

Academic Year 2017-2018

MASTER OF ARTS IN
PROFESSIONAL BEHAVIOR ANALYSIS



*Florida Institute
of Technology*

High Tech with a Human Touch™

Hybrid MA Student Handbook

Contents

| | |
|---|----|
| Introduction to the Hybrid Program and Pursuing Your M.A. in Professional Behavior Analysis ... | 2 |
| School of Behavior Analysis Mission..... | 3 |
| Hybrid Faculty | 4 |
| Applying to the Program..... | 6 |
| Program Overview and Costs..... | 7 |
| Course Descriptions | 9 |
| Course Availability and Calendar | 12 |
| Course Grades and Retake Policy | 13 |
| Your Program Plan | 13 |
| The Final Program Exam | 16 |
| If your test is being proctored face-to-face:..... | 16 |
| If your test is being proctored remotely:..... | 16 |
| Hybrid Host Sites..... | 18 |
| Approved Remote Practicum Sites | 18 |
| Hybrid Mentorship..... | 18 |
| Financial Aid..... | 21 |
| Getting Started – A Walkthrough to Starting the Program | 23 |
| How to Register for Courses | 23 |
| Graduation..... | 24 |
| Petitioning to Graduate | 25 |
| Ordering Regalia | 26 |
| Obtaining Certifications Using our Degree | 26 |
| Applying for the BACB® exams | 27 |
| Taking the BCaBA® exam | 27 |
| Taking the BCBA® exam | 27 |
| Library Resources..... | 28 |
| Florida Tech Policies..... | 28 |
| I Need Help! | 29 |

Introduction to the Hybrid Program and Pursuing Your M.A. in Professional Behavior Analysis

The hybrid program combines online coursework from the ABA Online Professional Development Program with 1 year of in-residence instruction, including coursework, practicum, and a capstone research project. The in-residence portion of the program does not take place at Florida Tech, but rather at approved practicum sites around the world. These approved sites will combine on-site supervision with the supervision and guidance of FIT faculty. Sites come in two types: Approved Remote Practicum Sites (ARPS), which do not have on-location faculty, and Host Sites, which do.

The hybrid program consists of two stages:

- Stage 1: 24 credits of online coursework
- Stage 2: 21 credits of in-residency credits
 - Practicum
 - Coursework
 - Capstone Project

After coursework completion, all students must pass the comprehensive Final Program Exam. It is a 150 item multiple-choice exam that mimics what students will experience on the Behavior Analyst Certification Board's exam for certification.

Our list of approved remote practicum and host sites is constantly growing! If a student does not already work at or live near an established site, or be willing/able to move to an area where there is an established site, it is possible for their site to be approved and added to our list of partners. To do this, students will need to take a special mentorship course during Stage 1. This course will count towards the hybrid degree requirements. If your agency is interested in being considered as a partner site for the hybrid master's program, they will be evaluated during that process. (Please see page18 for more information on our mentorship option.)

The hybrid program is approved by the Behavior Analyst Certification Board® and is currently moving towards accreditation by the Association for Behavior Analysis International. Successful completion of the program will allow a student to meet all the BACB® exam application requirements, including coursework, degree, and experience.

Arkansas students: Unfortunately, we are unable to offer the ABA Online program to residents of Arkansas.

Georgia students: The ABA Online course sequence is open to you. However, the hybrid M.A. – Professional Behavior Analysis program is not available to those living or working in Georgia.

New York students: Unfortunately, we are unable to offer the Hybrid M.A. program to residents of New York.

Florida students: The Hybrid program is available in most of Florida. However, students that live in or near the Orlando or Melbourne areas are ineligible for the Hybrid M.A. and are encouraged to apply for the on-campus programs instead.

Hybrid Program at FIT

Academic Procedures Manual

School of Behavior Analysis Mission

The mission of the School of Behavior Analysis is to enhance the human condition through behavioral education, research, scholarship and service delivery by facilitating and reinforcing member actions that lead to these outcomes; and enhance the quality of life through outreach and dissemination of behavior scientists and services, based on the following beliefs and values:

- A behaviorally-based educational approach will maximize student potential by inducing high standards of academic behavior and a strong knowledge base from which they can grow professionally.
- As is the discipline of behavior analysis, each program within the school is accountable not only to its students and faculty, but also the local community and the global community at large. The school is committed to excellence both in how to educate and mentor students and the product of their and the faculty's work.
- As the first school of behavior analysis, there is a unique opportunity to model how future schools and departments of behavior analysis should be created and managed. Through a time-tested training model and diverse faculty, the school has built a world renowned reputation for both excellence in research and clinical realms. It is the continued aim of the school to advance the science of behavior analysis in an effort to provide a comprehensive science of behavior that will allow society to increase quality of life and reduce human suffering.

PBA Mission

The mission of our M.A. Professional Behavior Analysis Hybrid Degree Program is to produce competent science-informed practitioners who are solidly grounded in basic principles derived from the experimental analysis of behavior, who approach problems in a conceptually systematic way tied to those basic principles, who will attain BCBA® certification, who adhere to best data-based and evidenced-based ABA practices, and who will continue to inform their practice with current research findings.

Degree Programs

The School of Behavior Analysis is a part of the College of Psychology and Liberal Arts. The School of Behavior Analysis currently offers multiple degree programs:

- Bachelor's of Arts (BA) in Applied Behavior Analysis (On-Campus)
- Master's of Arts (MA) in Professional Behavior Analysis (PBA) (Hybrid and On-Campus)
- Master's of Science (MS) in Applied Behavior Analysis (ABA) (On-Campus)
- Master's of Science in Organizational Behavior Management (OBM) (On-Campus)
- Master's of Science in ABA and OBM (On-Campus)
- Doctor of Philosophy (PhD) in Behavior Analysis (BA) (On-Campus)

The School of Behavior Analysis also includes online certificate programs. Certificate programs are **not** degrees, but indicate completion of a short course sequence.

Hybrid Faculty

José Martínez-Díaz, Ph.D., BCBA-D, Professor and Associate Dean of the School of Behavior Analysis

Dr. Jose Martinez-Diaz is associate professor and chair of Behavior Analysis Programs at Florida Institute of Technology in Melbourne and Orlando. He also coordinates the FL Tech ABA certificate programs and is the president of ABA Technologies, Inc. In addition, he is on the adjunct faculty at the University of Central Florida and Penn State University.

Dr. Martinez-Diaz is currently one of the three members of the Executive Committee of the Board of Directors of the Behavior Analyst Certification Board (BACB), serving as its treasurer. He has served as an examination consultant and content expert to the BACB® since its inception in 1999. Dr. Martinez-Diaz is one of the authors and editors of the BACB's *Behavior Analyst Knowledge, Skills, and Abilities Statements* (2005). He is one of the four members of the Florida Behavior Analyst Certification Committee; having served as a consultant to the Florida Behavior Analysis Certification Program since 1992. Dr. Martinez is a full member of the Florida's Behavior Analysis Peer Review Committee, which oversees behavioral services throughout the state. Dr. Martinez-Diaz served for eight years in the Executive Council of the Florida Association for Behavior Analysis (FABA), including serving as its president from 2002 through 2003. He was awarded FABA's highest honor, the Charles H. Cox Award for Outstanding Service and Advancement of Behavior Analysis in Florida in 2005. In the same year, Florida Tech honored him with the Provost's Academic Leadership Award.

