



# Association for Behaviour Analysis Australia

## Application Guide for Professional Members

12 January 2024  
Version 1.2

Association for Behaviour Analysis Australia  
PO Box 61  
Sandy Bay , TAS 7005  
Email: [admin@auaba.com.au](mailto:admin@auaba.com.au)  
Website: [auaba.com.au](http://auaba.com.au)  
ABN 24165099392



# Contents

<b>Contents</b>	2
<b>Purpose of this Document</b>	3
<b>Behaviour Analysts in Australia</b>	4
The Association for Behaviour Analysis Australia	4
The Role of Behaviour Analyst	4
Scope of Practice	5
<b>Eligibility Criteria</b>	6
Education	6
Work Experience	6
Recency of Practice	7
Practice Definition	7
Meeting the minimum number of hours	7
English Language Proficiency	7
Professional Indemnity Insurance	7
Mandatory Declarations	8
<b>Application Materials</b>	9
<b>Application Preparation</b>	9
<b>Application Documents</b>	10
<b>Assessment of Application</b>	12



## Purpose of this Document

This guide sets out the process and requirements that you are expected to follow when submitting your membership application. This guide will explain:

- The role of ABA Australia in self-regulating the behaviour analysis profession in Australia
- The role of behaviour analysts in Australia
- The eligibility requirements for a Professional Member of ABA Australia
- What to include in your application
- How your application will be assessed

This guide is designed to be used with the following documents which are all available on the ABA Australia website. [www.auaba.com.au](http://www.auaba.com.au)

- [Code of Ethical Practice](#)
- [Membership By-Laws v2 2022](#)
- [Australian Behaviour Analyst Professional Competency List](#)
- [Continuing Professional Development Policy](#)
- [English Language Policy](#)
- [Mandatory Declaration Policy](#)
- [Privacy Policy](#)
- [Work Reference Letter Template](#)



# Behaviour Analysts in Australia

## The Association for Behaviour Analysis Australia

The Association for Behaviour Analysis Australia (ABA Australia) is the peak professional body representing behaviour analysts in Australia. Behaviour analysis is a self-regulated profession in Australia; therefore, registration or licensing is not mandated.

ABA Australia uses professional self-regulation through the establishment of standards, codes and guidelines that credentialed members adhere to. This includes, but is not limited to: Code of Ethical Practice, Australian Professional Competency for behaviour analyst and Continuing Professional Development Policy.

Professional self-regulation is different from a training or educational program. Training programs offer a certificate of attendance when an individual completes the coursework, but they do not generally award a credential or require ongoing recertification. The ABA Australia professional self-regulation program was developed using a nationally recognised process to define the roles and responsibilities of behaviour analysts. Individuals who meet the eligibility requirements and are granted use of the ABA Australia credential.

## The Role of Behaviour Analyst

Behaviour analysts are university educated allied health professionals who evaluate, design, and implement individualised programs to improve skills. A primary focus of their work is to understand the relationship between a behaviour and various environmental factors. This viewpoint creates a good foundation for working with their clients to develop new behaviours and adjust existing behaviours to improve the relationships with others and make participating in their daily life easier. Behaviour analysts work in a variety of settings such as homes, schools, residential homes, nursing homes, hospitals, workplaces assisting with organisation behaviour management, universities, etc.



## Scope of Practice

We have adopted the definition of the “practice of applied behaviour analysis” from the Association of Professional Behaviour Analysts (2018).

**PRACTICE OF APPLIED BEHAVIOR ANALYSIS.** The design, implementation, and evaluation of instructional and environmental modifications to produce socially significant improvements in human behavior. The practice of applied behavior analysis includes the empirical identification of functional relations between behaviour and environmental factors, known as functional assessment and analysis. Applied behavior analysis interventions are based on scientific research and direct and indirect observation and measurement of behavior and environment. They utilize contextual factors, motivating operations, antecedent stimuli, positive reinforcement, and other procedures to help individuals develop new behaviors, increase or decrease existing behaviors, and emit behaviours under specific environmental conditions. The practice of applied behavior analysis excludes diagnosis of disorders, psychological testing, psychotherapy, cognitive therapy, psychoanalysis, and counseling. (Association of Professional Behavior Analysts, 2018, pp. 4-5)



## Eligibility Criteria

ABA Australia has developed requirements for eligibility inline with the standards set out by the National Alliance for Self Regulating Health Professional (NASRHP). NASRHP's purpose is to provide a framework for self-regulating professions to follow to enhance public confidence in that profession.

All applicants for certification must meet all the eligibility requirements established by ABA Australia in effect at the time of their application for certification. Eligibility requirements are stated in this document.

