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June 2008 Edition

Introduction

This handbook is intended to provide guidance to both new and well-established special interest groups (SIGs) of the Association for Behavior Analysis International (ABAI). Included in the handbook are, among other things, ABAI policies for SIGs, SIG data, a guideline of the support ABAI offers its SIGs, advice for sound financial practices for those SIGs operating a budget, and sample documents. If you have requests for additions to this manual please do not hesitate to contact Majda Seuss in the ABA International office at (269) 492-9313 or by e-mail at mseuss@abainternational.org.

ABAI is dedicated to promoting the experimental, theoretical, and applied analysis of behavior. It encompasses contemporary scientific and social issues, theoretical advances, and the dissemination of professional and public information. Advancing behavioral science and its applications has become an international effort as witnessed by the countries represented by our members. Figure 1 shows reported SIG membership.

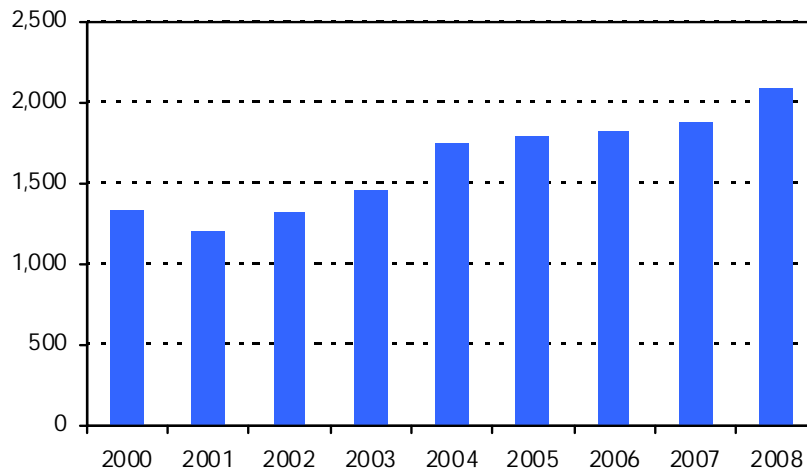


Figure 1. Reported SIG Membership from 2000 to 2008.

Likewise, the number of Special Interest Groups affiliated with ABAI has been grown in recent years, with 31 in 2008. Figure 2 shows the number of SIGs each year from 1980 to May, 2008.

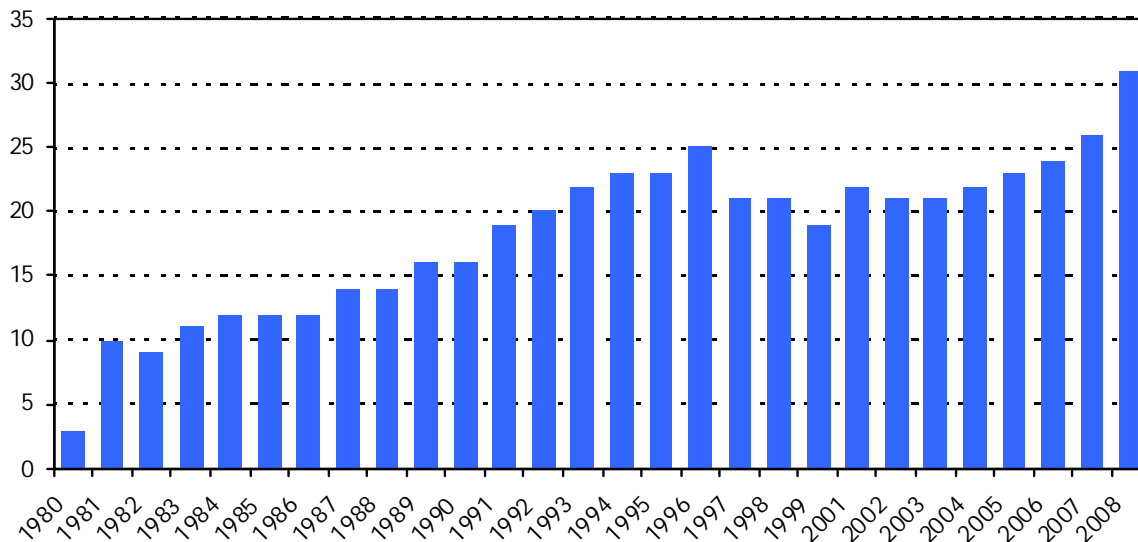


Figure 2. Number of active SIGs by year.

SIGs provide forums for a wide range of interests. Activities, events, and membership are as varied as the special interests each group supports. Figure 3 illustrates SIG membership by SIG as of May, 2008.

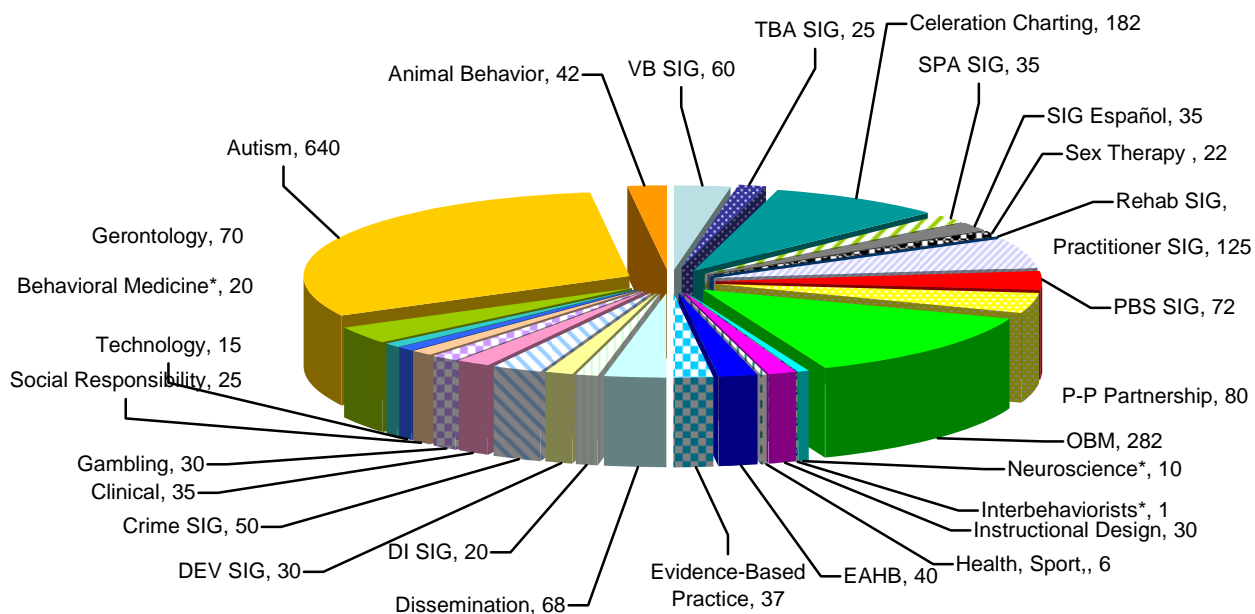


Figure 3. SIG Membership per SIG as of May, 2008.

