



# VCS Application Overview

# VCS: Application

- Beginning in January, you may create a new application from the [VCS website: application](#).
- The VCS Coordinator must log in to their ABAI Portal Account to access the VCS application/renewal form.
  - The application may be saved and returned to at any time.
  - Once the application is submitted it becomes locked during internal review.
  - Following review, the application may be reopened for edits.
- Please review the VCS handbook prior to beginning the application.
  - Additional tools will soon be available on our website.

Information in this overview and the application/renewal system are subject to change.

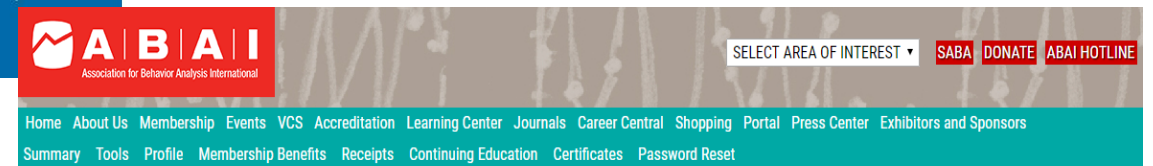




1 [www.abainternational.org](http://www.abainternational.org)  
Current VCS Coordinators  
may access their VCS  
by logging into their portal account



2 You may sign in if you have an account, retrieve your  
username and password, or create a new account.  
If you do not have a free portal account, select the option  
“Don’t have a free portal account? Sign up now!”.



### Please Sign in to Continue

Sign in to your AB|A|I portal to see information specific to your account and member status, including electronic journal subscriptions, purchased Learning Center videos, paid invoices, continuing education certificates, and much more.

You must be logged in to renew your membership, register for events, make purchases from the AB|A|I store, view the member directory, make submissions for conference programs, and view your previous submissions, among other tasks.

Reminder: AB|A|I does **not** ever sell or otherwise share event attendee lists.

Username:

Password:

**SUBMIT**

Retrieve your username and password.  
Don't have a free portal account? Sign up now!

3

## Account Summary

- ▶ Summary
- ▶ Update Profile
- ▶ Change Password
- ▶ Member Benefits
- ▶ Receipts
- ▶ Submit Photos
- ▶ My Videos
- ▶ My Subscriptions
- ▶ Membership History
- ▶ Past Submission History
- ▶ Past Event Registration



Choose File No file chosen

SAVE PROFILE IMAGE

Active Registrations:  
[View Upcoming Events](#)

Profile Details:  
Membership Number:  
Name:  
Preferred Name:  
Affiliation:  
Job Title:  
Email:  
Membership Type:

JOIN/RENEW

VCS Coordinators will have access to the VCS Application/Renewal Form in their Portal Tools

- ▶ Summary
- ▶ Update Profile
- ▶ Change Password
- ▶ Update Address
- ▶ Invoices
- ▶ Submit Photos
- ▶ My Videos
- ▶ My Subscriptions
- ▶ Membership History
- ▶ Past Submission History
- ▶ Past Event Registration

## Portal Tools

Here you'll find links and guides for your participation in ABAI.

Category	Available Tools
Administration	<a href="#">VCS Application/Renewal Form</a>
Call For Papers	<a href="#">Call For Papers Entry</a>
Continuing Education (CE)	<a href="#">Online CE Testing Center</a> <a href="#">Purchase CE and Print Certificate</a>
E-subscriptions	<a href="#">Journals</a>
Member	<a href="#">CPT Code Resources</a> <a href="#">Executive Council Minutes Summaries</a> <a href="#">Procedures for Nominations</a>

4

## Verified Course Sequence Application: Application

Welcome to the ABAI Verified Course Sequence application. If you have any questions or encounter any problems, please email us at [VCS@abainternational.org](mailto:VCS@abainternational.org).

To start a new VCS application, enter a name for the application that will temporarily identify your program. We suggest something with your institution name and certification level of the sequence (e.g., ABAI University BCBA). Then, select the appropriate BACB Task List edition and "create new application".

To edit a VCS, select an existing VCS application and "open". Institutional information including institution, department, and program names are collected on the next page.

Once verified we will provide the VCS a new course sequence name/number (e.g., 11111 BCBA).

General instructions  
are located at the top  
of application pages

Create a new  
application

Or, open an existing  
application

### Start a new VCS Application

**CREATE NEW APPLICATION**

### Open an existing VCS Application

#### Test University

**Institution:** ---  
**Department:**  
**Program:**  
**Edition:** Fifth Edition  
**Status:** In Process

## Verified Course Sequence Application: Application

Welcome to the ABAI Verified Course Sequence application. If you have any questions or encounter any problems, please email us at [VCS@abainternational.org](mailto:VCS@abainternational.org).