Dr. Martinez-Diaz has practiced behavior analysis for more than 30 years in a variety of settings. He has held various clinical, supervisory, and administrative positions both in the public and private sector. His range of experience includes working with the children, adolescents, and adults with "Autism Spectrum Disorders", "Mental Retardation", "Disruptive Behavior Disorders", "Severe and Persistent Mental Disorders", and "Traumatic Brain Injury". He has worked and consulted in a wide range of settings, including home-based programs, community-based programs, early intervention programs, schools, residential treatment centers, rehabilitation centers, day programs, hospitals and state institutions. He received his M.A. and Ph.D. in Clinical Psychology, with emphases in both Applied Behavior Analysis and Behavior Therapy.

Dr. Martinez-Diaz has published articles in major journals including: *Journal of Applied Behavior Analysis*, *Behavior Therapy*, *Behavior Modification*, and the *Journal of Psychosocial Nursing*. He has presented more than 100 papers at professional conferences His latest publication is: Martinez-Diaz, Freeman, Normand, & Heron, (2007). Ethical considerations for behavior analysts. Invited Chapter in Cooper, Heron, & Heward, *Applied Behavior Analysis*, Second Edition. Dr. Martinez-Diaz has conducted workshops to prepare persons for certification in behavior analysis since 1989. His mock certification examinations are administered in several states and on-line.

Dr. Martinez-Diaz's current interests include professional, ethical, and legal issues; conceptual and philosophical issues; instructional technology; outcomes of practitioner training programs; performance management in training and service settings; antecedent strategies in the treatment of severe behavior problems; and verbal behavior approaches to early intervention.

Nicholas Weatherly, Ph.D., BCBA-D, Associate Professor and Program Chair

Dr. Nicholas Weatherly is an associate professor and chair of the Master of Arts program in Professional Behavior Analysis at Florida Institute of Technology's School of Behavior Analysis. His areas of teaching, research, and practice focus on developing sustainable business solutions, coaching systems, organizational assessments, and training systems. Prior to joining Florida Tech, Dr. Weatherly was a management consultant with Aubrey Daniels International where he led their instructional systems projects and consulted in a number of areas of business and industry including manufacturing, energy, banking, health insurance, and clinical services.

Dr. Weatherly is the President of the Association of Professional Behavior Analysts and Past-President of both the Georgia Association for Behavior Analysis and the Kentucky Association for Behavior Analysis. He currently serves on the Editorial Board of the Journal of Organizational Behavior Management and continues to work on various workgroups and committees for the Behavior Analyst Certification Board. Recent efforts have included assisting in the draft of the new Professional and Ethical Compliance Code and in the development of the Code Compliance system. Dr. Weatherly has served as a member of the BACB® Disciplinary Review Committee and is currently a Code Section Specialist for the BACB's Code Compliance Committee.

Dr. Weatherly has held advisory roles and served on the board of directors for a number of professional associations, advocacy groups, and service facilities including the New York State Association for Behavior Analysis, the Minnesota Northland Association for Behavior Analysis, and the Autism Treatment Association of Minnesota. He was the inaugural chair of the Kentucky Applied Behavior Analyst Licensing Board, one of the first stand-alone licensing boards for behavior analysis in the country, and continues to stay active in public policy efforts. He has also held full and part-time academic appointments with a number of universities including St. Cloud State University, Western Michigan University, and the MBA Program at Regis University. Dr. Weatherly received his Ph.D. from Western Michigan University's Applied Behavior Analysis Program with concentrations on behavioral systems analysis, behavior-based safety, and programmed instruction. He is a Board-Certified Behavior Analyst-Doctoral.

For information on Stage 1 Co-Instructors, go here: <http://web2.fit.edu/bst/instructors.php>

For information on Stage 2 Professors, go here: <http://cpla.fit.edu/aba/faculty.php>

Applying to the Program

Pre-Application Survey

The pre-application survey is a brief online survey that indicates a student is interested in the hybrid program and would like more information and updates. This survey also provides the hybrid program with a student's background information, in order to best serve that student. This survey does not commit the student in any way to the program, nor does it require any form of payment. Students should complete the pre-application survey as early as possible, either before taking coursework, before formally applying to the program, or during their first class.

The Pre-Application Survey can be found here: <https://survey.fit.edu/index.php?sid=92957>

Formal Program Application

Students can complete the Stage 1 Core curriculum, 5011-5018, without having to apply to or be accepted in the program. However, students should have applied to the program to complete their Stage 1 Professional Development courses, and must have applied and been accepted into the program to register for any Stage 2 courses.

To formally apply to the program:

1. Go to www.fit.edu/apply
2. Click the Apply button under Main Campus: "Graduate"
3. Fill out the information on the right hand side under "Begin the Application Process Here"
4. Use your name/email and scroll down to degrees that start with "P" select degree: "MA-Professional Behavior Analysis"
5. Entry term is the term that you will begin your Stage 2 classes. If you aren't sure, confirm by contacting your Program Plan Advisor before applying.
6. Choose appropriate response for "How did you first learn about Florida Tech?" then click on "Apply Online"
7. Click "Create Login ID and PIN" (Unless you already have an account from applying earlier)
 - a. This is different from your TRACKS account used for coursework
8. Select Application Type: "Melb Graduate US Citizen" **or** "Melb Graduate International" and click continue.
9. When filling out the Application select "Planned Course of Study".
10. Under "First Choice of Study" select "MA Professional Behavior Analysis, Melbourne Campus"
11. E-mail the following to grad-admissions@fit.edu and CC hybrid@fit.edu:
 - a. Official Transcript – This must be sent directly from the institution to FIT
 - b. Resume
 - c. Statement of Objectives
 - d. 3 Letters of Recommendation

Our Graduate Admissions department requires any degrees obtained outside the US to be evaluated prior to submission for admission. A list of Credit Evaluation Services we currently accept can be found here: <http://www.naces.org/members.html>. Upon applying for official admission, please have transcripts submitted directly from Evaluators to FIT.

Program Overview and Costs

PROFESSIONAL BEHAVIOR ANALYSIS (PBA) – Major Code: 8146

Master of Arts in PBA Degree Requirements

A minimum of 45 semester credit hours is required. Requirements include completing the online core curriculum (24 credit hours), practical training courses (9 credits), intensive practicum (9 credit hours), a capstone project course, and a final program examination. All courses for a letter grade must be passed with a grade of B or better. Students will also be required to complete a final program examination and a guided review in order to graduate which consists of a multiple-choice examination simulating the Behavior Analyst Certification Board® certification examination at the behavior analyst (BCBA®) level and covers material from the Behavior Analysis Core. The examination will be offered near the end of the third practical training term.

All prices are based on the early registration rate and do not include cost of books.

If the student registers during the Regular Registration, there are an additional \$45/class, and \$95/class during late registration.