ABAI Special Interest Groups

Applied Animal Behavior	Instructional Design
Autism	Interbehaviorists
Behavior Analyst Online	Neuroscience
Behavioral Gerontology	Organizational Behavior Management
Behavioral Medicine	Network
Behavioral Technology	Parent-Professional Partnership
Behaviorists for Social Responsibility	Positive Behavior Support
Behaviorists Interested in Gambling	Practitioner Issues in Behavior Analysis
Child Welfare	Rehabilitation and Independent Living
Clinical	Sex Therapy and Educational Programming (STEP)
Crime and Delinquency	SIG Español
Developmental Behavior Analysis	Speech Pathology Special Interest Group
Direct Instruction	Standard Celeration Society
Dissemination of Behavior Analysis	Teaching Behavior Analysis
Evidence-Based Practice	Verbal Behavior
Experimental Analysis of Human Behavior	
Health, Sport, and Fitness	

Diversity Policy

The *Association for Behavior Analysis* seeks to be an organization comprised of people of different ages, races, nationalities, ethnic groups, sexual orientations, genders, classes, religions, abilities, and educational levels. ABAI opposes unfair discrimination.

Annual Event Calendar

The following calendar lists deadlines that pertain to all special interest groups. Included are submission deadlines for the annual *Call for Papers*, the *ABAI Newsletter*, and the Executive Council Agenda. These dates do not change from year to year.

January	30 th <i>ABAI Newsletter</i> Convention issue mailed.
April	15 th Special Interest Group Annual Report due in ABAI office. (Articles for the <i>ABAI Newsletter</i> may be submitted at this time as well.) 15 th Deadline to place items on the May ABAI Executive Council Agenda.
May	Memorial Weekend ABAI Convention.
June	15 th Deadline for Submissions: <i>ABAI Newsletter</i> Summer issue. (SIGs are invited to provide an article updating the ABAI membership on SIG activities of the past year.)
July	30 th <i>ABAI Newsletter</i> Summer issue mailed.
September	15 th Deadline for Submissions: <i>ABAI Newsletter</i> Fall issue. (SIGs are invited to provide an article on SIG events or other plans.)
October	5 th Deadline to place items on the fall ABAI Executive Council Agenda. 3 rd Week ABAI Convention <i>Call for Papers</i> deadline. (Submissions due for SIG business meetings and Expo posters.) 30 th <i>ABAI Newsletter</i> Fall issue mailed.
December	15 th Deadline for Submissions: <i>ABAI Newsletter</i> Convention issue.

ABAI Support of Special Interest Groups

Majda Seuss, may be contacted concerning any matter related to special interest groups. SIG chairs are invited to contact Majda at:

Association for Behavior Analysis International

1219 South Park Street, Kalamazoo, MI 49001

Telephone: (269) 492-9313 Fax: (269) 492-9316 E-mail: mseuss@abainternational.org

Clearinghouse Services

The ABAI office is developing a system to file key documents that SIGs are willing to share with other SIGs that need assistance with their development. Please, send us copies of current versions of your by-laws, handbooks, or other materials that you believe will be of help to other SIGs. This clearinghouse of information, when complete, can also serve as an archival library for affiliated SIGs.

Continuing Education

ABAI is approved by the American Psychological Association to offer continuing education for psychologists. The main goal of continuing education is to keep behavior analysts' knowledge and skills current. In order to provide opportunities for continuing education, ABAI sponsors CE events and co-sponsors CE events with other organizations or individuals throughout the year.

ABAI will co-sponsor continuing education workshops for APA credit with interested SIGs. SIGs interested in offering workshops for continuing education credit may refer to the *Guidelines for Co-Sponsoring Continuing Education*, provided in this manual. The *Guidelines* provide information regarding the policies and procedures SIGs must follow to be approved as a co-sponsor of continuing education by ABA. Samples of materials that must be completed by the applicant as well as samples of other relevant materials are included.

At the ABAI convention, ABAI offers workshops for continuing education credits for both APA and the Behavior Analyst Certification Board (BACB). Workshop topics cover a wide variety of topics and range in intensity from introductory to advanced levels. Recent workshop topics have included:

- Applying behavioral models in public school settings
- Behavior management for children with oppositional and hyperactive disorders
- Creating language development programs
- Improving work performance
- Increasing social and play skills in children with autism
- Motivational intervention for alcohol and drug abusers
- Stimulus control methodologies for effective instruction

ABAI also offers continuing education for approved convention events for the BACB.

Convention

Business Meetings. ABAI will schedule and provide space at the annual convention **at no charge** for SIGs to conduct business meetings. If you are interested in organizing a meeting, please follow the submission procedures for business meetings in the annual ABAI *Call for Papers*. The *Call for Papers* is mailed in August and is available on the ABA International Web site by mid-August. Additionally, the convention offers a wide variety of events for SIGs and SIG-member participants. ABAI Boards and Committees hold their meetings at the convention and often address issues of interest to SIGs.

ABAI Expo. ABAI provides space in the ABAI Expo **at no charge** for SIGs to display promotional materials and network with other special interest groups, chapters, and academic, clinical and research programs and institutions. Poster boards for the Expo are also provided to SIGs **free of charge**. If you are interested in having Expo space at the convention, please follow the procedures for the Expo included in the *Call for Papers*.

Networking

Mailing Labels. ABAI will provide one complimentary set of pressure mailing labels per year of ABAI members who have expressed an interest in your SIG.

