



Biofeedback Certification international Alliance

(formerly the Biofeedback Certification Institute of America)

Additional Certification Information & Fee Schedule

Pre-requisite Educational Degree: Candidates are required to hold a bachelor degree or higher from a regionally accredited academic institution, in a BCIA approved health care field. Licensed RNs are accepted with an AA degree. BCIA approved health care fields include: psychology, nursing, (including two-year registered nurses with license, not LVNs or LPNs), physical therapy, respiratory therapy, occupational therapy, social work, counseling, rehabilitation, chiropractic, recreational therapy, dental hygiene, physician's assistant (with certification or license), exercise physiology, speech pathology, sports medicine. For Neurofeedback certification, credentialed special education teachers and counselors may become certified to work in school environments. The following fields require a masters degree: music therapy and counseling education (MEd in counseling). Appropriately credentialed doctors of medicine and dentistry are also accepted.

BCIA does not grant waivers, but rather looks for equivalencies. Degrees in health care fields, other than those listed above, must be submitted to the Certification Review Committee with three copies of a letter of request, supporting transcripts, and a non-refundable \$100 review fee. It is up to the candidate to select a health care field and demonstrate comparable university work. Further information is available at www.bcia.org.

Fees: Fees may be paid in US funds by check, money order, or credit card.

- \$125 filing fee which must accompany every application
- \$ 25 filing fee for students with an appropriate BA degree who are currently enrolled in a MA or higher program at a regionally accredited academic institution in a BCIA approved health care field.
- \$275 certification fee which entitles the candidate to one scheduled seating of the certification exam.
- \$195 for individuals currently BCIA certified in another modality

Application Withdrawal Fee = \$75

Special Review Fee = \$100

Exam Cancellation Fee = \$50

Special Exam Fee = \$100

\$50 for the online version

Revalidation Fee = \$100 for 2 years

Exam Retake Fee = \$100

Exam Re-scoring Fee = \$50

Replacement or Duplicate Certificate = \$25

Recertification: Certification is valid for a four-year period. Certificants are required to complete 55 hours of accredited continuing education related to the blueprint, including 3 hours in ethics or professional conduct, and pay a recertification fee according to the schedule below:

January 1 – June 30: \$225 July 1 – October 31: \$250 After November 1: \$275

Candidates may elect to recertify by retaking and passing the certification exam.

Progressive Certification: BCIA has a progressive certification program so that each four-year period earns you a new designation: Certificant, Associate Fellow, Fellow, Fellow 2, and finally Senior Fellow. Once a Senior Fellow, one will remain at that level until retirement.

Written Examination Successful completion of the written examination is required. The examination is offered in English and is based on the Blueprint of Knowledge Statement for each specific certification . These statements incorporate the basic principles of biofeedback in the blueprint areas that a candidate should know and are included as part of the application packet.

Written examinations are offered at several locations throughout the year or may be taken using a local proctor through the special exam option. The three-hour examination consists of multiple-choice items. A passing score is determined by the Board.

Any concern which occurs during the written examination must be brought to the attention of the head proctor immediately. Any issue not brought to the attention of the proctor should be reported in writing to BCIA within three days of the examination. Failure to do so may result in BCIA declining to take the issue into consideration. If the candidate feels that an error was made in the scoring of the written examination, he/she may request a re-scoring of the examination. This request must be in writing and accompanied by a re-scoring fee of \$50.

Seating for the Exam Approved applicants must have filed a signed application, provided proof of their health care degree, and submitted all appropriate fees.

Special Exams BCIA policies allow approved applicants to take exams locally at a time and place that is convenient using the services of a university or other approved proctoring service. Fees charged by the testing facility are the obligation of the applicant. The Request for Special Written Exams must be received two weeks prior to the requested seating. The fee for special exam is an additional \$100 for a paper/pencil version and \$50 for the online version.

Cancellation If an examination is canceled by the applicant, written notification must be received at least 14 days prior to the exam date or a cancellation fee of \$50 will apply.

Examination Ethics Policy Examination questions, answers and procedures are proprietary and confidential. Candidates must agree not to disclose or discuss examination contents with anyone unless authorized in writing by the BCIA Board of Directors. Failure to comply with this regulation is a violation of BCIA ethics.

Notification of Results Candidates are notified of exam results in writing within six weeks of testing. BCIA does not release examination results to third parties.

Withdrawal and Reapplication In the event a candidate withdraws an application after submission and payment of fees, BCIA, upon written request, will refund the fees paid less an administrative fee of \$75. If an application has been withdrawn, the individual may reapply by submitting a new application meeting current requirements and paying fees. In the event BCIA determines that the candidate has not met any of the certification requirements, the application may be returned less a \$75 administrative fee.

Application materials will not be stored indefinitely. If you believe you need extra time to complete the requirements, please be sure to contact the BCIA office at (303) 420-2902 or info@bcia.org.

BCIA

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