

Application Information & Instructions BCIA Policies & Procedures

General Information

Board certification in neurofeedback is awarded upon successful completion of the following requirements:

1. Submission of the BCIA application and providing the necessary documentation.
2. Meeting all education/training requirements as outlined in this document.
3. Passing the written examination.
4. Payment of all fees.

You may practice independently with a state license/credential in one of BCIA's approved health care areas. If you do not carry such license/credential, you must work under supervision if working with a medical or psychological diagnosis.

Specific Instructions for Completing the Application

Please provide all information as completely as possible. Remember to use the same address on all correspondence.

The following describes the Education/Training Requirements for certification. Provide a signature or separate letter for Items 1 through 5 on the application and enclose the necessary documentation. Clearly reference all documentation submitted by numbering each document accordingly. **“Regionally accredited academic institution” refers to an Accredited Institution of Postsecondary Education as determined by the American Council on Education.**

Italics denotes special instructions for completing that particular portion of the application.

Item 1: Education - Highest Degree

A bachelor degree or higher from a regionally accredited academic institution, in a BCIA approved health care field is required. Licensed RNs are accepted with an A.A. 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. 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. Credentialed special education teachers and counselors may become certified to work in school environments. Degrees in health care fields other than those listed above must be submitted to the Special Review Committee.

BCIA does not grant waivers, but rather looks for equivalencies. If you have a degree in a health care field other than something listed in our requirements, you may file for a special review for degree equivalency. Please refer to the document entitled Special Review. It is up to you to select a BCIA approved health care field and demonstrate to the review committee how you believe your course work is equivalent. **Degrees earned outside of the United States will be accepted only if the documents have been translated and evaluated by an agency accredited by the National Association of Credential Evaluation Services (NACES).**

*Enter the educational institution, degree, date awarded and BCIA approved health care field for the highest degree received in a BCIA health care field. **Please request the institution send a sealed official copy of a transcript showing your highest degree directly to BCIA.***

Item 2: Didactic Biofeedback Education - 36 Hours

Didactic education is outlined in detail in the Blueprint of Knowledge Statement and the contact hours are to be distributed as follows:

BCIA Blueprint Area	Hours Required
I Orientation to Neurofeedback	4
II Basic Neurophysiology & Neuroanatomy	4
III Instrumentation & Electronics	8
IV Research	2
V Psychopharmacological Considerations	2
VI Treatment Planning	12
VII Professional Conduct	4
Total Hours:	36

Check Item 2-A Didactic Training if your training was from an accredited college or university OR 2-B if from a BCIA Accredited Training Program. Submit one of the following: (1) Transcripts from an accredited college or university with didactic biofeedback courses clearly marked. In addition, a separate and signed document must be submitted from the institution or department to verify the didactic training for each Blueprint area and the hours taught. OR (2) Certificate(s) of attendance from a BCIA accredited training program that verify the didactic training for each Blueprint area and the hours taught.

Practical Biofeedback Training and Mentoring Contact Hours

Please see ***Guidelines & Policies for Neurofeedback Mentoring Candidates for BCIA Certification***. This information applies throughout the balance of the application. ***Mentor’s Information Form must be on file for each application to be valid.**

Mentoring Contact Hours refers to the 25 hours of time spent to review 3A, 3B, and 3C. At least two hours are to be direct face-to-face observation. *If you are using more than 1 mentor, you may have the first mentor mark the application to reflect actual time spent. The others may submit separate letters documenting the completion of the requirements OR you may have all mentors write letters to BCIA attesting completion of mentoring requirements using the same language as found on the application.*

Item 3-A: Personal Biofeedback Training Demonstrating Ability to Self Regulate Using Neurofeedback (minimum 20 minute sessions)

The candidate should receive instruction/training on clinical/research grade equipment as a client/patient by a BCIA approved mentor, by the accredited training program, or review their completed personal biofeedback sessions with their mentor.

Item 3-B: Clinical Biofeedback Treatment with Clients/Patients - 100 sessions

Treatment must be for a diagnosed disorder and should include a minimum of 100 sessions with at least six patients through a specific course of treatment over a minimum of 10 weeks. Candidate must have had primary responsibility for patient care.

Item 3-C: Biofeedback Case Conference - 10 Presentations

A minimum of 10 neurofeedback cases of an instructive nature should be presented by either the candidate or the BCIA approved mentor. Discussion/demonstration should emphasize actual case procedures, therapeutic interventions, problems, treatment design, current issues and recent scientific advances in biofeedback. Cases are to be presented to broaden the candidate’s exposure to a wide variety of cases.

Provide your BCIA approved mentor’s signature on the application or in a separate letter specifying that you spent at least 25 contact hours with your mentor reviewing 10 sessions of personal neurofeedback, 1000 sessions of patient/client care, and 10 Case Conference Presentations.