Stage 1

| | | | |
|--|--|---|----------------------------------|
| BEHP5011 | Foundations, Concepts and Principles of Behavior Analysis | 3 | \$850.00 |
| BEHP5012 | Basic Elements of Applied Behavior Analysis | 3 | \$850.00 |
| BEHP5013 | Developing, Strengthening and Maintaining Behavior | 3 | \$850.00 |
| BEHP5014 | Introduction to Ethical & Professional Conduct of Behavior Analysts | 1 | \$285.00 |
| BEHP5015 | Decreasing, Eliminating and Replacing Problem Behavior | 2 | \$570.00 |
| BEHP5016 | Ethical & Professional Conduct of Behavior Analysts | 2 | \$635.00 |
| BEHP5017 | Targeted Topics in Behavior Analysis | 1 | \$320.00 |
| BEHP5018 | Advanced Topics in Behavior Analysis | 3 | \$950.00 |
| BEHP5020 | Current Topics in Behavior Analysis (1 credit each, five seminars*) | 5 | \$1775.00 |
| BEHP5021 | Coordinating Behavior Analysis with Psychiatric & Other Medical Services | 1 | \$355.00 |
| <i>*Take a total of five times = 5 credits@\$335.00/credit</i> | | | Stage 1 Total: \$7440 |

Stage 2

| | | | |
|--|--|---|--------------------------------------|
| BEH5022 | Using Measurement, Graphs, and Single-Case Designs in ABA Practice | 3 | \$2775.00 |
| BEH5023 | Introduction to the Experimental Analysis of Behavior | 3 | \$2775.00 |
| BEH5024 | Conceptual Analysis of Behavior | 3 | \$2775.00 |
| BEH5025 | Intensive Practicum in Professional Behavior Analysis* | 9 | \$8325.00 |
| BEH5028-5030 | Capstone** | 3 | \$2775.00 |
| *Take 3 semesters for 3 credits each for a total of 9 credits | | | Stage 2 Total: \$19425.00 |
| **Take 3 semesters for 1 credit each for a total of 3 credits | | | |

Program Total: \$26865.00

Important Notes

- The university's board of trustees has approved these tuition and fees for the academic year 2017–2018.
- Tuition and fees are subject to change without notice.
- Financial Aid:
 - The Stage 1 courses are eligible for Career Training or Private Student Loans only at these rates. They are **not** eligible for FAFSA or Federal student loans. They are only eligible for VA benefits if taken for graduate credit and paid for at the full Florida Tech graduate credit tuition rate.
 - The Stage 2 courses are eligible for FAFSA and Federal student loans and eligible VA benefits, as well as private student loans.
- Note: Except in the case of a private student loan, the financial aid for the two stages cannot be combined and must be applied for separately.

Course Descriptions

BEH 5011 FOUNDATIONS, CONCEPTS AND PRINCIPLES OF BEHAVIOR ANALYSIS

(3 credits). Covers concepts, principles and processes derived from the experimental analysis of behavior and how they relate to applied behavior analysis. Also covers foundational knowledge from the BACB® “Behavior Analyst Task List.”

BEH 5012 BASIC ELEMENTS OF APPLIED BEHAVIOR ANALYSIS

(3 credits). Covers philosophical foundations of behavior analysis, definitions and characteristics of applied behavior analysis, behavioral assessment, measurement of behavior, data display and interpretation, and experimental design. Introduces the experimental evaluation of interventions.

BEH 5013 DEVELOPING, STRENGTHENING AND MAINTAINING BEHAVIOR

(3 credits). Covers procedures for developing, strengthening and maintaining behavior. Also covers assessment, behavior change systems and supervision.

BEH 5014 INTRODUCTION TO ETHICAL AND PROFESSIONAL CONDUCT OF BEHAVIOR ANALYSTS (1

credit). Introduces ethical and professional considerations relevant in the professional practice of applied behavior analysis as well as the ethical and disciplinary standards of the profession. Emphasizes ethical and professional conduct and legal issues relevant to both BCaBA- and BCBA-level practitioners.

BEH 5015 DECREASING, ELIMINATING AND REPLACING PROBLEM BEHAVIOR

(2 credits). Covers functional assessment (descriptive assessment and functional analysis) and function-based intervention procedures for addressing problem behavior. Emphasizes building alternative behavioral repertoires. Discusses behavior change considerations of unwanted side effects of various intervention strategies.

BEH 5016 ETHICAL AND PROFESSIONAL CONDUCT OF BEHAVIOR ANALYSTS (2 credits). Expands on ethical and professional issues introduced in BEH 5014. Emphasizes ethical, professional and conduct issues relevant to BCBA-level practitioners and supervisors.

BEH 5017 TARGETED TOPICS IN BEHAVIOR ANALYSIS (1 credit). Covers special topics in all content areas of behavior analysis, as needed for independent behavior analysis practitioners. Includes introduction of supervision in behavior analysis and organizational behavior management, and other areas of behavior analysis.

BEH 5018 ADVANCED TOPICS IN BEHAVIOR ANALYSIS (3 credits). Covers advanced topics in several content areas of behavior analysis needed by independent behavior analysis practitioners.

BEH 5020 CURRENT TOPICS IN BEHAVIOR ANALYSIS (1 credit). Covers current topics in behavior analysis not included in previous coursework. Includes organizations' behavior management, performance management, behavioral systems analysis, behavior-based safety and behavior analysis supervision. May be repeated for a total of five credits, provided topics change (e.g., taking A and B would both count, but taking A twice would not count both times).

Current 5020 Courses include:

BEH 5020A BEHAVIOR-BASED SAFETY (1 credit). This graduate-level 15-hour course covers Behavior-based safety (BBS). BBS is considered by most to be a sub-specialty of OBM designed to address the specific challenges of accidents at work. This course begins with an overview of the basic BBS procedures and then proceeds on to case examples and advanced topics and concludes with a lecture on pedestrian and driver safety. Note: This course runs during the first half of the term. Recommended preparation: BEHP5013, BEHP5017A

BEH 5020B VERBAL BEHAVIOR (1 credit). This graduate-level 15-hour course reviews B.F. Skinner's classic (1957) "Verbal Behavior" and includes more advanced topics of radical behaviorism. The behaviorally-based VB-MAPP (2008) using language acquisition milestones of typically developing children will be covered along with assessment and intervention procedures for children with autism and others with language delays. Note: This course runs during the first half of the term. Recommended preparation: BEHP5013

BEH 5020C ADVANCED TOPICS IN AUTISM (1 credit). This course presents multiple respected researchers and clinicians discussing topics related to autism. Topics covered include motivating operations, teaching, stimulus control, and social skills. Note: This course runs during the second half of the term. Recommended preparation: BEHP5011, BEHP5012, BEHP5013

BEH 5020D BEHAVIORAL SYSTEMS ANALYSIS (1 credit). The topic for this course is behavioral systems analysis (BSA). This course will present organizations as systems, and introduce the tools used to assess the levels of the system. This course will also provide examples of intervention strategies, as well as how to combine performance management and systems approaches using lecture and case examples. Note: This course runs during the second half of the term. Recommended preparation: BEHP5011, BEHP5012, BEHP5013, 5017A

BEH 5020ID INSTRUCTIONAL DESIGN (1 credit). This graduate-level, 15-hour course will provide students with a foundation in instructional design by introducing the basics of the instructional design process. These basics of instructional design are relevant not only in academic settings, but are applicable across a wide range of settings and are relevant to teaching a broad array of skills. Topics will include analyzing instructional content, designing instruction, sequence evaluation, and strategies to motivate learners.