To start a new VCS application, enter a name for the application that will temporarily identify your program. We suggest something with your institution name and certification level of the sequence (e.g., ABAI University BCBA). Then, select the appropriate BACB Task List edition and "create new application".

To edit a VCS, select an existing VCS application and "open". Institutional information including institution, department, and program names are collected on the next page.

Once verified we will provide the VCS a new course sequence name/number (e.g., 11111 BCBA).

New application: Select the task-list edition

### Start a new VCS Application

[CREATE NEW APPLICATION](#)

Application status:  
In Process or  
Internal Review

### Open an existing VCS Application

#### Test University

<b>Institution:</b>	---
<b>Department:</b>	
<b>Program:</b>	
<b>Edition:</b>	Fifth Edition
<b>Status:</b>	In Process



## Verified Course Sequence Application: Contents

### Test University

[Create/Edit Application](#)

► **Overview**

[Institution](#)

[Coordinators](#)

[Program Instructor List](#)

[Course List](#)

[Course Hours Grid](#)

[Compliance Agreement](#)

Navigate the  
application contents

Select 'edit' to input  
information

**Application Name:** Test University

**Edition:** Fifth Edition

**Institution Name:**

**Department Type:**

**Program Name:**

**Number of Coordinators:** 1

**Number of Instructors:** 0

**Number of Courses:** 1

**Create Date:** 10/11/2018 3:42:12 PM

**Status:** In Process

EDIT

# Verified Course Sequence Application: Institution

## Test University

- Create/Edit Application
- Overview
- Institution**
- Coordinators
- Program Instructor List
- Course List
- Course Hours Grid
- Compliance Agreement

Please provide your institution's information, coursework level, and credit system. Programs in the United States must provide the name of their institution's accrediting body. You may look up this information on the Council for Higher Education Accreditation's website by clicking on the link and typing your institution's name into the "search accredited colleges, universities & programs" search bar. Programs outside of the United States will be verified on an individual basis. Select "save" to save information and continue through the application. You may return to this page at any time. Once this page is completed, select "check to mark that this page is complete."

Application Name:

Edition: 

Fifth Edition

Institution name:

Department type: 

Select Department Type

Department type (other):

Program name:

Program's website address:

Street address:

Street address 2:

City:

State/Province: 

Select state

Zip/Postal Code:

Country: 

Select country

Coursework Level: 

Select coursework level

Certification Level: 

Select Certification Type

Mode of Instruction: 

Select Mode of Instruction

Sequence Structure: 

Select Sequence Structure

Credit system: 

Select credit system

If "other", please specify:

Undergraduate or Graduate

BCaBA or BCBA

Online, On Campus, Both, or Hybrid

Embedded in degree or Stand-alone

Quarter, Semester, or Other

Enter institution's information



Verified Course Sequence Application: Edit Coordinator

Test University

- Create/Edit Application
- Overview
- ✔ Institution
- ▶ **Coordinators**
- ✔ Program Instructor List
- ✔ Course List
- Course Hours Grid
- Compliance Agreement

Enter or edit information for your institution's proposed VCS Coordinator. If you are a department chair and are inviting a faculty member to be the VCS Coordinator, please enter their information and be sure to select "send affidavit email." After sending the affidavit email, you may select the affidavit status "pending review." If you are the proposed VCS Coordinator you will select "view affidavit" and select the appropriate "affidavit status."

First name:

Last name:

Email address:

Phone number:

Title at this institution:

Coordinator's title

Affiliation with this institution:

Select affiliation Type ▾

Affiliation type if "other":

Enter when Affiliation is "Other"

Highest degree held:

Ph.D. ▾

Highest degree if "other":

Highest degree

Institution where highest degree was earned:

Institution name

Highest degree major/field of study:

Major or field of study

BACB Certification held:

Select certification ▾

Certification number:

Curriculum Vitae

Please upload the VCS Coordinator's CV labeled with "first last name CV year" (e.g., Burrhus Skinner CV 2019). The file will be uploaded when you click the "Save" button.

