

2023-2024 Program Requirements for Graduate Students Bay Path University: Applied Behavior Analysis (ABA) Programs

This form communicates the program requirements and policies for the Graduate Programs in Applied Behavior Analysis (ABA). This includes the M.S. in ABA, Ed.S, and any concentrations. Signing of this form confirms understanding and agreement to abide by these requirements and policies.

Please read each requirement carefully, sign the form confirming understanding, and return this form to the graduate admissions department with a completed application.

General Program Requirements:

- The Graduate Programs in Applied Behavior Analysis (ABA) include the 48-credit M.S. in Applied Behavior Analysis, the 57-credit M.S. in ABA with ASD concentration, the 60-credit M.S. in ABA with concentrations in Trauma-Informed Practice, Applied Verbal Behavior, or Supervision, Training & OBM., and the 51-credit Ed.S in Applied Behavior Analysis with research focus;
- The Graduate Programs in ABA fulfill the necessary components (coursework, supervision and degree mandates) required to apply to take the national BCBA® certification examination in applied behavior analysis. This exam is administered by the Behavior Analyst Certification Board (BACB®), a private credentialing organization, and not through Bay Path University. To receive certification in ABA a student must take and pass the examination administered by the BACB® following graduation from the ABA Program. BPU gives no guarantee that a student will pass the BACB® examination;
- Licensure requirements in ABA differ from state-to-state and may differ from requirements for national certification through the BACB®. Any student who intends to apply for licensure in a specific state is responsible for researching requirements of that state and determining if their coursework and supervision is sufficient to meet that specific state's requirements. BPU makes no claim to fulfill requirements for licensure in ABA in any state outside of MA. BPU maintains its disclosure of state-by-state professional licensure for the ABA Programs on its website, at the following URL:
<https://www.baypath.edu/about/assessment-accreditation/professional-licensure-disclosure-applied-behavior-analysis/> ;
- The graduation requirements of a BPU ABA Graduate Program include the following: coursework, a supervised learning experience, exam preparation, and a series of comprehensive exams. Comprehensive examinations taken during the program are for internal programming and assessment purposes only and are not equivalent to or in replacement of any examination required by the BACB® or any other organization for certification or credentialing purposes;
- The BPU ABA Graduate program's course content includes a course sequence verification by the Association for Behavior Analysis International (ABAI) and is aligned with the content of the BACB® 5th Edition Task List and the BACB® 6th Edition Test Content Outline;
- The BPU ABA Graduate program's supervision requirements are aligned with fieldwork standards outlined by the BACB®. Candidates should refer to the BACB® Handbook for more information: <https://www.bacb.com/new-bcba-and-bcaba-handbooks/>
- Any student who matriculates in the BPU ABA Graduate Program in 2023-2024 is required to meet the coursework and fieldwork requirements outlined by the BACB® in the BCBA Handbook. This may include students who previously matriculated in a previous version of the program whose program sequence was interrupted by either a leave of absence (LOA), a stop out, an extended absence from the program, or a requirement to repeat courses that extended their graduation date;
- A student will be eligible to initiate the application for certification to the BACB® when s/he has successfully passed all required components, including all degree requirements (coursework, supervision, and comprehensive examinations), holds a 3.0 total (cumulative) grade point average or better, has a grade of B or better in every course, has completed a final verification of supervision documentation and accrued hours, and has been recommended by BPU to the BACB®;
- Graduation requirements in a BPU ABA Program include enrolling in and passing, according to a pre-determined passing criterion, comprehensive examinations given by the BPU ABA Program. These exams are taken concurrently with courses in the final semesters (ABA 640/ GRP 1 and ABA 643/ GRP 2) and are titled Comprehensive 1 Exam and Comprehensive 2 Exam. Exam content is cumulative and aligns with published 5th edition BACB® Task List content but does not fulfill the BACB® certification exam requirement. Comprehensive examinations given by BPU are for internal programming and assessment purposes;
- Students must fulfill all coursework requirements, including requirements related to qualifying comprehensive examinations, in order to fulfill graduation requirements for the ABA programs;