BEH 5020M MENTORSHIP (1 credit). This graduate-level, 15-hour course covers current topics in behavior analysis. Specifically, this course will prepare the student to integrate the material they are learning in the didactic coursework into their practice. Students will meet weekly in both individual and group format with their instructor and will complete assignments from each. Additionally, the instructors will evaluate sites for goodness of fit as a hybrid approved remote site. Required textbooks may vary between terms. Note: This course does not provide nor count as supervision.

BEH 5021 COORDINATING BEHAVIOR ANALYSIS WITH PSYCHIATRIC AND OTHER MEDICAL SERVICES (1 credit). Teaches how to integrate behavioral and medical services. Discusses coordinating medication trials with behavioral intervention phases to reduce potential confounds while evaluating treatment effectiveness. Focuses on single-subject research designs. Reviews medications most commonly used to address problem behavior and their side effects. Note: This course runs during the first half of the term.

BEH 5022 USING MEASUREMENT, GRAPHS AND SINGLE-CASE DESIGN IN BEHAVIOR ANALYSIS PRACTICE (3 credits). Teaches the selection of correct measurement procedures based on target behavior and environmental factors in clinical or educational settings. Covers how to graph data and integrate graphs for ongoing data-based treatment decisions. Emphasizes how to incorporate single-subject designs to evaluate effectiveness of the behavior analysis practice.

BEH 5023 INTRODUCTION TO THE EXPERIMENTAL ANALYSIS OF BEHAVIOR (3 credits). Covers seminal research and current issues in the experimental analysis of behavior. Includes complex schedules of reinforcement, matching law, correlational law of effect, stimulus equivalence and behavioral economics.

BEH 5024 CONCEPTUAL ANALYSIS OF BEHAVIOR (3 credits). Focuses on how the conceptual analysis of behavior can inform the practice of behavior analysis and the importance of precise technical language. Covers the varieties of behaviorism and emphasizes radical behaviorism. Includes private events, verbal behavior, molecular versus molar analysis, and operant and cultural selectionism.

BEH 5025 INTENSIVE PRACTICUM IN PROFESSIONAL BEHAVIOR ANALYSIS (3 credits). Includes student-conducted assessments and development, implementation and evaluation of protocols. Covers how to train and monitor implementers. Includes intensive supervision provided by faculty members through direct observation, timely feedback and case discussions. Considered a full-load course. (Requirement: Taken for a total of nine semester credit hours.)

During Intensive Practicum you will need to accumulate 750 hours of supervised experience, 250 total hours each semester. This is regardless of the hours that you have accumulated prior to the onset of Intensive Practicum. You will receive group supervision as part of the course (up to 50% of your total weekly experience), but your approved site is responsible for providing weekly individual supervision (about 1.25-1.5 hours a week).

Additional information on supervision requirements can be found on at the BACB® website:
<http://bacb.com/wp-content/uploads/2016/11/161101-experience-standards-english.pdf>

BEH 5028 - 30 CAPSTONE PROJECT IN PROFESSIONAL BEHAVIOR ANALYSIS (3 credits total). Includes conducting an individual project within the context of a clinical or educational setting. Also includes demonstrating mastery of a variety of professional behavior analytic skills. Requires judging by faculty supervisor using performance criteria set during proposal stage. One credit of Capstone is taken once per semester during Stage 2.

Course Availability and Calendar

Stage 1

During Stage 1, students will take a minimum of 1 course per term. Our ABA online courses, BEHP 5011-5021, are available in three-month terms which start in January, April, July, and October. These courses are split into the Core curriculum, BEHP 5011-5018, and the Professional Development curriculum, BEHP 5020's and 5021. All Stage 1 courses are offered every term. Students can take a maximum of 6 credits each term.

Students can take 5011-5018 without applying and being accepted into the hybrid program. Please realize that taking these courses does not guarantee that you will be offered admission to the hybrid program.

Stage 1 courses will consist of a live weekly meeting with a co-instructor, weekly assigned readings from the course textbook, weekly interactive video lectures, and a weekly unit exam.

Stage 2

During Stage 2, students will take a minimum of 3 courses, for a total of 7 credits:

- A didactic, lecture-based course
- A practicum course that provides supervision
- A capstone course that provides guidance during the student's research project

Students will take a different didactic course each term; the didactic courses do not need to be taken in numerical order, although it is advised that students take 5022 before 5023 or 5024. Students will take practicum, 5025, a total of 3 times across 3 consecutive semesters. Students will take capstone each semester, with the capstone course number changing to indicate when semester of capstone the student is currently in (e.g., 5028 for the first, 5029 for the second, etc.).

Stage 2 capstone should be taken with the same faculty instructor however, the didactic and intensive practicum courses can be taken with *any* of our faculty members

Stage 1 and Stage 2 operate on different calendars. Please refer to the table below to see the differences between Stage 1 and Stage 2.

| | Stage 1 | Stage 2 |
|---------------------|-------------------------------------|---|
| Type of Calendar | Accelerated Quarterly | Traditional Semesters |
| # of Terms per Year | 4 | 3 |
| Length of Terms | 10 Weeks | 15 Weeks |
| Term Start Dates | January April July October | January (Spring) May (Summer) August/September (Fall) |

Course Grades and Retake Policy

Courses are graded on a traditional letter system (e.g., A, B, C, etc.). There are no plus/minus grades in the program. For the specific criteria for each letter grade, please refer to your course syllabus, as it may differ from course to course.

A “B” or better is required to pass a course and have it count towards the degree requirements; grades of a “C” or below will require the student to retake the course. A course can only be retaken twice after the initial failure. If a student does not pass a required course after 3 attempts, they will be dismissed from the program.

Your Program Plan

The following is the program plan for the hybrid M.A. in Professional Behavior Analysis. Students should meet with their assigned Program Plan **Advisor** at least once during Stage 1, upon completing the pre-application survey or formal application. Students will then meet with their Program Plan **Advisor** every semester of Stage 2, to answer questions and make sure they are on-track to graduate. Students can request a meeting with their program **Advisor** any time, and should schedule a meeting in the event that their plan needs to be revised or changed. You may request to have your program plan emailed to you at any time by contacting hybrid@fit.edu; your plan is regularly updated to reflect courses you’ve taken, are currently enrolled in, and are registered for.

MASTER'S DEGREE PROGRAM PLAN

Year Entered: ____/____

NAME: Last, First

STUDENT ID NUMBER: _____

DEGREE PROGRAM: MA Professional Behavior AnalysisMAJOR CODE: 8146DEPARTMENT: School of Behavior Analysis

EST. GRADUATION TERM/YEAR: _____

SITE LOCATION: City, State

SITE NAME: _____

Approval of this program plan does not imply approval of transfer credits. Any changes or substitutions are dependent on acceptance from Site Director, Program Manager and Graduate Programs.

Stage 1 Curriculum (24 credit hours required)

Note: Stage 1 classes must be finished the term before graduation (i.e., – July term for Fall graduation; Oct term for Spring graduation; April term for Summer graduation).