Promotional E-mails. ABAI will send an e-mail provided by SIG contacts to ABAI members who have expressed interest in the SIG to assist in advertising events or initiatives sponsored by your SIG. ABAI can not send promotional e-mails to its full membership. Interested SIGs should send a text e-mail, subject line, and return address, and deadline for e-mailing (please give us some lead time, as e-mails cannot always be sent the day they are received) to mseuss@abainternational.org.

Newsletter Support

ABAI provides newsletter space for any SIG wishing to contribute an article, conference information, or other SIG-related news. We encourage you to submit material up to two times a year for the dates indicated below. Please, use our newsletter as a vehicle to communicate with ABAI members. If you wish to include an article or other information in the *ABAI Newsletter*, please be aware that the deadlines for submissions are:

June 15

Summer newsletter volume 2 (Mailed July 30)

September 15

Fall newsletter volume 3 (Mailed October 30)

Submissions for the ABAI newsletter should be made to the ABAI office by the above dates.

Additionally, ABAI provides articles of interest from the *ABAI Newsletter* for use in SIG newsletters. Please call the ABAI office if you are interested in reprinting one of our published articles. We ask that if you use an article from ABAI you identify the source.

Web Page

The ABAI Web page is located at <http://www.abainternational.org>. From the home page, visitors can register on-line for membership and the convention and access the annual *Convention Program*, the *Call for Papers*, the ABAI Membership Directory, journal information, affiliated chapters contact information, Web, and e-mail link and special interest group contact information, Web, and e-mail links, among others. Additionally, individuals can submit proposals for the *Call for Papers* on line.

ABAI can link SIG Web pages to the ABAI Web page at http://www.abainternational.org/Special_Interests/si.asp upon request. In addition, ABAI includes the following information on its Web site as provided by each SIG:

SIG mission/objectives

Description of membership

Recurring annual events

Publications/newsletters and subscription details

What specifically about this SIG is of interest to behavior analysts?

When submitting this information, it is best if the text is 300 – 600 words in length.

ABAI Policies and Guidelines for SIGs

The Association for Behavior Analysis (ABA) is formed of members with a wide variety of interests in the application, research, and theory of behavior analysis. ABAI supports these interests by facilitating the assemblage of special interest groups (SIGs). SIGs are totally formed by their members, but supported by ABAI in numerous ways. Today, ABAI has a total of 24 SIGs.

ABAI members greatly benefit from the work and strength of special interest groups. SIGs contribute significantly to the enrichment of the ABAI convention program, to the ability of ABAI members to network, and to the development and diffusion of behavior analysis.

SIGs have freedom to function in way the best suits their needs. Some SIGs have a few members and meet only during the ABAI convention. Others have evolved as organizations and sponsor independent conventions, collect fees and distribute newsletters.

ABAI respects the choices each SIG makes regarding its own administration. However, SIGs often ask for advice concerning appropriate or inappropriate actions within ABA. Therefore, the ABAI Executive Council, in response to SIG inquires, has developed the following set of policies and guidelines for SIGs to function within the Association. For purpose of equality and fairness, all SIGs are asked to abide by them.

Do SIGs or SIG members have authority to speak for or represent ABA?

Position statements can be issued on behalf of ABAI only if the position has been approved by vote of the ABAI full membership. In accordance with the ABAI By-laws, only position statements may be taken to members for a vote. The By-laws place responsibility for all other decisions with the Executive Council, which is chosen by full members. Article IV, Number 1 of the By-laws states that, "Except as specifically provided in ABA's Articles of Incorporation or these Bylaws, all rights, powers, duties and responsibilities relative to the management and control of ABA's property, activities and affairs are vested in the Executive Council." Article IX, Number 1 names the only exception to this provision: "Statements of ABA's official position on societal, professional, and other issues shall be approved by a vote of the Full members in accordance with procedures adopted by the Executive Council." Members are asked to vote on statements that might compromise the position and alliances of the members to the Association.

Therefore, if SIGs want to issue statements or guidelines, they must include a disclaimer stating that they do not reflect the position of ABA, its Executive Council, or its members. If a SIG issues a position statement or guideline, the ABAI office and Executive Council must be informed in writing before the document is disseminated. ABAI should receive a copy of the document with the disclaimer for its files.

Members of SIGs, like members of ABAI (including Executive Council members), cannot make public statements on behalf of ABAI or represent ABAI in other organizations without specific authorization by the Executive Council.

Does paying SIG dues mean membership to ABA?

SIG officers should make it clear to SIG members that paying SIG dues does not entitle them to ABAI membership. SIGs should encourage non-ABAI members to apply for ABAI membership by the usual procedures.

Can non-ABAI members be members of SIGs?

ABAI does not require that SIG members be members of ABAI although it does encourage the practice. However, ABAI requires that SIG officers, including the President, Vice-President, and Secretary-Treasurer be full members of ABA. Full members are eligible to vote on ABAI business matters and to participate in the nominations and election of ABAI officers. Requirements of Full

membership include a Master's degree in Experimental or Applied Behavior Analysis or contributions to the field of behavior analysis. To apply for Full member status, applicants must send a vita that demonstrates at least one of the following:

- Training included a minimum of one year's supervised experience in behavior analysis, and a graduate project, thesis, or dissertation was in experimental or applied behavior analysis.
- Two or more years of supervised experience in experimental or applied behavior analysis.
- Significant contributions to the knowledge in behavior analysis evidenced by research publications, presentations at professional conventions, or by other comparable means (vita should reflect such contributions).

SIG officers and officers-elect should be specified in the annual report to the ABAI Executive Council due once a year. The report should include the terms of office and each officer's membership status. ABAI must be apprised of changes in SIG officers and contact people so that communication between ABAI and SIGs is not compromised.

What procedures should SIGs follow when changing officers?

Each SIG should set its own policies and procedures for electing or appointing officers. An officer structure is recommended, though not required. A President, Vice-President, and Secretary-Treasurer should be elected or appointed and each should have specified roles.

Is ABAI responsible for SIGs finances?

ABAI is not responsible for the finances of SIGs, although SIGs can arrange for ABAI to collect dues on the SIGs' behalf.

SIGs are not required to make financial reports to ABA. However, in response to requests for information, ABAI has made recommendations for successful financial management for those SIGs that choose to collect dues or have mechanisms for collecting funds. However, ABAI does not require that SIGs follow these recommendations. Please see the section of this manual that makes recommendations for administering SIG finances.