There are a number of primary eligibility criteria for a professional member of ABA Australia. These are based on the applicant's education, work experience, recency of practice, English language proficiency, and agreeing to mandatory declarations, which are discussed in more detail below. An applicant must satisfy all of these criteria.

### Education

For professional members of ABA Australia, the applicant must hold a qualification that meets a minimum education standards.

The applicant must have an undergraduate degree or graduate certification (AQF level 7 or 8) in any field (e.g., behaviour analysis, psychology, education, PBS, chemistry, nursing, etc.) from an Australian university or international university (equivalent to an Australian university).

### Work Experience

Applicants for the professional membership must ensure that they have met the work experience requirement. Applicants must demonstrate that they have met the minimum 1000 hour of work experience within 2 years. The applicant must have their employer write a letter to attest that they have worked for 1000 hours in the field of applied behaviour analysis. Please use the [template](#) provided.



## Recency of Practice

As an applicant for the professional membership you must meet the Recency of Practice requirements. Recency of Practice means that a practitioner has maintained contemporary practice within their profession since obtaining their qualification. Recency of Practice is assessed according to the applicant's curriculum vitae (CV). Included in your CV must be details of a referee who can confirm Recency of Practice.

## Practice Definition

Practice is defined as:

“Indicates that an individual is drawing on their relevant professional skills and knowledge in the course of their work to contribute to safe and effective delivery of services within the profession. For the purposes of this standard, practice is not restricted to the provision of direct clinical care and may also include working in a direct nonclinical relationship with clients; working in management, administration, education, research, advisory, regulatory or policy development roles for example. This work can be of a paid or formal volunteer nature on a full or part time basis.” (NASRHP, 2016)

## Meeting the minimum number of hours

'Practice' requires that a practitioner has practised for a minimum of 1000 hours in the last 5 years. (NASRHP, 2016)

## English Language Proficiency

Applicants will need to meet the English language requirements of ABA Australia to be eligible for membership. Please review our [English Language Policy](#) for specific requirements.

## Professional Indemnity Insurance

ABA Australia recommends that all professional members are covered by professional indemnity insurance.

As stated by NASRHP:



Insurance which covers people who provide professional services and/or advice from civil liability claims arising from that service and/or advice as a result of a negligent act, error or omission in the conduct of the practitioner (NASRHP, 2016).

Please note that having professional indemnity insurance is now a requirement in the [Code of Conduct](#) for all NDIS providers, both registered and unregistered. It is also a requirement in the states or territories where the National Code of Conduct for Unregistered Health Professions is in place.

## Mandatory Declarations

The applicant must make declarations to ABA Australia at the time of their initial membership application and at every renewal. The declarations are a mandatory requirement for the duration of the ABA Australia membership. In making these declarations, the individual is self-assessing their suitability for membership in and certification with ABA Australia. These are legally binding statements.

The following declaration must be made:

- I have read, understand, and agree to abide by ABA Australia's [Code of Ethical Practice](#)
- I have read and declare that I meet the recency of practice requirements
- I have read and agree to abide by the ABA Australia [Continuing Professional Development Policy](#)
- I am a professional in good standing
- I have no restrictions to practice and no pending disciplinary actions in Australia or elsewhere
- I have not been convicted of any offence resulting in imprisonment in Australia or elsewhere.
- I have read, understand, and agree to ABA Australia's [Privacy Policy](#).
- I declare that my work experience adhered to the 7 dimensions of ABA (Baer, Wolf & Risley, 1968)
- I declare that the information is true and correct.
- I agree to inform ABA Australia as soon as practical if there are any changes to the above information.

To ensure that you are following the mandatory declaration please read all the documents linked in the declaration statements. If you believe that you can follow those requirements, then agree to the mandatory declarations in the online application.

If there is a declaration(s) that you cannot follow, you must notify the ABA Australia Membership Committee as soon as possible. You will be asked to provide a written statement outlining the





reason(s) you cannot make the declaration, in the form of a statutory declaration and accompanied by substantiating evidence.

## Application Materials

1. Completed information in the online application.
2. Upload a certified copy/copies of your undergraduate university degree
3. Upload your reference letter
4. Upload a certified copy of current identification
5. Upload your CV as evidence of meeting the recency of practice requirement
6. Evidence of satisfactory English language proficiency
7. Provide payment of the membership application fee

## Application Preparation

It is the responsibility of the applicant to ensure that the information entered in their online application form is a correct and true representation of the applicant's personal information and qualifications. This means that it is up to you, the applicant, to prove that your qualification meets the minimum standards outlined in this guide. Please take the time to read this guide carefully and provide all documentation as required.