Choose File No file chosen

DELETE CURRICULUM VITAE

Select Qualification Method (must meet one):

- ☐ Hold certification and a BCBA® or BCBA-D™.
- ☐ Hold a doctoral degree and have completed coursework requirements for BCBA® Option 1 applications.
- ☐ Have completed at least three years (cumulative) of full-time work as a faculty member at an accredited higher education institution within a five-year period and meet the current requirements for BCBA® Option 2 applications.
- ☐ Be enrolled in a behavior-analytic doctoral program (e.g., an ABAI accredited doctoral program) at the applying university or at another university with a BCBA®-level VCS, with all coursework requirements complete.
- ☐ Hold a doctoral degree from a (doctoral) program accredited by ABAI.
- ☐ Hold a doctoral degree, in a relevant discipline, from an accredited higher education institution and hold a faculty position in a program accredited by ABAI.
- ☐ Hold a doctoral degree from an accredited institution and have established, over a period of at least five years after receipt of the degree, a track record of meritorious contributions in behavior analysis.

Full Time Faculty Status Letter

Please upload a Full Time Faculty Status Letter signed by the academic head of your program or institution and label it with "first last name FTF year" (e.g., Burrhus Skinner FTF 2019). You may download a template below. The file will be uploaded when you click the "Save" button.

Choose File No file chosen

DELETE FULL TIME FACULTY STATUS

Click to download a sample template of the Full Time Faculty Status letter:

DOWNLOAD

Role/responsibilities (affidavit)

VIEW

Affidavit status:

Select affidavit status ▾

The candidate coordinator must accept the terms set forth in the affidavit.

RESET

SAVE SAVE AND NEW RETURN

Enter coordinator information

# Verified Course Sequence Application: Add Instructor

## Test University

- Create/Edit Application
- Overview
- Institution
- ✓ Coordinators
- ▶ **Program Instructor List**
- Course List
- Course Hours Grid
- Compliance Agreement

Select "find an instructor" and search by first name, last name, and email address to find an instructor with an ABAI account. If the instructor does not have a portal account, enter the instructor's first name, last name, and email address. Then, select "send portal instructions". Please use their institution's email address..

Find an Instructor

**First name:**

**Last name:**

**Email address:**

**OR** if your instructor does not have a portal account with ABAI, email portal setup instructions to instructor's email provided above:

**SEND PORTAL INSTRUCTIONS**

### VCS Instructor Processing Agreement

Email this instructor a link to the VCS Instructor application and agreement. The instructor will provide us with their information.

[EMAIL LINK TO INSTRUCTOR AGREEMENT](#)

Click [SAVE] before attempting to send the email.

Please save the instructor information and then return to list of program instructors to add additional instructors.

**RESET**

**SAVE SAVE AND NEW RETURN**

Enter instructor's  
information.

Then, email link to  
instructor agreement.

Instructor will submit  
additional information.

## Verified Course Sequence Application: List Courses

### Test University

[Create/Edit Application](#)[Overview](#) [Institution](#) [Coordinators](#) [Program Instructor List](#) **[Course List](#)**[Course Hours Grid](#)[Compliance Agreement](#)

All the courses in the sequence must be entered here. Select a course and "edit" to make changes to existing courses. Select "new" to create a new course.

**Course Number****Course Name**

PSY 101

Intro

PSY 102

Measurement

DELETE

EDIT

NEW

☐ Check to mark that this page is complete.

## Verified Course Sequence Application: Add a New Course

### Test University

[Create/Edit Application](#)

[Overview](#)

✓ [Institution](#)

✓ [Coordinators](#)

✓ [Program Instructor List](#)

▶ **[Course List](#)**

[Course Hours Grid](#)

[Compliance Agreement](#)

Please add the course number as it would appear on the transcript (e.g., PSY 101) and the course name in its entirety (e.g., Introduction to Behavior Analysis), then select "save".

#### Course Details

**Course number:**

(as it would appear on the transcript)

**Course name:**

Click **Save** after entering the Course Name and Number to continue.

**RESET**

**SAVE**

# Verified Course Sequence Application: Add a New Course

## Test University

- Create/Edit Application
- Overview
- Institution
- Coordinators
- Program Instructor List
- **Course List**
- Course Hours Grid
- Compliance Agreement

Please add the course number as it would appear on the transcript (e.g., PSY 101) and the course name in its entirety (e.g., Introduction to Behavior Analysis), then select "save".

### Course Details

Course number:

(as it would appear on the transcript)

Course name:

The course was successfully created.

### Instructors

Select an instructor then click "Add"

ADD

ADD NEW INSTRUCTOR

### Content Areas

If this course covers more than one content area, enter in the first content area and then select "add new content area" below.

Select a content area covered in this course:

Select...

ADD NEW CONTENT AREA CANCEL

Enter course  
information and  
instructor(s)

## Content Areas

If this course covers more than one content area, enter in the first content area and then select "add new content area" below.