Should there be grants to support SIG initiatives?

ABAI does not presently have the funds to support individual SIG initiatives. We highly encourage SIGs to develop strategies to raise funds from their members.

What rules about presentations at the ABAI convention apply to SIGs?

The ABAI Program Committee, including the Co-chairs and twelve Area Coordinators, in conjunction with the ABAI office and the President-elect determines the ABAI convention program. SIGs are not responsible for accepting convention speakers or presentations. However, SIGs are encouraged to support the submission of proposals for presentations in appropriate interest areas. Presentations that do not fall under the following program areas will be designated as Other (OTH):

- Autism (AUT)
- Behavioral Pharmacology (BPH)
- Clinical; Family; Behavioral Medicine (CBM)
- Community Interventions; Social and Ethical Issues (CSE)
- Developmental Disabilities (DDA)
- Human Development; Gerontology (DEV)
- Experimental Analysis of Behavior (EAB)
- Education (EDC)
- Organizational Behavior Management (OBM)

Teaching Behavior Analysis (TBA)
Theoretical, Philosophical, and Conceptual Issues (TPC)
Verbal Behavior (VRB)

All submissions must be made in accordance with the *ABAI Call for Papers*. Some of the main guidelines include the following:

- All proposals **must** be received by the *Call for Papers* deadline to be considered for inclusion in the conference.
- The convention registration fee is not waived for presenters.
- All proposals and presentations must be made in English.
- All proposals and presentations must be categorized as data-based or other as specified by the *Call for Papers*.
- Each proposal must be submitted in its final form; changes will not be accepted after the original submission.
- Each area coordinator can accept a maximum of two invited events; those events can be papers, symposia, or panel discussions. Invited events must be arranged with the area coordinator and approved by the Program Committee Senior Co-Chair prior to the submission deadline.
- Individuals may participate in only one invited event. Presenters of Invited Events are responsible for their own fees and associated costs for attending the convention.
- Individuals may be included in no more than three proposed presentations where they are a presenting author of a poster or address (including addresses within a symposium); a chair or discussant of a symposium; or a chair or panelist of a panel discussion.
- The Program Committee cannot negotiate modifications of proposals in which one or more of the presenters exceed the three-presentation limit. Such proposals will be rejected in their entirety.
- The maximum number of authors per paper is eight. Each author may list only one affiliation.

Should ABAI have a budget for SIG-invited speakers?

Invited and Guest Speakers are chosen by Program Committee Co-Chairs at the recommendation of Area Coordinators. If SIGs have suggestions for Invited or Guest Speakers, those suggestions should be communicated to Area Coordinators prior to the submission deadline. The ABAI Program Committee has a very limited budget to defray hotel costs for Guest Speakers; Invited Speakers cover their own expenses.

Should SIGs have an area in the convention program?

Most SIGs fall naturally within the existing Program Areas. These areas are established with the approval of the ABAI Executive Council and managed by the Council in order to balance ABA's interests in applied, theoretical, and experimental areas. Those SIGs with presentations that do not fall within Program Areas may submit under the category Other (OTH).

Application and Guidelines for the Formation of SIGs

Criteria for SIG Membership

Special Interest Groups are generally composed of members of ABAI who all have some common interest that is within the general purview of ABA. SIGs may be established for political, social, scientific, or other interest. In general, a SIG should be designed to address some area that is otherwise less than adequately dealt with.

All ABAI Special Interest Groups must:

- ◆ meet at least once a year
- ◆ file a brief annual report to the ABAI Executive Council by April 15 of each year.
- ◆ Each officer or governing board member of the SIG, including the President, Vice-President, and Secretary-Treasurer, must be a full member of ABA. Full Members are eligible to vote on ABAI business matters and to participate in the nominations and election of ABAI officers. Requirements of Full membership include a Master's degree in Experimental or Applied Behavior Analysis or contributions to the field of behavior analysis. To apply for Full member status, applicants must send a vita that demonstrates at least one of the following:
 - Training included a minimum of one year's supervised experience in behavior analysis, and a graduate project, thesis, or dissertation was in experimental or applied behavior analysis.
 - Two or more years of supervised experience in experimental or applied behavior analysis.
 - Significant contributions to the knowledge in behavior analysis evidenced by research publications, presentations at professional conventions, or by other comparable means (vita should reflect such contributions).
 - SIG officers and officers-elect should be specified in the annual report to the ABAI Executive Council due once a year. The report should include the terms of office and each officer's membership status. ABAI must be appraised of changes in SIG officers and contact people so that communication between ABAI and SIGs is not compromised.

Application Process

To establish a SIG, applicants must submit:

- 1) a completed application form (see attached) which addresses the requirements included under "Criteria for SIG Membership" above, and
- 2) Signatures of 10 current ABAI members who support the formation of the SIG.

Application Submission Dates

Applications for special interest group status are reviewed each year by the ABAI Executive Council at the fall meeting.

Application for Special Interest Group Status

Return Application and Requested Materials to:

Association for Behavior Analysis, 1219 South Park Street; Kalamazoo, MI 49001

Name of Special Interest Group:

Contact Person's Name and Other Information:

Name:

Home Phone:

Mailing Address:

Work Phone:

Home Fax:

Work Fax:

E-mail:

List the name, office held, and ABAI membership status (must be Full) for each of the SIG officers:

SIG Mission/objectives

Describe the SIG membership:

List publications, and if printed, e-mailed or posted on the Web:

Describe the general interest area to be specifically addressed by the SIG and what specifically about the SIG is of interest to ABAI members.

Describe the SIG activities (meetings, workshops, publications, etc.). Include meeting dates and time of year of publications.

Materials to include with this Application:

- ◆ Signatures of 10 current ABAI members who support the formation of this SIG.
- ◆ One copy of the SIG's most recent publication, if applicable.

Signatures of 10 current ABAI members who support the formation of the SIG:

Name (typed or printed)	Signature
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

Distinguished Speakers

The ABAI Distinguished Speakers list consists of preeminent behavior analysts who represent a range of expertise and geographic locations and who might be appropriate for invited speakers at SIG conferences. The following presentations were included as invited events and tutorial in the 2006 annual convention program.

Teodoro Ayllon, Ph.D.

From Existentialism to Behavioral Coaching in 3 EZ Steps (Clinical; Family; Behavioral Medicine)

Ruth A. Baer, Ph.D.