Core Curriculum - online (18 credit hours required)

| FLORIDA TECH Course Number | FLORIDA TECH Course Title | Semester Credits | Semester Taken | Grade |
|-------------------------------|---|---------------------|-------------------|-------|
| BEH5011 | Foundations, Concepts and Principles of Behavior Analysis | 3 | | |
| BEH5012 | Basic Elements of Applied Behavior Analysis | 3 | | |
| BEH5013 | Developing, Strengthening and Maintaining Behavior | 3 | | |
| BEH5014B | Introduction to Ethical and Professional Conduct of Behavior Analysts | 1 | | |
| BEH5015 | Decreasing, Eliminating and Replacing Problem Behavior | 2 | | |
| BEH5016 | Ethical and Professional Conduct of Behavior Analysts | 2 | | |
| BEH5017 | Targeted Topics in Behavior Analysis: Essentials of OBM | 1 | | |
| BEH5018 | Advanced Topics in Behavior Analysis | 3 | | |

Professional Curriculum - online (6 credit hours required, one of which must be 5021)

| FLORIDA TECH Course Number | FLORIDA TECH Course Title | Semester Credits | Semester Taken | Grade |
|-------------------------------|--|---------------------|-------------------|-------|
| BEH5020 A | Current Topics: Behavior-Based Safety | 1 | | |
| BEH5020 B | Current Topics: Verbal Behavior | 1 | | |
| BEH5020 C | Current Topics: Adv Topics in Autism | 1 | | |
| BEH5020 D | Current Topics: Intro to Behavioral Systems Analysis | 1 | | |
| BEH5020 ID | Current Topics: Instructional Design | 1 | | |
| BEH5021 | Coordinating Behavior Analysis | 1 | | |
| BEH5020 M | Current Topics: Mentorship | 1-4 | | |

Stage 2 Curriculum (21 credit hours required)**Didactic Curriculum – In-Residence** (9 credit hours required)

| FLORIDA TECH Course Number | FLORIDA TECH Course Title | Semester Credits | Semester Taken | Grade |
|-------------------------------|--|---------------------|-------------------|-------|
| BEH5022 | Using Measurement, Graphs and Single-Case Design in Behavior Analysis Practice | 3 | | |
| BEH5023 | Introduction to the Experimental Analysis of Behavior | 3 | | |
| BEH5024 | Conceptual Analysis of Behavior | 3 | | |

Practicum and Capstone Project – In-Residence (12 credit hours required)

| FLORIDA TECH Course Number | FLORIDA TECH Course Title | Semester Credits | Semester Taken | Grade |
|-------------------------------|---|---------------------|-------------------|-------|
| BEH5025 | Intensive Practicum in Professional Behavior Analysis | 3 | | |
| BEH5025 | Intensive Practicum in Professional Behavior Analysis | 3 | | |
| BEH5025 | Intensive Practicum in Professional Behavior Analysis | 3 | | |
| AND | | | | |
| BEH5028 | Capstone PBA1 | 1 | | |
| BEH5029 | Capstone PBA2 | 1 | | |
| BEH5030 | Capstone PBA3 | 1 | | |

Final Program Examination/Comps

Must be taken in order to graduate this program as well as any on-campus program. See full policy details at:

http://assets.fit.edu/scripts/policy_view.php?id=4237

| Date of Examination | Pass/Fail |
|---------------------|-----------|
| | |

Program Signatures:

Student Signature

Date

Capstone Faculty Signature

Date

The Final Program Exam

In your final semester, you will take a comprehensive final exam as part of your graduation requirements. This may be done face-to-face if you are at a host site. If it is done remotely, you will use VSee for your final exam. The test itself will be multiple-choice in Canvas. It consists of 150 questions, and you will need an 80% or higher to pass. If a student does not pass the final program examination, that student may not graduate, and will need to try again when the final program exam is offered again the following semester. An item task analysis will be done by the faculty when your test is completed.

If your test is being proctored face-to-face:

You will be provided a date, time, and testing location for your final exam via email. Please arrive 10-15 minutes early for your test. You will be allowed to take the following items with you for your test:

- Pen or pencil
- One sheet of paper
- Beverage (if desired)
- Driver's license or government-issued ID card

If you need special accommodations for your test, please email your faculty at least two weeks in advance.

Your test will be in Canvas. You will follow the steps below when you arrive. You do not need to memorize them; your proctor will be happy to assist you:

1. Check in with your proctor. He/she will ask you for identification if they do not already know you and provide information you need to know before you start. You may go to them at any time during your test if you have issues or concerns.
2. Put away/secure all items aside from those allowed on your test
3. Log in to Canvas
4. Click on the Exam Module
5. When you are ready, click to start the test, and notify your proctor so he/she can enter your password. Alternately, your proctor may give you the password so you can enter it yourself in the password box.
6. Once your test has begun, make sure your microphone is muted so as not to disturb other testers.

If your test is being proctored remotely:

You will be notified of the date and time for your test. Your proctor will collect your VSee information ahead of time and call when your test is scheduled to begin. Please log in to VSee 5 minutes early. You will be allowed to take the following items with you for your test:

- Pen or pencil
- One sheet of paper
- Beverage (if desired)
- Driver's license or government-issued ID card

If you need special accommodations for your test, please email your faculty at least two weeks in advance.

Your test will be in Canvas. You will follow the steps below when you arrive. You do not need to memorize them; your proctor will be happy to assist you:

1. Log in to VSee and Canvas
2. In Canvas, open your exam module
3. Accept when your proctor calls you through VSee. They will go over information you'll need to know to take the test and will ask for identification.
4. He/she will give you the password when you and any other testers are ready to start.

Your proctor will turn off their camera and microphone after you begin the exam. However, they will be available through VSee chat if you need assistance after the test has begun.

Hybrid Host Sites

STUDENTS IN ALL STATES SHOULD CHECK HERE TO VIEW THE STATE AUTHORIZATION STATEMENT RELEVANT TO THEM: http://cpla.fit.edu/aba/hy_authorization.php

Our **hybrid host sites** are agencies with whom we have signed a memorandum of understanding and have placed a faculty member. We conduct live classes, groups of practicum and capstone supervision and integrate our faculty with their agency. We also broadcast these didactic classes to our students who are located at an **approved remote practicum site**.

Approved Remote Practicum Sites

For students who are **not** already at a hybrid host site and cannot relocate, they will join our mentorship program and will also begin the approval process for their current site as an **approved remote practicum site (ARPS)**. These sites are approved based on our behaviorally anchored rating scale (BARS). Sites can [click here](#) to review the BARS and conduct a self-assessment to estimate if they are likely to be approved as a site. ARPS are required to provide at least 1 hour of individual, face-to-face supervision each week, both for approval as well as the intensive practicum course. Please note that approval can take up to 4 terms, and approval is not guaranteed.

IMPORTANT NOTICE: All students will need to complete and submit a Workplace Agreement Form (WPA), regardless of the type of site they are at and when it was approved. The WPA Form will outline the expectations for the student and their site for practicum, and verifies that the site is willing and able to provide supervision to the student. Students may not begin Stage 2 without a signed and completed WPA form. If a student's site is already approved, they can submit the completed form with their application. If a student's site is not approved, they can submit the form during the site evaluation and approval process. If you have any questions, please e-mail them to: hybrid@fit.edu.

