

## APBA Accreditation Interest Form

This form tells APBA that you are interested in pursuing an accreditation review. **PLEASE ONLY SUBMIT ONE FORM PER PROGRAM.** This form collects information on the program to ensure that 1) the program meets APBA's entry criteria for accreditation, 2) determines the cost for the accreditation review, and 3) identifies the potential accreditation cycle. If baseline criteria are met, the program will be given access to a SharePoint folder to upload documentation to show conformance with APBA's accreditation standards. **No payment is collected at this time.**

\* Required

### APBA Accreditation Interest Form: Click-Through Agreement

- 1. Agreement and Acceptance** **1.1** By selecting "I Agree" and submitting the APBA Accreditation Interest Form (the "Form"), the individual identified as the Accreditation Contact Person (the "User") on behalf of the university program identified in the Form (the "Program") enters into a binding contract with the Association of Professional Behavior Analysts ("APBA").  
**1.2** If the User does not agree to these terms, the User must not select "I Agree" and must not submit the Form. \*

I understand

- 2. Parties and Authority** **2.1** The User represents and warrants that the User is authorized to submit the Form and make the acknowledgments and commitments herein on behalf of the Program.  
**2.2** The User acknowledges the Program's responsibility to provide accurate and complete information in the Form and any supplemental materials. \*

I understand

- 3. Purpose and Scope** **3.1** The Form expresses the Program's interest in APBA accreditation and initiates preliminary intake and review steps; it does not by itself confer accreditation, guarantee eligibility, or constitute acceptance into any accreditation cycle.  
**3.2** APBA may request additional information to assess baseline eligibility and administrative readiness for the accreditation process. \*

I understand

**4. Program Obligations** **4.1** De-Identification and FERPA Compliance. The Program, through the User, agrees that any educational materials uploaded to APBA's secure SharePoint or other designated platform in connection with the accreditation process will be fully de-identified and free of personally identifiable information protected under FERPA, and that the Program bears full responsibility for ensuring compliance. As part of the APBA Accreditation application process, programs are required to upload educational materials (e.g., syllabi, assessment tools, curriculum examples) to a secure APBA SharePoint folder. These materials may not contain personally identifiable information about students or trainees protected under FERPA. This Form confirms the Program's responsibility for ensuring that all submitted materials are fully de-identified prior to being uploaded. Under FERPA, PII includes but is not limited to student names; student ID numbers or university email addresses; grades or evaluative comments tied to identifiable individuals; demographic information that makes a student identifiable; internship/practicum evaluations connected to a specific student; and any combination of information that could reasonably identify a student.

**4.2 APBA Handling of PII.** The Program acknowledges that APBA does not review, store, or accept FERPA-protected student information, and that the Program bears full responsibility for ensuring compliance. If APBA identifies any materials that appear to contain PII, APBA may suspend review until the Program replaces or removes the content. The Program will promptly notify APBA if any FERPA-protected information is inadvertently uploaded.

**4.3 Accuracy and Updates.** The Program will ensure that all information furnished in the Form and any follow-up submissions is true, accurate, and complete to the best of its knowledge, and will promptly correct or update any information that becomes inaccurate or incomplete.

**4.4 Cooperation.** The Program will cooperate with APBA's reasonable requests for additional information related to baseline accreditation requirements, scheduling, and administrative processing. \*

I understand

**5. APBA Rights and Process** **5.1** APBA may use the information submitted through the Form to evaluate the Program's baseline eligibility, determine administrative next steps, and plan the accreditation intake process.

**5.2** APBA may suspend or discontinue preliminary review if submissions fail to comply with Section 4.1 or otherwise impede review. APBA may suspend review if materials appear to contain PII until the Program replaces or removes the content.

**5.3** APBA's receipt of the Form does not bind APBA to conduct a full accreditation review, confer accreditation, or accept the Program into any specific cycle or timeline. \*

I understand

**6. No Submission of Student PII** **6.1** The Program must not submit student PII in any form or medium to APBA in connection with this Form or any subsequent steps, and must implement procedures to ensure de-identification before submission. No student PII may be included in any document, image, dataset, assessment product, or narrative submitted to APBA. \*

I understand

**7. Confidentiality; Data Handling** **7.1** APBA will use reasonable administrative, technical, and organizational measures designed to protect materials submitted through designated APBA systems during the preliminary intake process.