- Students must earn a grade of 'B' (83 or higher) in all courses and must also maintain a semester and cumulative GPA of 3.00 or higher while in the program. If a student earns a grade of 'B-' in any course but has a term AND cumulative GPA above a 3.00, they will be placed on academic warning and must retake the course in which they earned a 'B-'. If a student earns a grade of 'C' or lower in any course OR has a term OR cumulative GPA below a 3.00, they will be academically dismissed from the university.
- In addition to course grades, students must achieve a passing score, according to criterion published on the related course syllabus, on the Comprehensive Examinations 1 and 2. Students who do not score at criterion on either of these examinations will receive a U in ABA 630/ 631 and will be required to enroll in and provide payment to complete a remedial examination preparation experience in the subsequent semester, following which the student will re-take a different form of the examination. Students will be given two (2) opportunities to pass each exam during each semester they are registered for ABA 630 or ABA 631. The remedial course may be completed multiple times, if necessary;
- During enrollment in a BPU ABA Program, the student must maintain and check their Bay Path University Gmail account on a daily basis. Further, all information about the ABA Program and School of Education, including course schedules and book information, is maintained on the School of Education canvas site. Students should check this site weekly;
- Students are not permitted to audit graduate courses in this program;
- Requirements for the ABA graduate programs are subject to modification due to changes in standards as stipulated by BACB®, the Association for Behavior Analysis International (ABAI), the MA Licensure Board, and/or the Massachusetts Department of Elementary and Secondary Education.

Coursework Requirements:

- As of the 2023-2024 academic year, the courses that comprise the Verified Course Sequence (VCS) at Bay Path University include ABA 501(or the equivalent SPE511), ABA 502, ABA 603, ABA 604, ABA 605, ABA 615, ABA 616, ABA 617, ABA 618, and ABA 640. These courses constitute a course sequence submitted for verification by the ABAI©. Verification of a course sequence is not equivalent to accreditation. A Verified Course Sequence (VCS) is a set of courses that has been verified by the Association for Behavior Analysis International as meeting specific coursework requirements, content hours, and faculty standards (ABAI, 2019). The student may not substitute other courses for any of these verified courses during completion of the program unless these courses have been approved by the Program Director and Registrar of Bay Path University for transfer credit. Transfer courses are only considered during the initial application to the program; once enrolled, no transfer courses will be accepted. There are no elective courses included in the ABA Program at Bay Path University;
- The full 48 credit ABA program includes the following courses (including the Verified Course Sequence + Supervision + Comprehensive Exams): ABA 501(511), ABA 502, ABA 603, ABA 604, ABA 605, ABA 615, ABA 616, ABA 617, ABA 618, ABA 626, ABA 636, ABA 639, ABA 640, ABA 641, ABA 642, ABA 643, ABA 607 ABA 630 and ABA 631;
- The courses that comprise the 57-credit ABA and ASD program include the courses in the ABAI Verified Course Sequence, 3 additional courses required to complete the graduate certificate in autism spectrum disorders (ASD) (SPE 546, SPE 552, and SPE 556), the supervision courses listed above, and the comprehensive exam courses. The student may not substitute other courses during completion of the program unless these courses have been approved by the Program Director and Registrar of Bay Path University for transfer credit. Please note: completion of the ASD courses and ASD certificate does not qualify a student for seeking the Massachusetts Autism Specialist Endorsement, unless the student also holds an initial license in moderate or severe disabilities and completes the required practicum for endorsement;
- **The courses that comprise the 60-credit ABA and Trauma Informed Practice Program include the courses in the 48 credit ABA program and 4 additional courses: PSY 671, PSY 672, ABA 651, and ABA 660**
- **The courses that comprise the ABA and Applied Verbal Behavior Program include the courses in the 48 credit ABA program and 4 additional courses: SPE 525, ABA 651, ABA 670, and ABA 671**
- **The courses that comprise the ABA and Supervision, Training & OBM Program include the courses in the 48 credit ABA program and 4 additional courses: ABA 650, ABA 651, ABA 652, and ABA 653**
- Students enrolled in the 48-credit ABA program may change their program status by adding a concentration during enrollment, but must do so before the beginning of the last semester of enrollment in the program;
- The courses that comprise the 57 credit ABA and ASD Program include the courses in the 48 credit ABA program and 3 additional courses: SPE 546, SPE 556, and SPE 552;
- Students enrolled in the 51-credit Ed.S. program are required to successfully complete SPE 540: Research in Education as well as a research project during supervision to fulfill graduation requirements;
- Students will be advised as to the appropriate course sequence to follow in their selected program option. For students who elect

to deviate from the advised sequence, either due to enrolling in fewer credits or courses, or taking of a leave of absence or stop-out, the university does not guarantee that required courses will be available in the semester in which they return;

