

To qualify for Technician Level Certification by Prior Experience in Neurofeedback, you must meet or exceed all four of the requirements: Didactic Education; Mentoring for skill development; experience with patients and clients; and training in neuroanatomy/neurophysiology, or physiological psychology.

1. Neuroanatomy, Neurophysiology, or Physiological Psychology Course

To fulfill this requirement, you must document how you learned about the brain and how this relates to the specific neurofeedback applications that you use with clients/patients, through one or more of the following criteria:

___ formal neuroanatomy, neurophysiology, or physiological psychology course.

___ continuing education, including workshops and seminars, specific to the brain and related to the neurofeedback training that you provide.

___ on the job training with your supervisor or a mentor, signed off on by your supervisor.

2. Didactic Neurofeedback Education – 36 hours

To fulfill this requirement, complete coverage of the BCIA Neurofeedback Blueprint of Knowledge Statements is required. This material covers the science, history, and theory of neurofeedback as outlined below:

Blueprint Area	Hours	Blueprint Area	Hours
I. Orientation to Neurofeedback	4	VI. Patient Client Assessment	4
II. Basic Neurophysiology & Neuroanatomy	4	VII. Developing Treatment Protocols	6
III. Instrumentation & Electronics	4	VIII. Treatment Implementation	6
IV. Research Evidence Base for NF	2	IX. Current Trends in Neurofeedback	2
V. Psychopharmacological Considerations	2	X. Ethical & Professional Conduct	2

This requirement may be fulfilled by documentation of one or more of the requirements below:

- a. 36 hours of blueprint-specific didactic training in neurofeedback, through workshops or seminars (the equivalent of a basic blueprint-specific didactic course for traditional certification).
- b. A minimum of 16 hours of formal one-on-one professional didactic training with an outside instructor who meets qualifications as a BCIA approved mentor or accredited training provider, in a formalized workshop format with blueprint-specific learning objectives.
- c. On the job training, including a minimum of 16 hours of direct one-on-one instruction with a BCIA-approved mentor, which includes education in blueprint-specific objectives and practical neurofeedback applications.

3. Mentoring for skill development

To fulfill this requirement, you must demonstrate that you spent at least 25 hours of contact time with a BCIA-approved mentor to develop practical neurofeedback skills, focusing on any of the following:

- a. initial case consultation/protocol selection
- b. reviewing client progress
- c. ongoing case management
- d. proper use of protocols
- e. reviewing past cases
- f. instrumentation and sensor placement skills

To document completion of this requirement, you must submit a written statement detailing this work.

4. 3,000 hours of Neurofeedback Experience with clients/patients

To fulfill this requirement, you must demonstrate that you have a minimum of 3,000 hours of direct, one-on-one experience using neurofeedback with clients/patients over at least 5 years. It is required that the majority of this work be done within the past 10 years. To document completion of this requirement, you must submit a written statement detailing this work. This is called a Statement of Practical Experience.

5. Letters of verification of your neurofeedback experience. Submit at least three letters from neurofeedback professionals who have read and can verify your statement. One letter needs to come from your current supervisor and it is strongly recommended that at least one letter should be from a BCIA certificant. Letters must be current and received by BCIA directly, either hard copy or email format.

6. Exam

Completion of a written validation examination is required. Your responses on this examination are necessary for further development of the examination for all candidates, but **will not** affect your application. The purpose of this exam is to ensure reliability and validity of the examination process.

Agreement - BCIA Policies and Procedures for Dispute Resolution

This agreement must be signed and dated for this application to be accepted.

1. In these policies and procedures of the Biofeedback Certification International Alliance (BCIA) for Dispute Resolution, "policies and procedures" refers to the policies and procedures of the BCIA as they may be amended from time to time.

2. The form of application for certification and recertification by BCIA shall include the following agreement which sets forth five points which reflect the policies and procedures with respect BCIA's certification programs, is incorporated in these policies and procedures and is to be separately signed and dated by the applicant:

- I, the undersigned, do hereby make voluntary application to the Biofeedback Certification International Alliance - formerly the Biofeedback Certification Institute of America (BCIA). I certify that the information given by way of this application is true, honest, and completely represents me.
- I will conform to all applicable local, state, and federal regulations and conduct myself consistent with the highest standards relating to my profession and specialty.
- I have received, read and agree to be bound by the BCIA Professional Standards and Ethical Principles of Biofeedback (PSEP) and their policies and procedures. I understand that the PSEP and any BCIA policies and procedures may be amended from time to time and that I am bound by these documents as amended. I also understand that in accordance with such policies and procedures:
 - (a) the final determination of any dispute arising between me and BCIA will be made by its board of directors and that I will be bound by the board's determination and may not seek review;
 - (b) however, if grounds exist that would permit a court to overturn or modify the board's determination or otherwise act in the matter, that I will seek redress only in Denver, CO and only by arbitration in accordance with such policies and procedures; and
 - (c) because I have agreed that the board's determination is final and binding upon me, I am likely to be required to pay the costs, reasonable attorney fees and other expenses of BCIA in any proceedings instituted by me.
- I understand and agree that BCIA and its affiliates assume no responsibility for my actions or activities. I practice at my own risk and hereby release BCIA from any and all liability from any practice decisions I make.
- I hereby give permission to BCIA to contact individuals or agencies listed for verification of information submitted. I recognize that failure to do so may result in disciplinary action including suspension or revocation of my certification.

3. The venue for any arbitration under these policies and procedures and proceedings with respect to the arbitration or other redress sought by a party who has agreed to be bound by the policies and procedures, shall be the city and county of Denver, state of Colorado, United States of America.

4. The arbitrator shall be designated by the board of directors.

5. The board of directors may specify a set of rules with respect to the arbitration that the arbitrator designated is familiar with. However, in the case of any conflict between any provision of the policies and procedures and a provision of such rules, the provision of the policies and procedures controls over the provision of such rules to the extent of any inconsistency.

6. The institution of any action, suit or other proceeding by a party bound by these policies and procedures that is not permitted under these policies and procedures shall be considered as a demand for arbitration under these policies and procedures and the board of directors may designate an arbitrator to hear and determine the matter and specify a set of rules with respect to the arbitration. The arbitrator shall enter an award which shall be dispositive of all matters raised in such other action or proceeding and any other matters as may be raised by such party to the extent permitted by the policies and procedures.

7. The arbitrator shall have the power and authority to determine the validity and scope of the arbitration agreement of the parties, the jurisdiction of the arbitrator, the arbitrability of matters presented, whether or not a party is bound by these policies and procedures, and all other matters to the fullest extent as may be permitted by an arbitration agreement of the parties under the proposed act for arbitration as revised and promulgated by the Uniform Law Commission in the year 2000 known as the Uniform Arbitration Act (2000) as such act is informed by the prefatory note and comments issued by the Uniform Law Commission with the act as so revised and promulgated, or, if more extensive power or authority may be conferred upon an arbitration under the Federal Arbitration Act, then to the fullest extent as may be permitted under the Federal Arbitration Act with respect to any such matter.

8. The arbitrator is bound in making the award and his or her other determinations by the PSEP as the PSEP may be amended from time to time and by these policies and procedures. The arbitrator shall have no power or authority to act or refrain from acting in any manner that is inconsistent in any respect with either the PSEP as so amended or these policies and procedures. The foregoing two sentences control over the other policies and procedures as they relate to arbitration or other redress by an applicant.

Signature	Date:
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Procedures

To be considered, applications must include signature and filing fee paid in US funds with check or credit card. This application may be sent electronically or USPS mail the application.

BCIA - 5310 Ward Road, #201 - Arvada CO 80002
e-mail: info@bcia.org * www.bcia.org - NO FAX

Brief Overview of BCIA Certification Policies & Procedures

Please print this page and keep for your records.

Discrimination BCIA does not discriminate among applicants as to age, sex, sexual orientation, race, religion, national origin, disability, or marital status.

Changes to 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 BCIA.

Application Acceptance No applications for certification, recertification, or accreditation are considered when an inquiry or other matter involving the applicant is pending before any regulatory health care or other governmental agency, until the matter is finally determined. Application status with BCIA is subject to the final determination of the matter and may be conditioned upon compliance with the terms and conditions as may be provided under such final determination.

Fees, Timeframe, and Order of Completing Certification Requirements You may file your application with a \$150 filing fee at any time and you may complete the requirements in any order; however, we suggest the exam as your last requirement. A valid application must be on file and a \$275 certification fee must be paid prior to scheduling your exam. Applications are valid for two years. If certification is not completed during that period, the candidate may request an extension with payment of an application revalidation fee of \$50 for one year and \$100 for two years. All fees are non-refundable.

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.

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: Upon final completion of all requirements and acceptance by the Board, you will be issued a paper certificate that is valid for four years. As a technician, your name and contact information will **NOT** be added to our searchable register on the BCIA website. Should you change employment, your certification will be on hold until you can demonstrate a new licensed BCB supervisor.

Recertification Certificants are required to complete 30 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

There are many ways to earn CE credit and candidates may elect to recertify by retaking and passing the certification exam.