Hybrid Mentorship

Students that are currently working at a site that is not already a host site or ARPS will be asked to take 5020M, the mentorship course. This course not only includes the site evaluation for the approval process, but also provides applied practice to bridge the foundational information from the core courses to the student's clinical experience and everyday life.

The student enrolls in the mentorship course (BEHP5020M) concurrently with their other ABA Online coursework (BEHP5012-5018). Students should not take 5020M until they have completed 5011. 5020M counts towards the hybrid degree and up to 4 credits of 5020M can be applied towards the Professional Development requirements in Stage 1.

5020M is unique among Stage 1 courses (and similar to Stage 2 courses) in that it requires students to interact live via video. Thus, 5020M requires that students have a high-speed internet connection, webcam, and microphone.

Some frequently asked questions about the mentorship program:

Why can't you pre-approve my practicum? I don't want to start without knowing that where I work will qualify.

We currently have over 100 sites which have asked us to approve them before any of their employees enroll as students. To approve the hybrid host sites, our management team conducted on-site visits to ensure they met our quality requirements. With the new model, we can allow for approved remote practicum sites, but instead of a site visit, they are evaluated and approved during the mentorship process. The Behaviorally Anchored Rating Scale will guide this. If a site scores at least a 3 on each metric, then they are most likely to be approved. However, our instructors will be using the time during the 5020 Mentorship series to evaluate the experience that our students are getting at each site to provide input into the final determination.

Is there any way to get a site pre-approved?

If a site wanted to fund a site visit, we could potentially accommodate that. We have structured the mentorship series to avoid those costs, and allow for the development and approval of sites during our student's first year in the program.

What happens if I get admitted, and my agency is not approved?

Your standing in our degree program will not be impacted by a site approval. You would have a few options:

- A. Our instructors will work with you to help find a site that will meet our minimum standards.
- B. Our team can help you identify an already-approved site that you could relocate to for the practicum coursework.
- C. Our team can work with your site to identify changes that would allow for it to meet our minimum standards.

If you didn't exercise one of these options, then your practicum courses could be put on hold until you are able to find an approved practicum site. You could continue to take our Stage 2 Didactic courses (BEH 5022, 5023, 5024), but it is important to discuss with our team the impact this may have on your financial aid, as our intensive practicum courses (BEH 5025) automatically qualify you as a full-time student.

Nobody else requires this approval process, why do you?

We believe that your practical experience is paramount to becoming a proficient behavior analyst. We care very much that our students graduate with the appropriate skill set to effect positive change in their consumers' lives. While we have demonstrated that our didactic coursework will provide our students with the skill to pass the BCBA[®] exam, it is their practicum that will build the repertoire they'll use daily. Therefore, we need to ensure the practical training is on par with our didactic training. This minimum requirement is designed to help us accomplish this.

Can any of the hours spent in 5020M count as indirect hours towards my certification?

None of the time spent in class or doing classwork (e.g., assigned readings, videos, etc.) can be counted as indirect hours. This is the case for all Stage 1 courses, Stage 2 didactic courses, and capstone. Please refer to the November 2014 BACB® Newsletter and the Experience Standards for more information.

When can I start my supervision hours?

You can begin your supervision hours as soon as you meet the requirements set by the BACB® for supervision, which include having started your first approved course in behavior analysis (BEHP 5011) and completing the Experience Standards training Module on the BACB® website. For more information on the experience requirements, please refer to the official website, www.bacb.com.

Students can gain independent fieldwork hours at any time during the program. Fieldwork hours are strictly between a student and their site, and are not a part of the program nor any coursework. Fieldwork hours that a student accrues may be put towards applying for the BCaBA/BCBA® exams, but will not change the requirement for the practicum in Stage 2. All students, regardless of the number of hours they already have, will need to complete 750 hours of intensive practicum to pass the course and complete their degree.

Can my mentorship instructor assist with my research for my Capstone project?

The best person to go to for additional help with Capstone projects would be your assigned Capstone Faculty.

What is the difference between an instructor for the mentorship course and an Advisor?

Your mentorship instructor may occasionally be referred to as your 'mentor.' They are the instructors that run the 5020M course each semester. They are the instructor assigned to you specifically for that one course. They will run your online meetings for the course, grade your assignments, and evaluate your site.

Your Advisor is the hybrid staff assigned to you for program planning. They will develop your program plan, answer your questions about the program, and provide important prompts and information. Because our Program Plan Advisors are also instructors, you may have the same person for both your Advisor and mentorship instructor, but these are separate roles.

Financial Aid

Financial Aid is a common concern for students. The hybrid program consists of two stages. Different types and amounts of financial aid are available depending on if the student is currently in Stage 1 or Stage 2 of the program.

Stage 1 - ABA Online Courses

Stage 1 courses include BEHP5011-5021

Stage 1 is considered professional development. Students completing this portion of coursework are considered non-degree seeking students and do not qualify for traditional financial aid options. For the online component, you can use the following options available:

Career Training Loan

If you are interested in obtaining a career training loan, please contact your local bank to request more information.

[Sallie Mae Smart Option Student Loan](#)

The Smart Option Student Loan provides competitive interest rates, choice of repayment options, and rewards for paying your loan while in school.

Please note that professional development courses do **not** qualify for federal student loans (FASFA).

Stage 2 – Practical Training

Stage 2 Courses include BEH 5022-5027

Traditional methods of financial aid are available for Stage 2 courses for those who qualify.

1. Submit your formal application for the hybrid master's program online through graduate admissions.
2. The term before you start your Stage 2 courses, you should complete the online FAFSA application. Enter FAFSA school code: 001469.
3. Then contact Florida Tech's [financial aid office](#):

Office of Financial Aid
Florida Institute of Technology
150 W. University Blvd.
Melbourne, FL 32901
Phone: (321) 674-8070
Message Line: (800) 666-4348
Fax: (321) 724-2778

Please note: If the FAFSA is completed before the application to the program, the financial aid department will not have a record to match to your FAFSA application and this will delay processing your financial aid application.

For more information, please visit: [Financial Aid](#) or the [Federal Student Aid](#) website. Students completing the practical training portion of the program are also eligible for Florida Tech's [Panther Payment Plan](#).

Please note that your financial aid is typically depending on your status as a full or part time student. Withdrawing from courses or failing to register for all 3 Stage 2 credits may impact your financial aid. If a student has too few Stage 2 credits, taking additional Stage 1 courses will not change their full or part time status.

Getting Started – A Walkthrough to Starting the Program

Once you have decided you would like to pursue your MA with us, here are steps you'll take to begin the program!