Operationalizing Mindfulness: Identifying Component Skills and their Relations to Mental Health Variables (Clinical; Family; Behavioral Medicine)

Jon S. Bailey, Ph.D.

Ethics and Values in Behavior Analysis: Do our consumers know what they are? Do We? (Community Interventions; Social & Ethical Issues)

Dermot Barnes-Holmes, Ph.D.

TUTORIAL: Relational Frame Theory (Theoretical, Philosophical, Conceptual Issues)

Carl V. Binder, Ph.D.

TUTORIAL: The Six Boxes™ Model: Performance Management in a Plain English Context (Organizational Behavior Management)

Victor J. DeNoble, Ph.D.

Inside the Dark Side: The Pharmacological Basis of Nicotine Addiction

John W. Donahoe, Ph.D.

The End of Experimental Analysis? (Theoretical, Philosophical, Conceptual Issues)

Jeffrey L. Elman, Ph.D.

Generalizing beyond our experience: lessons from neural networks (Verbal Behavior)

Charles Patrick France, Ph.D.

The Multiple Mechanisms of GHB: Why Should We Care? (Behavioral Pharmacology)

Vivian Fuego, Ph.D.

Using Grounded Reflection to Reflect on the Constructivist Perspective (Teaching Behavior Analysis)

Steven C. Hayes, Ph.D.

TUTORIAL: Professional Development Series: Introduction to Acceptance and Commitment Therapy (Clinical; Family; Behavioral Medicine)

Robert H. Horner, Ph.D.

TUTORIAL: Using Single Case Designs to Establish Evidence-Based Practice (Education)

Brian A. Iwata, Ph.D.

On Extinction (Developmental Disabilities)

Chris-Ellyn Johanson, Ph.D.

TUTORIAL: Measuring and Modulating the Reinforcing Efficacy of Drugs (Behavioral Pharmacology)

Kent Johnson, Ph.D.

TUTORIAL: Professional Development Series: Introduction to Precision Teaching (Teaching Behavior Analysis)

Gail G. McGee, Ph.D.

TUTORIAL: Incidental Teaching and Students with Autism: How to Do It and how to Appreciate the Research (Autism)

Raymond G. Miltenberger, Ph.D.

TUTORIAL: Teaching Safety Skills to Children (Developmental Disabilities)

- Edward K. Morris, Ph.D.
TUTORIAL: Behavior Analysis: History and Historiography (Human Development; Gerontology)
- David C. Palmer, Ph.D.
TUTORIAL: The Extension of Skinner's Verbal Operants to Interpretations of Complex Behavior: A Tutorial (Verbal Behavior)
- Howard Rachlin, Ph.D.
Self-Control and Social Cooperation: Implications For An Account of Addiction (Experimental Analysis of Behavior)
- Bryan Roche, Ph.D.
TUTORIAL: Making the World A Better Place... Context by Context and Frame by Frame (Community Interventions; Social & Ethical Issues)
- Hank Schlinger, Ph.D.
Behavior Analysis: All Dressed Up and Nowhere To Go (Theoretical, Philosophical, Conceptual Issues)
- Ilene S. Schwartz, Ph.D.
Teaching the Principal the Principles: The Role of ABAI in Public Schools (Teaching Behavior Analysis)
- Murray Sidman, Ph.D.
TUTORIAL: Professional Development Series: Introduction to Stimulus Relations (Experimental Analysis of Behavior)
- John E. R. Staddon, Ph.D.
How Hard-Nosed is Behaviorism? (Experimental Analysis of Behavior)
- George Sugai, Ph.D.
Positive Behavioral Supports Research: An Example of Large Scale Evaluation of Behavior Analytic Educational Practices (Education)
- Mark L. Sundberg, Ph.D.
Verbal Behavior and Autism Intervention (Autism)
- Stephen Suomi, Ph.D.
Gene-Environment Interactions In Rhesus-Monkey Behavior Development (Human Development; Gerontology)
- Travis Thompson, Ph.D.
Some of My Best Friends are Synapses: How Brain Science Can Inform Behavioral Intervention (Autism)
- Timothy R. Vollmer, Ph.D.
On the Utility of the Concept of Automatic Reinforcement in Applied Behavior Analysis (Developmental Disabilities)
- Leslie Wilk Braksick, Ph.D.
OBM 2006: A View From the Field (Organizational Behavior Management)

Guidelines for Co-Sponsoring Continuing Education Events

Guidelines for Co-Sponsoring Continuing Education Events with ABA

Introduction

The Association for Behavior Analysis (ABA) offers continuing education for behavior analysts. ABAI is a sponsor approved by the American Psychological Association to offer continuing education for psychologists. The main goals of continuing education are to keep behavior analysts' knowledge and skills current. In order to provide opportunities for continuing education, ABAI sponsors CE events at the annual convention. ABAI also co-sponsors CE events with other organizations or individuals throughout the year. This manual provides information regarding the guidelines, policies, and procedures that must be followed to be approved as a co-sponsor of continuing education by the Association for Behavior Analysis. Samples of materials that must be completed by the applicant as well as samples of other relevant materials are included. If you need assistance with any aspect presented in this manual, please contact Majda M. Seuss at the Association for Behavior Analysis, phone number: (269) 492-9313 e-mail: mail@abainternational.org.

About ABA

The Association for Behavior Analysis is dedicated to promoting the experimental, theoretical, and applied analysis of behavior. It encompasses contemporary scientific and social issues, theoretical advances, and the dissemination of professional and public information. Advancing behavioral science and its applications has become an international effort as witnessed by the countries represented by our members. ABAI is a membership organization that provides a quorum for 21 special interest groups, maintains a mutually beneficial relationship with 39 affiliated chapters located around the world, and organizes an annual convention. The Association publishes two scholarly journals, distributes a newsletter, and offers various other publications relevant to behavior analysis. ABAI also provides support for continuing education events.

ABAI began in May, 1974 with a planning meeting at the University of Chicago; the first annual convention was held the year following.

Numerous other scientists, scholars, and practitioners in psychology, sociology, education, philosophy, business, and rehabilitation have contributed to its governance. The journal, *The Behavior Analyst* (ISSN No. 738-6729) began publication in 1978. ABAI purchased the journal *The Analysis of Verbal Behavior* in 1994.

