

To renew your APD Provider registration complete the registration form and pay for your next year of registration via the form. Once your year of Registration expires you need to re-register again to maintain your APD Provider status.

Fees

All fees are non-refundable. Please see our Terms and Conditions on pages 13 – 14 of this manual.

- Individual APD Provider £100
- Organisation APD Provider £200
- APD Coordinator Change (Organisation Providers): £50

Coordinator Changes for Organisation Providers

Organisation Providers who wish to appoint a new APD Provider Coordinator must submit a request to admin@UK-SBA.org. Once approved, the outgoing Coordinator must transfer all relevant APD documentation to the new Coordinator.

APD Audits

The UK-SBA may conduct audits of APD Providers at any time to ensure compliance with this handbook. Providers may be asked to submit documentation such as attendance records, event materials, or other evidence demonstrating adherence to requirements.

If discrepancies or inconsistencies are identified during an audit, the UK-SBA may request further clarification or additional documentation. Outcomes may require correction of procedures, modification of events, or other actions necessary to maintain compliance.

Complaint Process

Participants should submit all complaints about APD events in writing to the APD Provider. If the complaint cannot be resolved with the Provider, or if the concern relates to a potential breach of the UK-SBA Code of Ethical and Professional Conduct, the participant may submit a formal complaint to the UK-SBA following the procedures outlined on the UK-SBA website.

Insurance and Liability

Any complaint/claim made against an APD Provider (individual or organisation) holds no liability with the UK-SBA. The APD Provider (individual or organisation) is wholly responsible for the training they offer/oversee. The APD Provider (individual or organisation) must hold adequate insurance with a UK based insurance provider for the whole period they offer APD provision and must attest to this at the point of registering with the UK-SBA as an APD Provider.

The UK-SBA cannot offer advice on insurance.

For individual providers, the named individual must hold adequate insurance for the training they offer/oversee.

For organisations, the organisation must hold adequate insurance for the training they offer/oversee.

Terms and Conditions

1. APD Provider Registration

1.1 Payment

1.1.1 APD Provider fees are paid electronically via Stripe® (payment links are available on registration

1.1.2 We do not issue receipts at the point of payment; proof of payment is provided through the transaction record with the registrant's bank or credit card. However, should you require a receipt to claim back expenses from your institution, please contact admin@uk-sba.org.

1.2 Registration Refusal or Cancellation by UK-SBA

1.2.1 UK-SBA reserves the right to refuse or cancel an APD Provider registration at any point during the term if a Provider ceases to be registered or in the case where a case against an APD provider is upheld and the outcome of the complaint is that the member may no longer serve as an APD provider. If APD provider registration is cancelled mid-term, UK-SBA is not obliged to refund remaining days; refunds will be at the discretion of UK-SBA. The provider will be fully informed if registration is refused or cancelled.

1.2.2 UK-SBA reserves the right to refuse a new or renewing APD Provider registration at the point of application. In this instance, the registrant will be offered a full refund of the registration fee at the point the decision to refuse is made.

1.2.3 A refusal is made where an applicant does not meet eligibility criteria for APD Provider status or is deemed unsuitable for approval. Applicants may appeal by writing to admin@uk-sba.org in accordance with the Appeals Procedure.

1.2.4 Grounds for refusal may include, but are not limited to:

- not holding relevant certification or experience
- not submitting required documentation relating to course content or instructor qualifications
- not submitting the required standard of documentation following an audit request
- not evidencing compliance with APD standards
- providing false information
- sanctions under UK-SBA or other professional registers that indicate the member should not be an APD provider.
- operating outside the UK where not permitted
- the Board's discretion

1.2.6 Approval and listing as an APD Provider will occur only once all information and evidence is submitted and approved. No refunds will be issued for any period spent unapproved.

1.3 Cancellation by APD Provider

1.3.1 APD Provider registration is for a fixed 12-month term. No refunds will be issued if cancelled before expiry.

1.3.2 Approval requires full completion of the provider account and submission of all required evidence.

1.3.3 No days will be refunded while an account remains incomplete or unapproved.

1.3.4 Registration cannot be paused. Inactive providers must still meet mandatory requirements.

1.3.5 Providers relocating outside the UK mid-term will not receive a refund. APD Provider registration may be reinstated if they return within the same term and all requirements are met.