

# **Application Information & Instructions for Technician Level Certification in Neurofeedback BCIA Policies & Procedures**

## **General Information**

Technician level 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 must work under appropriate supervision when 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.

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

### **Education - Highest Degree**

No formal education is required but, please provide information regarding the highest degree you have completed.

### **Supervisor's License/Credential for Independent Practice**

When treating a medical or psychological disorder, you are required to work under the supervision of an appropriately credentialed health care professional. This credential in a BCIA approved health care field must be issued or recognized by the state in which you practice. This section applies to your supervisor of record. Should your work supervisor change, please notify BCIA immediately. Please include a copy of this license.

### **1. 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:

<b>BCIA Blueprint Area</b>	<b>Hours Required</b>
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	<u>4</u>
Total Hours:	36

Documentation will be accepted in the following formats: transcript from an accredited academic institution with didactic neurofeedback courses clearly marked or a certificate or letter of satisfactory completion from a BCIA accredited training program listing the number of hours completed in each blueprint area.

## **2. Human Anatomy, Human Physiology, or Human Biology Course**

Applicants for Technician-Level Certification may satisfy the A & P requirement by a) completing a college-level anatomy and physiology course or b) by reading an undergraduate human anatomy and physiology text or *Barron's Anatomy and Physiology The Easy Way (2<sup>nd</sup>)* and then successfully completing the online Technician A & P exam for an additional fee.

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](http://www.behavmedfoundation.org)

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

## **3. Internship with a BCIA Approved Mentor: Practical Neurofeedback Training- 10 Contact Hours**

Mentor's Information Form must be on file for mentoring to be valid. Mentoring Contact Hours refers to 10 hours of time spent to review 20 patient sessions and learning basic equipment, electrode placements, and personal self-regulation skills. Please refer to the BCIA Internship Practical Biofeedback Training Guidelines.

## **4. Exam**

When you have been notified that your application has been accepted, you may make plans to take your written exam either at a scheduled exam site or by using the special exam option. Requirements may be met in any order and do not have to be completed prior to the exam.

### **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 neurofeedback in the blueprint areas that a candidate should know and are 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 30 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. All applicants must pay Filing and Certification Fees.

#### Application Fees

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

\*\$25 if the applicant 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 neurofeedback.

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

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