- ABA 640 partly fulfills coursework hours and partly fulfill supervision requirements, as per the verified course sequence;
- Students also enroll in ABA 630 and ABA 631 in order to complete Comprehensive Exams. These are non-credit bearing courses but are required to fulfill graduation requirements;
- The ABA Program includes an attendance requirement in each of its courses. This requirement fulfills the BACB® standard for contact hours in each required content area. The student is required to attend ALL on-site meetings and all online conference sessions for each of the courses, or to abide by the attendance requirements dictated on a specific course syllabus. A student who cannot fulfill the attendance requirement for each course will be required to withdraw from the course and re-take it at a later time. A student who misses any portion of any on-site meeting may also have a point deduction taken from their final course grade. An attendance policy for each course will be outlined in each course syllabus;
- Students enrolled in the combined M.S/Ed.S multiple degree option (SPE + ABA) must be accepted into both degree programs and enrolled in courses every semester for combining courses and/or degree. Students must complete all requirements for the first program before applying to and beginning the second program. Students must complete the requirements for both programs to graduate from both programs. Please see admissions for additional information; - this isn't possible. We should remove.
- Students must abide by all policies relative to academic integrity and classroom behavior during courses in the ABA Program (see graduate student handbook/ graduate program academic catalog for policy information). Violations to this policy will result in reports to the Bay Path University Academic Integrity Committee;
- Per BACB policy, courses taken more than 10 years prior the date of application for the BACB® examination will not be accepted in fulfillment of coursework requirements; as a result, Bay Path University reserves the right to require a re-take of any course previously taken in an older version to assure content appropriateness and eligibility.

Financial Aid Requirements:

- A student must be registered for 6 credits in each semester to qualify for financial aid;
- A student who progresses through the standard program sequence for any of the ABA program options will enroll in sufficient credits to qualify for financial aid. Any student who does not progress through the standard program sequence, due to course withdrawals, stop-outs, leave of absence, or part-time enrollment in any semester (including enrollment in part-time supervision) may not have sufficient credits to access financial aid;
- Course withdrawals, leaves of absences from the program, or part-time enrollment may impact financial aid eligibility. Students MUST work with the Office of Financial Aid to determine financial implications at time of course withdrawal or program leaves;
- Courses that are not a part of the program degree requirements may not be eligible for financial aid;
- Federal financial aid guidelines limit the number of classes a student can complete within a program. If a student is switching between program options and/or degrees, or adding certificates to the program of study, it is the student's responsibility if seeking financial aid to work with the Office of Student Services to make certain all coursework will be covered.

Supervision Requirements:

- All students enrolled in an ABA program at Bay Path University are required to fulfill supervision requirements by registering for supervision courses and completing the Bay Path University supervision model. No student will be accepted into the ABA program for course work fulfillment only, or for completion of supervision requirements only;
- Supervision requirements are to be completed concurrent with coursework requirements. Students will not be permitted to complete all courses that constitute the verified course sequence without being enrolled in supervision;
- Supervision requirements fulfill those outlined in the BCBA® Handbook and Eligibility Standards;
- No credits for supervision completed at another university or privately will be accepted for transfer;
- Supervision is designed as a 24-credit experience to be completed across multiple semesters. This requires that the student be placed in, employed by, or volunteering in an approved setting for a specific number of direct client hours per week during the entirety of each of the semesters enrolled in supervision. The number of hours required differs per semester of supervision and will be dictated on the Supervision Proposal Form (SPF) and in the course syllabus. A student who is not placed in a setting for the required number of hours may register for a part-time supervision experience, but the student understands that this may extend the length of their program, delay the graduation date, and impact financial-aid eligibility. According to BACB® Fieldwork Standards, the student must accrue a minimum of 20 hours and a maximum of 130 hours during any 1-month period of supervision (regardless of credits registered for) in order to accrue experience hours in that period;
- The supervision model at Bay Path includes the following courses: ABA 607 (Pre-Supervision), ABA 622 - 626 (Supervision 1), ABA 632 - 636 (Supervision 2), ABA 639 (Supervision 3), ABA 641 (Supervision 4), ABA 642 (SUP 5), ABA 640 (Group 1 in ABA), and ABA 643 (Group 2 in ABA);
- ABA 607 (Pre-Supervision in ABA) must be completed satisfactorily before the student begins ABA 622 - 626 (Supervision 1 in ABA);
- The student must fulfill all requirements of ABA 639 and ABA 640, and pass the associated qualifying comprehensive examinations (ABA 630), before progressing to ABA 642 and ABA 643;
- The standard supervision experience is spread over 5 or 6 semesters for students in the 48-credit program and over 6 or 7 semesters for both the 51 credit Ed.S program and 57 credit ABA/ ASD program, and 60 credit programs with TIP, AVB, or

SUP/ TRG Concentrations;

- The student may opt to spread supervision over additional semesters at their discretion and with pre-approval from the program director. Part-time supervision must be approved in advance by the program director and must meet the minimum requirements set by the BACB® Fieldwork Standards. Part-time supervision may result in changes to financial aid eligibility and extend the duration of the student's program;
- During the semester supervision experience, the graduate ABA student at Bay Path University fulfills the requirements for Supervised Fieldwork, as defined by the BACB®. This requires accrual of 2000 experience hours with on-going supervision for 5% of all experience hours. The student understands that the Bay Path University ABA Program offers only the Supervised Fieldwork option for supervision, and no other supervision models defined by the BACB®;
- The student is responsible for identifying and proposing a setting or settings to fulfill supervision requirements. The ABA Program does not mandate a specific setting, nor does it offer placement in a specific setting affiliated with Bay Path University. The ABA Program agrees to suggest possible settings and refer the students to settings that may fulfill the supervision experience but does not guarantee placement in any specific setting. All settings must meet the requirements outlined in the BACB® Fieldwork Standards. The student must propose the setting during ABA 607, and 1 month before the start of a new semester in subsequent semesters of supervision. Any student not in an approved supervision placement prior to the beginning of the semester will not be approved to begin supervision during that semester. Students must propose a setting for EACH semester of supervision, even if the setting remains the same. Students are encouraged, but not required, to have multiple experience settings during all semesters of supervision;
- The student's proposed setting must allow for completion of appropriate activities, which focus on the acquisition of behavior analytic skills. The setting must allow for contact with appropriate clients, or those for whom behavior analytic services are appropriate. The student MUST work with multiple clients during the supervision experience. A responsible individual in the proposed setting must approve the student's supervision experience in writing prior to the student proposing it as a setting option. The Director of the ABA Program or the program designee will determine the appropriateness of the setting, according to the guidelines for supervision published by the BACB®. The program does not guarantee that all settings proposed will be approved as appropriate for the supervision experience;
- Any student using a volunteer situation for any part of supervision will be required to outline the proposed setting, including any relations that exist between the student, the participant, and any responsible individual in the proposed situation. No supervision setting, including volunteer settings, will be approved in situations where a multiple (non-behavior analytic) relation exists between the student and an individual in that situation. Approval of any setting is at the discretion of the Program Director;
- The person responsible for administering the proposed site must agree, in writing, to the accrual of hours and completion of supervision activities at the proposed site;
- Any supervision activity that requires manipulation of the environment beyond what is required as part of planned intervention, or that will be shared with the BPU supervisor via video sample or work product, or that involves assessment or systematic environmental manipulation, will require written informed consent from the client or participant's guardian or legal representative. The student is responsible for securing informed written consent;
- The start and the end date of supervision may not be more than 5 years apart;
- The student is supervised by a Bay Path University faculty member who is also a Board Certified Behavior Analyst (BCBA®). The student may propose or request a specific supervisor; however, final assignment of supervisor is made by the Director of the ABA Program or the program designee. The supervisor may not be related to, subordinate to or employed by the student during the supervision experience. All BPU Supervisors fulfill the BACB® requirements for conducting supervision, including training requirements;
- All students are required to register for a BACB® account prior to initiating supervision;
- All hours accrued must have an associated, signed supervision contract in effect;
- The student is required to log all supervision hours and activities. If the student's application for the BACB® examination is audited, the student will be required to produce evidence of all supervision placement hours and activities. In such cases, Bay Path University will provide transcripts showing course completion and course syllabi for each semester of supervision, but logged hours are the responsibility of the student and not BPU;
- Students must maintain all supervision documentation, including but not limited to logs and tracking forms, employment records showing restricted hours accrued, monthly verification forms, for a period of 7 years after completion;
- During supervision, the student must be directly observed implementing or demonstrating behavior analytic skills at least once during each 1-month supervision period. Observation may be done live (in the approved setting) or via video sample, at the discretion of the supervisor. The student is required to provide consent for observation and videotaping prior to being observed by the BPU supervisor and abide by all ethical and legal requirements relative to electronic recording of sessions and sharing of video samples;
- Students who cannot secure permission for videotaping for direct observation purposes may be directly observed by a BPU supervisor if a supervisor is available within the region during the semester. If no supervisor is available in this region to directly observe, the student may not be able to accrue supervision hours that semester without permission to videotape;
- Students must produce evidence of consent for direct observation prior to the beginning of the semester in order to be cleared for supervision;
- Consent for videotaping must specify the activities, the device that will be used for videotaping, the type of activities that will be