Ensure all documents that must be certified are appropriately certified and translated as required. Incomplete applications will not be processed.

If your application is incomplete ABA Australia will contact you and you will have 20 calendar days to supply the necessary information and/or documents. If the required information and/or documents is not submitted within 20 calendar days, your application will not be accepted.



## Application Documents

Requirement	Details
Membership application	This form is submitted online. Notification of receipt of your application from ABA Australia will occur within one week of submission.
Certified copy of university degree	<p>Certified copy required* (<a href="#">see guidelines for document certification</a>) or secure PDF from My eEquals.            Certified copies must be attached to your online application. Secure PDF from My eEquals must be emailed to membership@auaba.com.au</p> <p>The following information should be visible on the required documents            Qualification:</p> <ul style="list-style-type: none"> <li>• Title of Degree or Certification</li> <li>• Name of University or Awarding Institution</li> <li>• Date the Degree or Award was completed – the qualification will be assessed as NOT suitable if there is no documented evidence that the degree has been completed and awarded.</li> </ul> <p>*a certified copy of an English translated version if in a language other than English</p>
Evidence of Work Experience	Provide an employer written signed letter declaring you have worked 1000 hr in a behaviour analytic job.
Certified copy of current identification	<p>Include a certified copy* of your current passport, drivers' licence or identity card; it must be valid (i.e., in date).</p> <p>Passport – Applicant details page only, not full passport. Ensure that the name used in your application matches the name on your passport</p> <p>Government issued identity documents from the country of birth or country of current residence, which bears the applicant's photograph.</p> <p>*a certified copy of an English translated version if in a language other than English Must be attached to your online application</p>



Evidence of name change	If your name is different from the name on your qualification, you must include a certified copy of documents such as marriage certificate, a name change certificate, etc.
Evidence of Recency of Practice	Provide a complete CV. Your CV must include details of a referee who can confirm Recency of Practice.
English language requirements	<p>Applicants who studied in English in Australia, Canada, New Zealand, the Republic of Ireland, South Africa, the United Kingdom or the United States of America, are exempt from the English language requirements.</p> <p>Applicants from all other countries must complete the International English Language Test within two years prior to application.</p> <p>Applicants must achieve a minimum score of 7 in each of the four components of the IELTS academic module (listening, reading, writing and speaking).</p> <p>Provide a certified copy of your results or arrange for the results to be sent to ABA Australia directly from the test administrator.</p>
Payment of application fee	You will be provided an invoice upon completing your application. See website for current fee structure. This invoice must be paid to process your application.



## Assessment of Application

ABA Australia will receive and review your application for completeness. You will receive notification that it has been received, within one week of its receipt, and a prompt to pay the application fee. If the application fee is not received within 15 days, your application will not be processed and your application will be archived. If you require an extension for payment of the application fee, please contact the membership committee. Extensions will be granted on a case-by-case basis. The committee will begin a full review of your application once the application fee has been received in full.

Review of your application includes inspection for evidence of competence in education, supervised practice, recency of practice, English language proficiency and adherence to the mandatory declarations.

The committee may contact you to clarify specific information or to request supplementary evidence. Please ensure that you have provided accurate contact information, particularly an email address that is checked regularly.

The committee will endeavour to provide written feedback on your application within thirty (30) calendar days of receiving supporting evidence. If your application is successful, you will receive an email informing you of this outcome, and a prompt to pay the membership fee. A certificate will be mailed to you once your membership fee has been received in full. If your application is not successful you will receive an email with feedback about the requirements that you did not meet. Your declined application will be archived. If you wish to submit a new application, you will be required to begin a new application, and pay a new application fee for the process to be recommenced.

### **Appeals**

Request an appeal if you believe an incorrect decision was made based on the information and evidence in your original application. No new evidence can be submitted although you can attach a letter explaining why you believe the outcome was incorrect.

- The outcome will be determined by the CEO
- No new evidence can be submitted

An appeal or review request must be made within 28 days of receiving the outcome and the process will take approximately 4 weeks to complete.

If the appeal is unsuccessful you may request review by the Board of directors. Please review the membership bylaws for more information.



Requests should be addressed to the association CEO and lodged via email to [admin@auaba.com.au](mailto:admin@auaba.com.au). The CEO will send you an acknowledgement email.



## References

Association of Professional Behavior Analysts (2018). Model Behavior Analyst Licensure Act. Retrieved from [https://www.apbahome.net/general/recommended\\_links.asp](https://www.apbahome.net/general/recommended_links.asp)

National Alliance of Self Regulating Health Professions (2016). Self Regulating Health Profession Peak Bodies Membership Standards. Retrieved from <https://nasrhp.org.au/membership/>