1. Identify how you would like to complete your practicum experience:
 - a. Work through an already approved Host or ARPS
 - b. Go through the approval process with your current unapproved site
2. Complete the Pre-Application Survey for the program
 - a. If you are already working at a Host or ARPS, select it from the list.
 - b. If you would like to go through the approval process for a new site, select Other.
 - c. If you have no site, or would like to apply to work at an approved site, select I Would Like Assistance
3. Register for your first course in the program, BEHP5011 "Foundations, Concepts and Principles of Behavior Analysis."
4. Meet with your Program Plan Advisor to develop a program plan, discuss your practicum site, and answer any questions you might have.
5. Complete 5011.
6. Register for 5012 (and 5020M, if applicable).
7. Complete 5012 (and 5020M, if applicable).
8. Once you are at an approved site, complete and submit your WPA Form.
9. Complete the BACB Supervised Experience Training Module[®] if you have not already done so.
10. Formally apply for official admission in the program.
 - a. *If your undergraduate GPA is below a 3.0, you'll want to wait until you've completed BEHP 5011-5015 to apply. If you receive a 3.5 or higher cumulative GPA in our first five online courses, that may be used in place of your undergraduate one.*
11. Upon acceptance into the program, meet with your Program Plan Advisor again to review requirements for Stage 2 and update your plan.

How to Register for Courses

Registering for Stage 1 Core Courses

1. Log onto the ABA Online Registration homepage
(<http://web2.fit.edu/bst/programs/aba/registration/>)
2. Click the red Registration button
3. Click the name of the course you would like to register for (e.g., BEHP 5011 – Foundations)
4. Click the linked text under Available Sessions (e.g., 07/10/17-09-25/17, Canvas)
5. Check the subsection with the meeting day and time that you will be able to attend each week.
 - a. Only check one subsection
6. Type in your coupon code (if applicable)
7. Review the information on the Refund Policy at the bottom of the page.
8. Check the "I have read the Refund Policy" to indicate this and continue.
9. Click the Add to Cart button.
10. Click the Checkout button in the upper-right corner of the page

Registering for Stage 1 Professional Development Courses

1. Call ABA Online Registration (321-674-8382, option 2)
2. Ask to register for the 5020 courses
 - a. You will then be given meeting day/times to choose from

Note: Registering for 5020M requires a code from your Program Plan Advisor.

Registering for Stage 2

3. Log onto Access (<https://access.fit.edu/>)
4. Click on PAWS
5. Select "Student"
6. Select "Registration"
7. Select "Look Up Class to Add"
8. Select the appropriate semester
9. Select Behavior Analysis
10. Locate the classes listed you need to take in the Stage 2 portion of your program plan.
11. Click on the check box and then click register

Note: To allow adequate time for transfers to be processed, you must complete your Stage 1 courses at least one term **before** your petitioned graduation semester. For example, if you petitioned to graduate Summer, then your last/final Stage 1 course(s) must be completed in the April term. Otherwise, your graduation semester will be delayed which will require a new petition to graduate to be filed. Please see the "Petitioning to Graduate" section of this Handbook for more information.

Verifying Stage 2 Enrollment

1. Log onto Access (<https://access.fit.edu/>)
2. Click on PAWS
3. Select "Student"
4. Select "Student Detail Schedule"
5. Select the appropriate semester
6. If you have correctly registered for Stage 2 courses, they should be listed here

Graduation

You will graduate with your M.A. in Professional Behavior Analysis when you have satisfied all course requirements listed on your program plan, successfully completed your capstone project, and passed the final program exam.

It is important to follow your program plan as laid out by your Program Plan Advisor to ensure you graduate on time. If you need to deviate from the plan, you should request to meet with them to discuss your needs and possibly change your anticipated graduation semester.

The Stage 1 courses are completed through Continuing Education, the online ABA program. This provides several benefits to the student, including lower costs and a shorter timeline. However, this also means your Stage 1 courses have to transfer from the online ABA program into your hybrid degree at

Florida Tech. This transfer happens twice, once when you are initially accepted into the program, and once when you have completed your last Stage 1 course. This process can take up to a term and is completed by your program administrative assistant.

Because of this, it is important to complete your Stage 1 courses a term **before** your last Stage 2 semester. For example, if you planned to graduate Summer then you will need to have your last Stage 1 course(s) completed by April. If you enrolled in an April Stage 1 course, then you will not complete it until June, which would then take until October to transfer into your degree, which means you wouldn't graduate until December!

To summarize:

- If you are graduating in the Spring, your last Stage 1 course(s) should be completed in the January term.
- If you are graduating in the Summer, your last Stage 1 course(s) should be completed in the April term.
- If you are graduating in the Fall, your last Stage 1 course(s) should be completed in the July term.

Petitioning to Graduate

Students must petition to graduate their first semester of Stage 2, approximately a year before their anticipated graduation date. Students that petition late may incur a late fee, and could risk delaying graduation. Students that are unsure when they are expected to graduate, or when they are taking their first and last semester of Stage 2, should refer to their program plan and reach out to their Program Plan Advisor with any questions.

When you do petition, it is important that you fill out the petition document completely and also submit your signed program plan. Your program plan must be signed by both you as well as your capstone faculty member. If your capstone faculty is physically present, you can have them sign in person. Otherwise, you can email a pdf copy of your plan to your capstone faculty for a digital signature.

To complete your petition to graduate, follow these steps:

1. Program Plan Meeting
 - a. If you have not done so, email your Program Plan Advisor in regards to your program plan. Program Plan Advisor assignment is based on last name. If you are unsure of who your Program Plan Advisor is, contact hybrid@fit.edu.
 - b. If you have already met with your Program Plan Advisor, you can request your most up-to-date program plan from hybrid@fit.edu.
2. Submit Program Plan to your Capstone Faculty to be signed
3. Submit your signed Program Plan to graduation@fit.edu.
4. Complete your Petition to Graduate by following the steps found at this link: <http://online.fit.edu/students/graduation.php>

Here is some helpful information for filling out the petition:

- Your campus is Melbourne

- You do not need to attend or participate in the commencement ceremony. If you would like to attend commencement, you will need to come to the ceremony held at the Melbourne campus, regardless of your or your site's location.

Re-Petitioning

If for any reason, you are not able to satisfy all requirements by the anticipated semester, you will need to email graduation@fit.edu and cancel your original petition. Once it's cancelled, complete a new Petition to Graduate online through PAWS under the Student tab just as you submitted your original Petition to Graduate.

Ordering Regalia

Students must purchase their own regalia, including caps and gowns for all degrees, and master's and doctoral hoods. A link to purchasing regalia (caps, gowns, tassels, hoods) is available on the Florida Tech [bookstore](#) webpage. Please direct regalia questions to Ellie Turner, bookstore manager, at [321-674-8042](tel:321-674-8042) or by email to eturner@fit.edu.

Obtaining Certifications Using our Degree

One of the many benefits of pursuing our degree is that you can use our courses and practicum to obtain your BCaBA[®] and/or BCBA[®] certifications.

Experience Accrued in our practicum courses

After you have completed your necessary semesters of practicum (2 for BCaBA[®] and 3 for BCBA), the faculty of record will sign and submit an experience verification form. You will only need this form (do not submit each weekly meeting form. Save those forms in the event of an audit.

The BCaBA

The BCaBA[®] course sequence (BEHP 5011-5015) is built-in to our master's degree.

Some students complete the practicum for their BCaBA[®] separately, especially if they wish to become certified as soon as possible.