**7.2** The Program acknowledges that APBA's systems are not intended to receive or store student PII and agrees not to submit such information. \*

I understand

**8. Disclaimers; No Accreditation Warranties** **8.1** APBA disclaims any warranty or guarantee that submission of the Form will result in accreditation or any specific accreditation outcome or timeline.

**8.2** APBA makes no warranties, express or implied, regarding the suitability of the Program for accreditation based solely on the information provided in the Form. \*

I understand

**9. Term; Termination** **9.1** This Agreement becomes effective upon the User's click-through acceptance and submission of the Form and remains in effect through the earlier of: (a) commencement of a separate written agreement governing a full accreditation application; or (b) written notice by either party terminating the preliminary review engagement. **9.2** Sections 4, 6, 7, 8, 10, 11, and 12 survive termination. \*

I understand

**10. Limitation of Liability** **10.1** To the maximum extent permitted by law, neither party will be liable for indirect, incidental, special, consequential, or punitive damages arising from or related to this Agreement or the preliminary review, even if advised of the possibility of such damages.

**10.2** APBA's aggregate liability arising from or related to this Agreement will not exceed \$1,000 in the aggregate.

**10.3** Nothing in this Section limits The Program's liability for breach of Section 4.1 or for willful misconduct. \*

I understand.

**11. Indemnification** **11.1** The Program will indemnify, defend, and hold harmless APBA and its officers, directors, employees, and agents from and against third-party claims, losses, liabilities, damages, and costs (including reasonable attorneys' fees) arising out of or related to: (a) the Program's submission of materials containing student PII or other information in violation of applicable law; (b) the Program's breach of this Agreement; or (c) materials or information submitted by or on behalf of the Program. \*

I understand

**12. Governing Law; Venue; Jury Trial Waiver** **12.1** This Agreement is governed by the laws of the District of Columbia without regard to conflicts of laws principles.

**12.2** The parties consent to the exclusive jurisdiction and venue of the state and federal courts located in the District of Columbia for any dispute arising out of or relating to this Agreement, and waive any objection based on forum non conveniens.

**12.3** To the fullest extent permitted by law, the parties waive the right to a trial by jury for any dispute arising out of or relating to this agreement. \*

I understand

**13. Electronic Communications; Click-Through Consent**

**13.1** The parties agree that this Agreement may be formed, executed, and delivered electronically.

**13.2** By clicking "I Agree," the User affirms the User's intent to sign and be bound by this Agreement on behalf of the Program and acknowledges that APBA may rely on such electronic consent. \*

I understand

**14. Entire Agreement; Order of Precedence; Updates**

**14.1** This Agreement constitutes the entire agreement between the parties regarding the Form and preliminary intake and supersedes any prior or contemporaneous understandings on that subject.

**14.2** If APBA publishes updated click-through terms for the Form, those updates will apply prospectively upon the Program's affirmative acceptance.

**14.3** Any conflicting terms in subsequently exchanged Program forms do not modify this Agreement unless expressly agreed by APBA in writing. \*

I understand

**15. Severability; Assignment; No Third-Party Beneficiaries**

**15.1** If any provision is held unenforceable, it will be enforced to the maximum extent permissible and the remainder will remain in effect.

**15.2** The Program may not assign this Agreement without APBA's prior written consent; APBA may assign to an affiliate or in connection with a reorganization or transfer of accreditation operations.

**15.3** There are no third-party beneficiaries \*

I understand

**16. Notices**

**16.1** Formal notices under this Agreement must be sent to: (a) APBA at [accreditation@apbahome.org](mailto:accreditation@apbahome.org) with a copy to [1527 Highland Avenue #4043 Louisville, Kentucky 40204]; and (b) the Program at the email and mailing address provided in the Form, or as later updated by written notice. \*

I understand

## Accreditation Contact

APBA will only communicate with one contact person throughout the review. This person will be responsible for uploading documentation to the SharePoint folder, communicating questions/needs with APBA, scheduling faculty/student interviews, and distributing faculty/student surveys.