Item 4: Human Anatomy, Human Physiology, or Human Biology Course

A comprehensive course in human anatomy, human biology or human physiology from a BCIA accredited program or a three semester-hour course from a regionally accredited academic institution fulfills this requirement. Appropriate courses are also available through distance education. This course must include the organization of the human body and the following systems: 1) Integumentary, 2) Skeletal, 3) Muscular, 4) Nervous, 5) Special Senses, 6) Circulatory, 7) Respiratory, 8) Digestive, 9) Urinary, 10) Endocrine, 11) Reproductive.

Provide a transcript from an accredited college or university OR proof of successful completion of a course from a BCIA accredited training program. (Note: If the course title is different from the above, submit documentation from the university or instructor that the requirements listed above were taught.)

BCIA has two other options for completing this requirement:

1. BCIA Study on Your Own option
2. Behavioral Medicine Research and Training Foundation www.behavmedfoundation.org

Please refer to the appropriate area of the website to read about these options in more detail.

Item 5: License/Credential for Independent Practice

5A Licensed: *Check the box stating that you are an appropriately licensed/credentialed provider. Complete this section on the application and provide a copy of your license/credential issued by an agency in the state in which you practice. If your license has ever been suspended or revoked or is currently under review for any reason, explain in a separate letter marked "Item 5A."*

5B Unlicensed: *Check the box attesting to your agreement to work under appropriate supervision. Your mentor must carry a license/credential in one of BCIA's approved health care fields. Submit a copy of your mentor's license/credential or a letter indicating their name, address, telephone and fax numbers, and licensing information.*

Agreement - Without your signature, the application is invalid.

Further Information On The BCIA Program

Written Examination Successful completion is required. The examination is offered in English only and is based on the Blueprint of Knowledge Statements. 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 in the spring in conjunction with the AAPB Annual Meeting, in the fall at ISNR, and at other locations throughout the year. 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 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.

1. **Seating for the Exam**

Approved applicants must have filed a signed application, provided proof of their health care degree, and submitted the \$400 certification fees. Individuals currently certified in Biofeedback pay a certification fee of \$195.

2. Special Exams
BCIA policies allow qualified applicants to take exams locally at a time and place that is convenient. Written exams may be taken at a college or university testing center or through a 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 \$100 for the paper/pencil version or \$50 for the online version, in addition to the certification fees. Please submit an exam registration form with all necessary information completed.
3. 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.
4. 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.
5. Notification of Results
Candidates are notified of exam results in writing within six weeks of testing. Results are not available by phone or e-mail. BCIA does not release examination results to third parties.

Time Frame for Completing Certification Requirements Once accepted, the application is valid for two years. If certification is not completed during that period, the candidate may request a two-year extension with payment of an application revalidation fee of \$100.

Withdrawal and Reapplication

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

Verification of Information All information submitted by the applicant is subject to verification. Falsification of information by a candidate is grounds for automatic rejection of the application, forfeiture of all fees, and denial of future applications for certification.

Recertification Recertification is obtained by a) passing the written examination or b) by self-attest of 55 hours of accredited continuing education including 3 hours of professional standards or ethics, as specified by BCIA during the fourth year of certification and payment of a recertification fee of \$225. Ten percent of all recertification applications are audited. In this event, BCIA will request documentation of the continuing education. Recertification applications are available in the Certificants Only area of the website. Recertification notification is sent to all certificants during their last year of certification. Successful candidates for recertification are issued new certificates valid January 1 until December 31 four years later, thereby maintaining continuity of certification.

Arbitration Review within BCIA will be the final determination of all matters arising between the candidate and BCIA. However, if you believe grounds exist that would permit a court to overturn or modify BCIA's action, you may seek redress only through arbitration in Denver, CO. We suggest that you consult an attorney before invoking the arbitration procedure.

The applicant shall be liable for the cost of any arbitration or court proceedings, including reasonable attorney fees, that are expended by BCIA in the defense of any proceedings brought by the applicant where the applicant does or does not prevail.

Certification Policies BCIA policies/guidelines, fees, and deadlines are subject to change without notice. BCIA has the prerogative to establish and reverse policies, procedures, including fees and dates for certification and recertification as deemed appropriate without notice. It is the candidate's responsibility to stay current on any changes by maintaining regular contact with the BCIA Office.

Fees Fees may be paid in US funds by check, money order, or credit card. In order to protect you, please submit credit card information on a separate paper or you may call us and provide the information by phone.

Certification Fees

Filing Fees = \$125 to file an application, valid for 2 years

\$25 if the applicant has an acceptable undergraduate degree and is enrolled in an advanced degree-granting program in a BCIA approved health area field at a regionally accredited university.

Certification Fees = \$275 which covers one scheduled seating of the written certification exam.

\$195 for individuals currently certified in biofeedback.

Application Withdrawal Fee = \$75

Revalidation Fee = \$100

Recertification Fee = \$225

Replacement or Duplicate Certificate Fee = \$25

Exam Fees

Exam Cancellation Fee = \$50

Exam Retake Fee = \$100

Exam Re-scoring Fee = \$50

Special Exam Fee = \$100 for paper pencil or \$50 for the online version