Select a content area covered in this course:

BACB Compliance Code and Disciplinary Systems; Professionalism ▼

Number of hours dedicated to this topic during this course:

45 ▼

[How to Calculate Hours](#)

Please select the task list items covered in this course which correspond to the content hour category selected.

**Student learning outcomes:** (Select **all** that apply)

- ☒ E-1 Responsible conduct of behavior analysts
- ☒ E-2 Behavior analysts' responsibility to clients
- ☐ E-3 Assessing behavior
- ☒ E-4 Behavior analysts and the behavior-change program
- ☐ E-5 Behavior analysts as supervisors
- ☒ E-6 Behavior analysts' ethical responsibility to the profession of behavior analysis

**ADD NEW CONTENT AREA** **CANCEL**

Select content area  
and number of hours  
covered in the course

Select task list items  
covered in the course



List course readings

### Behavior analytic readings

Please provide the assigned readings and course objectives for this course. We encourage you to simply copy and paste them from the course syllabus.

(Please use [APA style](#) for texts)

ADD NEW

List course objectives

### Course objectives

ADD NEW

Upload syllabus

### Course syllabus

Please upload the course syllabus labeled with "Course number Title Year" (e.g., PSY101 Intro to BA 2019).

Upload course syllabus:

Choose File

No file chosen

DELETE COURSE SYLLABUS

Please "save" the course information, "save and new" to save and add a new course, or "return" to course list page.

RESET

SAVE SAVE AND NEW RETURN

# Verified Course Sequence Application: Course Sequence Manager

## Test University

Please review the courses and content hours entered. This is for your reference before submitting the application; it is not the grid as it will appear on the VCS Directory. You may return to the course list page to make any changes.

[Create/Edit Application](#)
[Overview](#)
[✓ Institution](#)
[✓ Coordinators](#)
[✓ Program Instructor List](#)
[Course List](#)
[▶ \*\*Course Hours Grid\*\*](#)
[Compliance Agreement](#)

Review content hours

Course No	BACB Compliance Code and Disciplinary Systems; Professionalism	Behavior Assessment	Behavior-Change Procedures; Selecting and Implementing Interventions	Measurements, Data Display and Interpretation; Experimental Design	Personnel Supervision and Management	Philosophical Underpinnings; Concepts & Principles	TOTAL
PSY 101						25	25
PSY 102		5		20			25
PSY 103	45						45
<b>TOTAL</b>	45	5		20		25	95

# Verified Course Sequence Application: Compliance Agreement

## Test University

- Create/Edit Application
- Overview
- ✔ Institution
- ✔ Coordinators
- ✔ Program Instructor List
- Course List
- Course Hours Grid
- **Compliance Agreement**

### VCS Compliance Agreement

The VCS Coordinator and Instructor Agreements state that by submitting the application the information provided is true and accurate. ABAI may copy, release or disseminate course materials, as may in ABAI's sole discretion, be deemed pertinent to VCS review or disciplinary action. Furthermore, ABAI will use course information as data to evaluate programs. ABAI may also release or disseminate course information in a manner aligning with its mission. Information publicly disseminated will be completed with ethical integrity.

Submission of a VCS application constitutes an agreement that the sequence (including the instructors) will comply with all the rules and standards outlined in this handbook, in ABAI official communications, and at [ABAIInternational.org/VCS](https://www.abai.org/VCS). VCS Coordinators must inform instructors and students that verified course sequences are subject to the listed ethical and diversity guidelines.

Failure to comply with these standards can be grounds for issuance of sanctions against the VCS, sanctions against instructors, and possible action against the certification status of instructors and coordinators. These sanctions may include suspension of the VCS. Students must also be informed of the possible sanctions if they advertise their VCS completion "certification", "accreditation", or similar. ABAI's complaint process may be used to file a complaint or violation against a VCS.

☐ I agree to comply with all terms

Review and complete  
agreement

**Current submission status:** In Process

[Click to validate the entries on the application without submitting the application. You may run this as often as you like.](#)

**CHECK THE APPLICATION**

Check application for  
missing information

Do not submit the application until all information in all sections is complete and correct. Once the application is submitted it will be locked and editing will no longer be possible.

If you submit the application in error contact the administrator at ABAI to release the application for editing.

**SUBMIT**

# VCS: Application Review

- ABAI will review the application.
  - The Coordinator will receive feedback if the application does not meet standards and requirements.
- Once verified, ABAI VCS will email the Coordinator with a verification letter and new logo.