However, if you want to use our practicum to obtain your BCaBA, you will need to request a transcript immediately after the semester you complete the practicum training and before you begin the next semester. Otherwise, if you owe any payment plans, you will be unable to get your transcript.

The BCBA

Successful completion of the hybrid program will fulfill all 3 of the application requirements for the BCBA[®] exam.

Once you have graduated, you must request official transcripts which indicate that your degree has been conferred which you will submit along with your application to the BACB. Please see the section "Ordering your Transcript" on page 29 of this Handbook for detailed information concerning your official transcripts and how to order. Please be aware that it will take time for your degree to process and your official transcript to update. Please also note that it takes time for the Registrar to process transcript requests; rush services are not available, and calling/emailing the Registrar's office will not change your place in the queue.

Your application for the Board exam must be submitted at least 30 days before the testing window opens, and must be submitted in its entirety (e.g., all of your documentation submitted together in a single packet).

Applying for the BACB® exams

You've done the work, now it's time to get certified! Chances are you have questions about the process for taking your exam.

Taking the BCaBA® exam

Taking the BCaBA® is entirely optional and up to the student's discretion. However, there are benefits to taking the BCaBA® exam, including the practice experience with the exam itself, the resume boost of having the credential, and the potential extra career opportunities.

The semester in which you complete the BCaBA® course sequence portion of Stage 1 (BEHP 5011-5015) will determine when you will be able to take the BCaBA® exam. Here is a guide to show you which semester you'll take the exam depending on the term when you complete the courses. Please keep in mind you will also need to satisfy your hours requirements before taking the exam – as the hybrid program does not provide supervision until Stage 2, students interested in taking the BCaBA® exam must collect Independent Fieldwork hours on their own if they wish to sit for the BCaBA® exam.

- If you finish the course sequence in the January term, you will take the May exam
- If you finish in April, you will take the August exam
- If you finish in July, you will take the November exam
- If you finish the course sequence in October, you'll take the February exam

Taking the BCBA® exam

The semester in which you graduate will determine when you will be able to take the BCBA® exam. Here is a guide to show you which semester you'll take the exam depending on your graduating semester:

- Fall graduates will take the February exam
- Spring graduates will take the August exam
- Summer graduates will take the November exam

For information on how to start your application, please follow this link:

<https://bacb.com/application-procedures/>

When inputting coursework:

- Select: "Add Pre-Approved Course"
- The program is "4413 BCBA" when inputting courses from the 4th Edition Task List

Library Resources

Students will be required to use the Evans Library to access articles for course reading assignments, capstone projects, and more.

Florida Tech's Evans Library is your gateway to scholarly resources and services to support your research and academic needs. These include:

- Full-text journal articles, eBooks and Reference Sources.
- Databases
- Subject and Course Research Guides created by librarians
- Interlibrary Loan services for articles not available in the Evans Library
- Tutorials available for 24/7 assistance
- Research Assistance

They may be contacted at (321) 674-8766 or lib.fit.edu.

The Evans Library has a YouTube channel with tutorials and additional information, located here: <https://www.youtube.com/user/EvansLibrary>

Florida Tech Policies

Students are expected to be familiar with university policies.

The Florida Tech Student Handbook can be found online here: <http://web2.fit.edu/studenthandbook/>

The Graduate Degree Policies can be found online here: <http://web2.fit.edu/grad-programs/policies.php>

Academic Honesty

When you cheat, you are cheating yourself of an education. Academic honesty and integrity will be taken extremely seriously in this program. Ignorance is not an excuse; students are expected to be familiar with university policies on academic honesty and integrity. Cheating includes but is not limited to plagiarism, giving or receiving information or assistance during quizzes (including from other people as well as via unauthorized materials), copying or sharing quiz materials, helping another student cheat, and 'outsourcing' your work or doing work for another student. Self-plagiarism, the re-use of one's own material prepared for another purpose, is also considered cheating. Academic dishonesty in this program can result in consequences ranging from a zero on that assignment up to and including expulsion from the program. For additional information on plagiarism and academic honesty, see:

- <http://libguides.lib.fit.edu/plagiarism>
- <http://web2.fit.edu/studentlife/documents/codeofconduct.pdf>

Disability Accommodations

If you have a disability that may require assistance or accommodations, or if you have questions related to any accommodations (e.g., note takers, testing, etc.), contact your course instructor as soon as possible. Students may also contact the Academic Support Center (321) 674-7111 regarding assistance or accommodation. For additional information, see <http://www.fit.edu/disability/>

Sexual Misconduct

Florida Tech adheres to the requirements of Title IX of the Educational Amendments Act of 1972. Any form of sexual misconduct, including sexual discrimination, harassment, or violence, is prohibited. Students are expected to be familiar with university policies regarding sexual misconduct, found in the

student handbook. To report violations, please contact the Director of Security at extension 8111, or CAPS at extension 8050. For additional information and resources, see <http://www.fit.edu/title-ix/>

I Need Help!

If you have not found the answer you need in our handbook, or you need help regarding a case specific to you, please see below for the department who will be able to assist you.

Stage 1 Course Materials

Course Handbooks: <http://www.fit.edu/bst/handbook.php>

Course Textbooks: <http://web2.fit.edu/bst/programs/aba/textbooks.php>

Ordering your Transcript

Hybrid students will be issued two separate transcripts which you will order through the Continuing Education website. Here's the link: <http://www.fit.edu/bst/transcripts.php>

[Again, after ordering your official transcripts through the Continuing Education website link provided above, all hybrid program graduates will receive two separate transcripts, one will arrive from the Office of the Registrar showing graduate coursework and one will arrive from the Office of Continuing Education showing professional development coursework. Each transcript will have a stamp on the back so you will know the difference. You'll need both transcripts to send along to BACB with your exam application.](#)

Following your graduation, your degree will be posted on your transcript after **4-5 weeks**.

Registering for Stage 1 courses

Contact ABA Registration at (321) 674-8382.

Registering for my Stage 2 courses

If you are unsure of what course to register for, please contact your Program Plan Advisor.

If you encounter difficulties registering for courses, please contact your assigned administrative assistant directly, or at hybrid@fit.edu

With my financial aid

- If you are in Stage 1, or have a private loan for the entire program, contact ABA Registration at (321) 674-8382.
- If you are in Stage 2 and have FAFSA, please contact the University's Financial Aid department:

Phone: (321) 674-8070

Message Line: (800) 666-4348

Removing the hold I have on my account

First, if you have not already, you can verify what is causing the hold. You may do this by following these steps:

1. Log onto Access (<https://access.fit.edu/>)
2. Click on PAWS

3. Select "Student"
4. Select "Student Records"
5. Select "View Holds" (on the far left at the top). You will then see a display of the hold(s) on your account.
 - a. If the hold is tied to a department, you may contact them directly. Here are some departments which are frequently tied to particular holds:

Graduate Admissions (321) 674-8027 or grad-admissions@fit.edu

Financial Aid (321) 674-8070

- b. If the hold is tied to your program plan, contact your assigned Program Plan Advisor. If you are unsure of who your Program Plan Advisor is, contact hybrid@fit.edu.

With something not listed here

If you have a question or concern not addressed in the handbook or in the help section, you may contact your Program Advisor directly, or the Hybrid office at hybrid@fit.edu