videotaped, and an individual with whom the video sample will be shared. No activity or client can be videotaped for supervision purposes without informed consent specifying the parameters of the video sample;

- The student may not begin the supervision experience until they have begun attending courses required to complete the BACB® coursework requirements;
- Students must receive a passing grade in each semester of supervision, and complete all assigned supervision activities, in order to progress to the next semester of supervision;
- Students who do not accrue the required # of hours within a specific semester may be required to register for make-up supervision hours. When this occurs, an incomplete in the current semester of supervision may be recorded until the designated number of hours short has been made-up/ accrued;
- The student must be enrolled in, or have completed, Supervision 1 in ABA in order to register for ABA 603, ABA 604, ABA 605, 615, 616, 617, or 618 unless otherwise approved by the Program Director;
- The student must meet all the requirements for supervision as outlined in the course syllabi before Fieldwork Verification Forms (FVF) will be delivered. Documentation of completion of requirements must be submitted before FVFs are distributed;
- During supervision, the student cannot be related to a client or be related to the client's primary caretaker, or be the client's primary caretaker for activities conducted as part of the supervision experience;
- The student is required to submit to a CORI (Criminal Offense Records Investigation) if their supervision setting requires this;
- Students are required to submit documentation from supervision on a monthly basis. Due dates for submission of documentation will be posted on canvas. Any student who submits documentation late will be subjected to penalties relative to grading policies; point deductions from the final grade will be implemented for each day documentation is late;
- Students are responsible for reviewing all content of the updated BCBA® Handbook regularly;
- A final verification of supervision hours will be completed at the end of the supervision experience. This final verification will assure all documentation has been maintained, all hours are correctly verified, and the appropriate ratio of restricted and unrestricted hours and supervision hours has been accrued;
- Students must abide by all policies related to academic integrity and classroom behavior during the supervision experience. Violations of these policies will result in a report to the Bay Path University Academic Integrity Committee;
- Students are responsible for adherence to any safety requirements as instituted by the experience setting;
- Students must abide by all responsibilities outlined in the Ethics Code for Behavior Analysts (bacb.com, 2020) throughout the supervision experience.

Signature page – ABA Graduate Program Requirement Form

The student's signature on the line below indicates they have read each program requirement on the Program Requirement Form dated 7-19-22 (pages 1-5, in entirety) and understand the requirements included on this Program Requirement Form. The student's signature additionally acknowledges that they have reviewed BPU's professional licensure disclosure and take responsibility for understanding the professional licensure status in their state of residence.

Student's Signature: _____ Date: _____

Student's Name (Print): _____