General Guidelines for Developing a Continuing Education Event

The following guidelines must be met in order to develop a continuing education event with the Association for Behavior Analysis. These guidelines are designed to meet the American Psychological Association's (APA) event criteria. Seeking co-sponsorship of CE events with an APA-approved sponsor (in this case ABA) requires that the requesting organization or individual meet the same guidelines as the approved sponsor. Therefore, it is very important that each of the criteria listed below be met.

1. Event

- a) The event or program must be at least one hour in duration.
- b) ABAI will only offer continuing education for workshops or equivalent events. Convention talks or lectures do not qualify.

2. Objectives

- a) Learning objectives must be outlined for the event.
- b) The learning to be accomplished must be post-graduate in nature.

3. Instructors

- a) Instructors must be knowledgeable and qualified to conduct the event.
- b) Instructors must be qualified to convey material effectively.

4. Participants

Participants must be screened so that people inappropriate to the topic or area, or who are not governed by ethical considerations, would not be enrolled. Additionally, participants must be monitored to assure that they remain for the entire event in order to receive continuing education.

5. Promotional Materials

- a) If ABA-approved status is to be advertised, a specific statement of ABAI approval should be included on the promotional material. This would be: "This event is being co-sponsored by the Association for Behavior Analysis and [name of co-sponsoring organization]. The Association for Behavior Analysis is approved by the American Psychological Association to offer continuing education for psychologists. The Association for Behavior Analysis maintains responsibility for the program."
- b) The following information must be made available to participants before they enroll:
 - Educational objectives
 - Participants for whom the event is designed
 - Skill level appropriate
 - Faculty credentials
 - Schedule and format
 - Cost
 - Refund/cancellation policy
 - Items covered by fee
 - Number of CE credits offered.

6. Event Evaluation

The evaluation should be objective and provide feedback to the instructors so that future programs may be improved. The evaluation is not for the purpose of grading participants. An example of an event evaluation is located on page 12 of this manual. Please feel free to use it.

The following must be evaluated:

- a) Achievement of each event objective, individually
- b) Instructor's level of knowledge and expertise
- c) Instructor's ability to convey knowledge
- d) Participants' satisfaction with the presentation
- e) Overall participants' satisfaction with the presentation
- f) Adequacy of the physical facilities

7. Documentation

ABAI will award documentation to participants indicating satisfactory completion of the event. ABAI will award this documentation not for participation alone but also for the evaluation of the learning event as indicated in 6 above.

8. Ethical Principles

There must be adherence to the *Ethical Principles of Psychologists and Code of Conduct*. Copies of the *Ethical Principles of Psychologists and Code of Conduct* may be received from the ABAI office or by contacting the American Psychological Association (APA) at (202) 336-5990.

American Psychological Association
Sponsor Approval System
750 First Street, NE
Washington, DC 20002-4242

Co-Sponsoring Continuing Education Events

The CE event shall be developed in conjunction with the Association for Behavior Analysis. Any co-sponsor relationship must meet the following requirements:

1. Application Process

During pre-planning stages, the co-sponsor organization or individual should send to the Association for Behavior Analysis the following packet at least 30 days prior to the CE event:

- a) The "Co-Sponsor Application Form"
- b) The corresponding fee (indicated in section 4 below)
- c) CE event syllabus, with a summary of main points and the educational goals of the course
- d) Instructor(s) vita(e)
- e) Evaluation forms
- f) Attendee list format
- g) Sample promotional materials **before** they are printed.
- h) Statement about how the CE event will be funded.

If information is added after approval of an event, co-sponsoring organizations are required to update the ABAI office by the date of the event. If, for example, a co-sponsor adds a date to an approved event, ABAI must be informed of the addition by that date. Failure to comply will compromise the approval for co-sponsorship of your event.

2. Approval Procedure

- a) Once the Co-Sponsor Application Packet is received, the Association for Behavior Analysis will assemble a Continuing Education Committee for the evaluation of the proposal (see Letter to Committee Members, page 14).
- b) If the proposal meets ABAI continuing education standards, a co-sponsorship agreement will be signed between the Association for Behavior Analysis and the organization or individual seeking co-sponsorship (see Letter of Agreement, page 11).
- c) The Association for Behavior Analysis will award continuing education on the basis of one contact hour for each 60 minutes of instruction or learning experience. ABAI will develop the documentation and will award each participant successfully completing the event. The documentation will name both of the co-sponsors, event title, date, CE hours, and presenter (s) names.
- d) The Association for Behavior Analysis will provide the documentation for continuing education to participants (see Certification of Attendance, page 13).

3. Post CE Event Requirements

Within 30 days of the completion of an approved CE event, the co-sponsor organization or individual must submit to the Association for Behavior Analysis the following:

- a) A list of the participants seeking continuing education. The list should include the name, psychology license number, address and phone number.
- b) The total number of participants in each event.
- c) Individual evaluations as well as a summary report of the course evaluation responses.
- d) A check for the remaining fees (see section 4 below).

The co-sponsor organization or individual must maintain records of attendance for the CE event for three years. These records include attendance rosters, course evaluations and any other relevant information.

4. Fees

For Private Business

- A set up fee of \$220.00 per CE event (i.e. workshop) must be enclosed with the Co-Sponsor Application Form. This fee will cover processing expenses.
- The set up fee must be paid only once annually per specific workshop.
- A fee of \$12.00 per CE awarded credit hour per CE participant must be send to the Association for Behavior Analysis upon 30 days of the completion of an approved CE.

For Associations and ABAI SIGs

- A set up fee of \$30.00 per CE event (i.e. workshop) must be enclosed with the Co-Sponsor Application Form. This fee will cover processing expenses
- A fee of \$10.00 per CE credit hour per CE participant must be sent to the Association for Behavior Analysis upon 30 days of the completion of an approved CE event.



Note: Completion of the Co-sponsor Application form does not constitute approval to co-sponsor continuing education. If co-sponsorship of continuing education for this event is approved by the Association for Behavior Analysis, a letter of agreement to co-sponsor continuing education will be signed between the Association for Behavior Analysis and the co-sponsoring organization (or individual). This procedure must be followed for each CE event (workshop or course).



Co-Sponsor Application Form

This form must be completed and returned to the Association for Behavior Analysis 30 days prior to the CE event. All other required materials must be enclosed.

