# ABAI TIERED MODEL OF EDUCATION
## APPLICATION INSTRUCTIONS

**Overview**

Programs seeking initial accreditation (Tier 1) or recognition (Tiers 2a through 4b), from the Association for Behavior Analysis International (ABAI) are required to complete the Tiered Model of Education application (online self-study report), which is an assessment of the complete program, led by program administrators with involvement from faculty, students, and external stakeholders. The self-study application process provides an opportunity for the administration and faculty to examine the program in light of the standards and policies and to draft recommendations for its own action to improve the program and services for students. The self-study report (submitted via ABAI's online application system) permits an opportunity, once in a recognition cycle, for the program to report on these assessment efforts and the current status of the program's compliance maintaining its accreditation or recognition status.

*Note: Programs applying for ABAI accreditation, Tier 1, should indicate so in their eligibility request and letter of intent to ABAI, prior to starting an application.*

The review process places great emphasis on the outcomes or products of the program's training efforts. The review also evaluates the program's resources and processes. Consistent with this approach, the guidelines and principles identify and describe general domains that are considered important to the success of any training program in behavior analysis. For each domain, programs are expected to document their records of achievement, and must provide narrative responses and statistical data to complete the application.

It is assumed that, with reasonable guidance about the kind of information needed, programs can decide how best to present their goals, objectives and the means by which these are achieved. Similarly, it is assumed that with adequate information from a program, ABAI can reach an informed, fair and reasonable decision about the program's status with respect to recognition in one of the Tiers. All programs are evaluated according to the same standards with considerable flexibility as to specific course content and the manner in which research and practical training are handled, the structure of the program, and with regard for applicable laws, regulations, and cultural environments.

**Instructions**

These instructions for preparing for the online application system (self-study report) have been developed to assist in this process. The program initiating the request for accreditation (Tier 1), or recognition (Tiers 2a-4b) is responsible for reviewing the requirements and completing the online application, with relevant data and information as requested by ABAI, using the format specified herein.

Program coordinators should read each standard carefully, share requested data, and provide narrative descriptions supported by evidence that the program is meeting each standard. Whenever possible, files submitted through the online application system should first be saved using the Portal Document Format (.pdf). Once the application is submitted and application

fees are paid, the program coordinator will receive confirmation from ABAI within one week of the submission.

Important information about the application requirements and materials:

**Templates:** Each of the nine standard areas has a template form (document) corresponding to the section within the online application form. Further, each standard area contains component standards related to that area. The instructions in the template forms specify, "For #-###: Describe…" for each standard where narrative responses are necessary. The fields for the narrative responses are gray text boxes (       ) which can be deleted (i.e., your final text should not be highlighted in gray) and are only there to remind you to provide information in that spot. You may wish to prepare your response outside the form field and paste into the gray boxes or you may replace the gray boxes with your text. Narrative responses should be concise and direct. Each standard will have its own subpage in the online application system and each corresponding template form is available to download. Narrative responses are entered into the template form, saved as a PDF, then uploaded to the online application system.

**Data:** Throughout the application process the program is requested to provide statistical data (e.g., median time to program completion, number of students enrolled in the program, etc.) and the program coordinator will enter those data directly into the online application form. The instructions in the online application and the template forms specify which standards require statistical data and where to submit it in the online application system. The template instructions will include: "**Note:** Use the table in the online application to enter data," when data entry in the online application form is required. To help prepare and organize your data for the online application system, consider referencing the "Tiered Model-Standards_Data Tables" spreadsheet (in the resources folder). This is an optional tool to help the program organize data – it is not required for the application process, nor can it be emailed or submitted directly to ABAI.

**Attachments/Uploads:** The online application system also requests the submission of attachments (e.g., faculty CVs, syllabi, program handbooks, etc.). The instructions in the template forms specify, "For #-###: Upload…" each standard that requires an attachment and where to upload those files in the online application system. Whenever possible, files uploaded to the online application system should be a PDF (.pdf).

Nothing in the self-study requires you to provide students' names with the exception of publicly available publications and presentations. When submitting sample documents, please remove any names that could raise Family Educational Rights and Privacy Act (FERPA) or Health Information Portability and Accountability Act (HIPAA) issues, questions, or concerns.

For new applications, eligible programs must have graduated at least one student, therefore the recent data requested herein should come from the last few years the program was in operation. For programs reapplying for accreditation (Tier 1) or recognition (Tiers 2a-4b), the recent data requested herein should come from every year the program was accredited during its last accreditation or recognition period (e.g., the last five years).