17. Accreditation Contact Person's Name: \*

18. Accreditation Contact Person's role in the program: \*

19. Accreditation Contact Person's email: \*

## Program Information

20. Name of University: \*

21. Name of degree(s) offered: \*

22. Years program has been in operation: \*

23. Instructional Formats Used (check all that apply) \*

- Synchronous
- Asynchronous
- In Person
- Remote

24. Does your program offer or manage fieldwork experience?

**2.7** Programs may opt to offer or manage fieldwork experience in addition to the academic program. In such instances, the program should track the qualifications of fieldwork supervisors, the status of supervisory relationships for students, and the content and competencies targeted during fieldwork. Programs who provide fieldwork experience or enter into contracts with agencies to provide fieldwork experience should provide professional development resources to facilitate the quality of supervision.

**2.7.1** When programs opt to offer fieldwork, supervision is provided by qualified behavior analysts with expertise and experience in the science and practice of behavior analysis. \*

- Yes
- No

## Baseline Criteria

This section requires confirmation that the program meets the baseline requirements for APBA Accreditation.

25. Our program includes 315 hours of instruction that meets the requirements of the Behavior Analyst Certification Board® and 45 hours of Experiential Learning in Behavior Analysis/Practicum/Lab/Practice of Behavior Analysis, for a total of 360 hours of instruction. \*

Yes

No

26. Our program provides a capstone/thesis that allows students to demonstrate core competencies to practice behavior analysis. Some examples include: a thesis, a clinical demonstration capstone project, a clinical portfolio of products relevant to the workplace, competency demonstration in practice related skills, a program evaluation project, or a review paper. *Please note, if other formats are used, the program must justify how the format allows evaluation of competence in skills that are relevant to the practice of behavior analysis.* \*

Yes

No

## Student Enrollment

This section will ask you to report on the total number of students enrolled in the program over the past three (3) years to determine the cost for the accreditation review.

27. How many students are enrolled in the current academic year (2025-2026)? \*

28. How many students were enrolled in the previous academic year (2024-2025) \*

29. How many students were enrolled in the 2023-2024 academic year? \*

**BCBA® first-time pass rates**

Data published on the BACB® website for the last five (5) years are used to determine the potential length of the accreditation cycle.

Write N/A for each year that the BACB® did not publish your pass rate data or if your program does not yet have data to report.

30. First-time pass rates for 2025 \*

31. First-time pass rates for 2024 \*

32. First-time pass rates for 2023 \*

33. First-time pass rates for 2022 \*

34. First-time pass rates for 2021 \*

35. First-time pass rates for 2020 \*

## FERPA Responsibility

As part of the APBA Accreditation application process, programs are required to upload educational materials (e.g., syllabi, assessment tools, curriculum examples) to a secure APBA SharePoint folder. These materials may not, under any circumstances, contain personally identifiable information (PII) about students or trainees protected under the Family Educational Rights and Privacy Act (FERPA).

This form confirms the program's responsibility for ensuring that all submitted materials are fully de-identified prior to being uploaded.

Under FERPA, PII includes but is not limited to:

- Student names
- Student ID numbers or university email addresses
- Grades or evaluative comments tied to identifiable individuals
- Demographic information that makes a student identifiable
- Internship/practicum evaluations connected to a specific student
- Any combination of information that could reasonably identify a student

36. As the Accreditation Contact for my program, I affirm that:

1. I am authorized to act on behalf of the Program.
2. All materials uploaded to the APBA Accreditation SharePoint folder will be reviewed and fully de-identified in accordance with FERPA requirements.
3. No student PII will be included in any document, image, dataset, assessment product, or narrative submitted to APBA.
4. I understand that APBA does not review, store, or accept FERPA-protected student information, and that the program bears full responsibility for ensuring compliance.
5. If APBA identifies any materials that appear to contain PII, APBA may suspend review until the program replaces or removes the content.
6. The program will promptly notify APBA if any FERPA-protected information is inadvertently uploaded.
7. APBA will use the information I have provided to evaluate eligibility and may request additional information.
8. Any dispute shall be governed by the laws of the District of Columbia.

By selecting "I agree" and submitting the APBA Accreditation Interest Form, the User: (a) affirms that they have read and understand this Agreement; (b) has authority to bind the Program; (c) consents to electronic contracting and communications; (d) agrees to the governing law, jurisdiction, and venue provisions; and (e) agrees that the Program will comply with Section 4, including FERPA-compliant de-identification and prompt remediation.

\*

I agree

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