1. Co-Sponsor Information:

ORGANIZATION OR INDIVIDUAL NAME: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

E-MAIL: _____

TELEPHONE: _____ FAX: _____

2. Instructor Information:

INSTRUCTOR'S NAME: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

E-MAIL _____

TELEPHONE: _____ FAX: _____

3. CE-Event Information

EVENT TITLE: _____

EVENT ABSTRACT: _____

EVENT DATES AND TIMES: _____

SITE ADDRESS:

CITY/STATE/ZIP:

SITE TELEPHONE:

EVENT LEVEL:

- Introductory (useful for psychologists new to this field)
- Intermediate (useful for psychologists with some experience in this field)
- Advanced (useful for psychologists with extensive experience in this field)

HOW DOES YOUR CE EVENT MEET THE SPECIFIC NEEDS OF POSTGRADUATE PROFESSIONALS WITHIN THE FIELD OF PSYCHOLOGY?

HOW ARE BEHAVIOR ANALYSTS INVOLVED EVENT DEVELOPMENT?

DESCRIBE HOW YOU MAINTAIN YOUR CE EVENT UP TO DATE WITH RESPECT TO THE TOPICS, THE EMPIRICAL, THEORETICAL AND PRACTICE LITERATURE, AND THE USE OF CURRENT DATA. _____

ATTACH INSTRUCTOR(S) VITA(E)

ATTACH AN EVENT SYLLABUS THAT INCLUDES A SUMMARY OF MAIN POINTS & EDUCATIONAL OBJECTIVES, TARGETED AUDIENCE AND EVENT ACTIVITIES

DESCRIBE THE EVALUATION PROCESS YOU WILL USE TO ASSESS THE PARTICIPANTS ACHIEVEMENT OF EDUCATIONAL OBJECTIVES:

ENCLOSE AN EVALUATION FORM THAT FULFILLS THE CRITERIA OF THE GENERAL GUIDELINES #6.

DESCRIBE HOW YOU WILL MONITOR ATTENDANCE DURING THE EVENT IN A MANNER THAT FULFILLS THE CRITERIA OF THE GENERAL GUIDELINES #4. _____

ATTACH A SAMPLE OF YOUR ATTENDEE LIST FORMAT

4. Facilities:

DESCRIBE THE FACILITIES IN WHICH THE EVENT WILL BE HELD _____

DO THE FACILITIES PROVIDE APPROPRIATE SPACE FOR THE EDUCATIONAL METHODOLOGY USED? YES NO

ARE THE FACILITIES ACCESSIBLE TO PHYSICALLY CHALLENGED PERSONS?
 YES NO

5. Promotional Material:

DESCRIBE HOW YOU WILL MAKE THE FOLLOWING INFORMATION AVAILABLE TO PARTICIPANTS PRIOR TO ENROLLMENT IN THE CE EVENT:

EDUCATIONAL OBJECTIVES _____

TARGETED AUDIENCE _____

SCHEDULE AND FORMAT _____

COST, FEES AND REFUND/CANCELLATION POLICY _____

INSTRUCTOR'S CREDENTIALS _____

LENGTH OF THE EVENT, IN HOURS _____

ATTACH A COPY OF ALL PROMOTIONAL MATERIALS

6. Authorization:

I CERTIFY ON BEHALF OF

(Co-sponsoring organization or individual)

THAT THE PRECEDING STATEMENTS AND THE ENCLOSED DOCUMENTS ARE TRUE.

SIGNED: _____ DATE: _____
(Co-sponsor representative)

AGENCY TITLE _____

7. Payment:

A non-refundable course application fee made payable to the Association for Behavior Analysis (ABA) must accompany this application (see page 7).

Check enclosed

Please bill my Visa MasterCard American Express

Billing Name: _____

Billing Address: _____

Account #: _____ Exp. Date: _____

Signature _____

Letter of Agreement to Co-Sponsor Continuing Education Event

This agreement is between the Association for Behavior Analysis and

(Co-sponsoring organization/individual)

I/We do hereby agree to co-sponsor the following CE event with the Association for Behavior Analysis (ABA).

Event Title: _____

Date (s): _____ Location(s): _____

Presenter (s): _____

Co-Sponsor name and address: _____

Telephone, Fax, E-mail:

We further agree to the conditions listed in the attached "General Guidelines, Policies and Procedures for Co-Sponsors of the Association for Behavior Analysis Continuing Education Events"

Signed: _____

Date: _____

(Co-Sponsor Representative)

Typed Name: _____

Agency Title: _____

Signed: _____

Date:

(ABAI Representative)

Evaluation Form

Event Title: _____

Presenter (s): _____

Please rate each of the following statements on a scale of 1 to 5:

	Strongly agree			Strongly disagree	
<i>Workshop Description</i>					
The description of the event was totally clear	1	2	3	4	5
The description helped me decide to enroll	1	2	3	4	5
<i>Workshop Content</i>					
The event content was consistent with its description	1	2	3	4	5
The content was at the advertised difficulty level	1	2	3	4	5
I will be able to apply the concepts/activities presented	1	2	3	4	5
<i>Workshop Objectives</i>					
State skill sequences for learners with autism within the areas of motor, imitation, receptive and expressive language skills.	1	2	3	4	5
<i>Presenter (s)</i>					
The presenter seemed to be knowledgeable concerning the topic (s) covered	1	2	3	4	5
The presenter was skillful in presenting the content of the event	1	2	3	4	5
The presenter was well organized/prepared	1	2	3	4	5
The presenter encouraged learner participation	1	2	3	4	5
The presenter covered the material thoroughly	1	2	3	4	5
<i>Supplemental Materials</i>					
The material was comprehensible	1	2	3	4	5
The material is likely to be useful as a future reference	1	2	3	4	5
<i>Audio/Visual Aids</i>					
The audio visual were very clear and easy to read	1	2	3	4	5
<i>Setting/Facilities</i>					
The number of participants was ideal in helping me accomplish the objectives	1	2	3	4	5
The facilities used for this event were ideal	1	2	3	4	5
The length of the event was appropriate	1	2	3	4	5
<i>Overall Evaluation of the Event</i>					
Overall, the event was excellent	1	2	3	4	5

Overall Comments and Suggestions (please use back of page if needed)

Certification of Attendance

Date

To whom it may concern:

This is to certify that (*participant's name*) has attended, in its entirety, the following continuing education event sponsored by the Association for Behavior Analysis.

