ABA Online Program Enrollment Packet

Thank you for enrolling in the ABA Online program at Florida Institute of Technology. This certificate program is designed with working professionals in mind. The ABA Online program fulfills the coursework requirement, one of the four requirements, for BACB® certification.

BACB Coursework Requirements

In order to become certified, an individual needs to complete the requirements below, established by the Behavior Analyst Certification Board (BACB). These include:

1. Degree requirements
2. Coursework requirements (training)
3. Supervised experience requirements
   - BCaBA: 1000 hours
   - BCBA: 1500 hours
4. Successful completion of the certification exam administered by the BACB

Degree and Coursework Requirements

We provide two course sequences offered by the Continuing Education ABA Online program that meet the BACB’s coursework requirements:

**BCaBA Level:** The four-term sequence
**BCBA Level:** The six-term sequence

**BCaBA Level:** Possession of a minimum of a bachelor's degree from an accredited university
- BEHP5011: Foundations, Concepts and Principles of Behavior Analysis, 3 credits
- BEHP5012: Basic Elements of Applied Behavior Analysis, 3 credits
- BEHP5013: Developing, Strengthening and Maintaining Behavior, 3 credits
- BEHP5014: Introduction to Ethical and Professional Conduct of Behavior Analysts, 1 credit
- BEHP5015: Decreasing, Eliminating and Replacing Problem Behavior, 2 credits

**BCBA Level:** Possession of a master’s degree from an accredited university that was (a) conferred in behavior analysis, education, or psychology or (b) conferred in a degree program in which the candidate completed a BACB-approved course sequence
- BEHP5011: Foundations, Concepts and Principles of Behavior Analysis, 3 credits
- BEHP5012: Basic Elements of Applied Behavior Analysis, 3 credits
- BEHP5013: Developing, Strengthening and Maintaining Behavior, 3 credits
- BEHP5014: Intro to Ethical and Professional Conduct of Behavior Analysts, 1 credit
- BEHP5015: Decreasing, Eliminating and Replacing Problem Behavior, 2 credits
- BEHP5016: Ethical and Professional Conduct of Behavior Analysts, 2 credits
- BEHP5017: Targeted Topics in Behavior Analysis, 1 credit
- BEHP5018: Advanced Topics in Behavior Analysis, 3 credits

To print a content grid, please visit: [http://www.fit.edu/bst/documents/CE-085-113_FINAL_BACB.pdf](http://www.fit.edu/bst/documents/CE-085-113_FINAL_BACB.pdf)
Course Offerings and Cost

The ABA Online program is offered during four 10-week terms per year, allowing you to complete your coursework requirements faster! Courses begin every three months: January, April, July and October. For upcoming course schedules and pricing*, please visit:  
http://www.fit.edu/bst/programs/aba/registration/

Items not included with registration: textbooks, microphone, webcam, student handbook (available from Lulu) and official transcripts.

*Our institution reserves the right to adjust registration and/or tuition rates prior to completion of a program.

The ABA Online program curriculum follows the guidelines provided by the Behavior Analyst Certification Board. If the BACB’s guidelines change, additional textbooks or courses may be needed.

What Textbooks Are Needed?

For a list of textbooks per course, please visit:  
http://www.fit.edu/bst/programs/aba/textbooks.php

Academic Standards

Students in the ABA Online program are required to maintain satisfactory academic progress, which is a minimum B average, each term. The length of a term is ten weeks.

Nonmatriculating graduate students must maintain good academic standing as outlined in the Florida Institute of Technology’s University Catalog. Master’s students whose cumulative GPA falls below 3.0 are no longer considered to be in academic good standing. Students who fail to meet the required minimum term GPA of 3.0 will have their academic standing progress sequentially through warning, probation, suspension and dismissal as outlined in the university catalog.

Professional development students taking the ABA Online program courses for continuing education nontransferable graduate credit courses must maintain good academic standing. Students whose term GPA falls below 3.0 will be placed on academic probation. Students who begin a term on academic probation and fail to achieve a term GPA of 3.0 will be academically dismissed from the program. Students who are academically dismissed have the right to appeal the dismissal. If readmitted, the student will have one last opportunity to achieve good academic standing. A third term GPA below 3.0 will result in permanent academic dismissal. A dismissal may be appealed to the senior director of Continuing Education by contacting conted@fit.edu.

Reinstated students may be subject to special requirements, as determined by the program director and lead co-instructors for the course. Failure to meet the conditions specified at the time of reinstatement will result in a second dismissal, with the student retaining the right to request another reinstatement, although such requests are granted only in extraordinary cases.
All forms of academic dishonesty, including cheating, fabrication, facilitating academic dishonesty and plagiarism are subject to disciplinary action up to and including suspension or expulsion from the university. Periodic academic integrity checks will be conducted. Students suspected of academic dishonesty on a unit exam will receive a zero on that unit test and may face additional disciplinary action. Cheating in the online environment includes, but is not limited to, giving or receiving information during an exam; using unauthorized material (such as notes) during an exam; unauthorized dissemination or receipt of exams, exam materials, contents or answer keys; taking an exam for another student; or asking someone to take an exam for you.

Refund Policy and Withdrawal/Transfer Information

A student who has paid for any ABA Online program course and would like to drop or defer their registration to the next term may do so up to seven days after the course start date. The registrant will receive a refund of any course fees paid, less a $150.00 cancellation fee, unless financial aid was used to pay for the course(s). In that case, any refund due will be issued to the loan provider. The cancellation fee is prorated for courses that cost less than $700 as follows:

- Courses less than $100, the cancellation fee is $25
- Courses greater than $100, but less than $300, the cancellation fee is $50
- Courses greater than $300, but less than $500, the cancellation fee is $75
- Courses greater than $500, but less than $700, the cancellation fee is $100

To request information on how to withdraw or transfer a course registration, please email abareg@fit.edu.

Please note: There are no refunds or transfers beginning eight day after the course start date for any course in the ABA Online program course series.

After the seven-day drop window, students may withdraw from the course by submitting a withdrawal form prior to the withdrawal deadline for the term. Doing so will result in forfeiture of any registration fees paid to the university, and a grade of W will appear on the student's permanent academic record.

3-Credit Courses – Withdrawal Deadline:
  • 42 days (six weeks) from the first day of the course

2-Credit Courses – Withdrawal Deadline:
  • 28 days (four weeks) from the first day of the course

1-Credit Courses – Withdrawal Deadline:
  • 21 days (three weeks) from the first day of the course
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**Natural Disaster or Inclement Weather**

If a natural disaster or inclement weather should occur on the start date of a course or program, the Office of Continuing Education will transfer any student registered for the course(s) affected to the next available session, free of charge. The ABA Online program courses occur every three months.

**Employment**

Completion of the Florida Institute of Technology’s Continuing Education ABA Online program does not guarantee employment.

Students who satisfactorily complete the entire ABA Online program will receive a certificate of completion of the courses. Certification as a BCBA or BCaBA can be granted only by the Behavior Analyst Certification Board after the satisfaction of all requirements for certification.