Title of Activity

Presenter

Date

CE Hours/Credits

Sincerely,

Maria E. Malott, Ph.D.
Executive Director/Secretary Treasurer

This program is cosponsored by the Association for Behavior Analysis and ["partner" sponsor]. The Association for Behavior Analysis is approved by the American Psychological Association to offer continuing education for psychologists. The Association for Behavior Analysis maintains responsibility for the program.

Letter to Committee Members

Date

TO:

FROM:

RE: Continuing Education Request

Enclosed is information regarding an educational event that is requesting approval for continuing education for psychologists. The title of the event is *(title of the CE event)* and will be conducted by *(name of the presenter and the organization)*.

(Name of co-sponsoring organization) is seeking approval of the event for *(number of credit hours)*. The CE event will be held on *(month, date, year)* in *(place)*. The enclosed materials should be used in making a decision regarding the appropriateness of the event to receive continuing education. If you need any additional information please contact us at the Association for Behavior Analysis, phone number (269) 492-9313.

We appreciate you returning this form to the ABAI office no later than *(date)* either by fax or mail. Thank you for your help.

- I approve continuing education
- I don't approve (some modifications are needed)
- Modifications needed for approval:

Signature: _____

Date: _____

Return to: ABA, 1219 South Park Street, Kalamazoo, MI 49001

Or fax to: (269) 492-9316

Recommended Practices for Successful Financial Management

The intent of this document is to provide ABAI special interest groups with suggestions for successful financial management. By no means should these suggestions be read as requirements.

Getting Started

SIGs that choose to collect fees and run like a small organization have several local resources available to them at no cost:

Contact the Small Business Development Center in your area. Each state has at least one and some have several. These organizations provide free assistance with business plans, marketing strategies, finances, and any other issues related to running a small organization. These Centers can also help SIGs determine taxes and their legal organizational status (such as partnership, corporation, etc.). Telephone numbers should be in the local phone directory or may be found by contacting your Chamber of Commerce. You may also find contact information for Small Business Centers by contacting the United States Small Business Administration in Washington at 202-205-6642 or using the SBA's Web site: <http://www.sba.gov/>.

Your local Chamber of Commerce can provide information about other businesses and services able to assist SIGs. For instance, someone at the Chamber can recommend reputable accountants or legal assistance.

Many universities' business colleges sponsor programs to assist small organizations. Call the business programs nearest SIG officers to can help determine what services they provide or would be willing to arrange.

Record Keeping

The SIG secretary or treasurer should keep copies of all materials filed with local, state, provincial, or federal government. He or she should also make copies of all correspondence to and from the Association for Behavior Analysis, the SIG accountant and lawyer, if applicable, and any correspondence with the governing board, including any meeting minutes. These records should be kept for future reference. For purpose of taxes, all financial records must be kept for seven years.

Professional Resources

It would be ideal for SIGs to have access to legal help to review by-laws and to consult when needed.

If possible, SIGs should contract the services of a Certified Public Accountant to prepare year-end tax reports and review any decisions that may have financial implications. An accountant is also a good resource when making financial decisions and can advise the SIG of tax benefits that may otherwise be overlooked. An accountant can help determine if the SIG can establish not-for-profit status with the Internal Revenue Service, and will help with employment and other issues as well.

It is helpful if financial and legal service providers are maintained even when the officers rotate.

Treasurer

It is recommended that the governing board of the SIG appoint a treasurer to maintain proper financial records and reporting. The treasurer should have experience in handling business accounts, including a basic knowledge of bookkeeping.

Non-Profit Status

SIGs may be eligible for non-profit or not-for-profit status under the Internal Revenue Code 501(c)3 or 501(c)6. It is recommended that the SIG seek legal assistance to file the appropriate forms. If the treasurer or a board member wishes to petition for non-profit status on behalf of the SIG, he or she should contact the IRS directly. The forms ordering telephone for the IRS is (800) 829-3676. The required documents are Form 8718 (User Fee Form), Pkg. 1023 and Pkg. 1024 (Application to Obtain Tax Exempt Status), and Publication 557.

hardware/software

It is highly recommended that the treasurer have the appropriate hardware and software for maintaining records. Accounting or bookkeeping software will eliminate much of the hassle of recording transactions and reporting income. Popular accounting software packages for small businesses include: Business Vision 32, Small Business Manager, QuickBooks, Peachtree Complete Accounting, M.Y.O.B., and Simply Accounting.

Backups

Periodic backups of financial data are essential to guard against loss of data. It is recommended that a backup of financial databases be executed weekly while other data such as correspondence files be backed up monthly. Every fifth backup should become an archive copy until the following archive backup replaces it. At the end of the fiscal year, a permanent archive copy should be made. This yearly archive should consist of electronic records and hardcopy files.

Business Accounts

It is recommended that SIG cash assets be deposited into business bank accounts. These accounts should be separate from personal checking and savings accounts, as the SIG should be treated as its own entity. This aids in better financial tracking of assets, income, and expenditures. Shop around for banks. Although most banks do charge per-check fees and have minimum balance requirements, there are a few that don't, particularly if the SIG is not-for-profit under the Internal Revenue Code 501(c).

Ideally, the SIG will set-up a business checking account and a business savings or money market account with two co-signers. The co-signers should have mutual accessibility to the funds so that in the event one co-signer is unavailable the other can continue to act on behalf of the SIG. It is highly recommended that the institution in which the SIG deposits its cash be insured by a government agency such as the FDIC in the US.

Reporting

It is recommended that the treasurer report the financial status of the SIG at least once a year. The minimum recommended reporting should consist of an Income Statement, a Balance Sheet, and a Cash Disbursements Statement. The board should take time to discuss the spending and earning patterns of the SIG so those trends may be identified and used to the advantage of the organization. The use of budgets will help greatly in directing the future growth and services offered SIG members.

Budgeting

It is recommended that the treasurer, along with the board, develops and adheres to an annual budget. The treasurer should use spending and earning information from the past three to five years to develop a budget. If this is the first year in which this information is to be tracked, estimate expenses based on anticipated activities. Seek estimates for printing jobs, or conferences to be held during the year to help set up a first-time budget. The SIG may not fair so well

against its budget during the first year or two, but as the years go by it may be fine tuned and prove itself invaluable.