



Biofeedback Certification International Alliance

Application Information & Instructions BCIA Policies & Procedures for Candidates Applying for Board Certification in Neurofeedback By Prior Experience

General Information

Board Certification by Prior Experience, BCN, is awarded upon successful completion of the following requirements:

1. Submission of the BCIA application and all necessary documentation.
2. Payment of all fees.
3. Completion of the validation exam.

Specific Instructions for Completing the Application

Please provide all information as completely and accurately as possible. Remember to use the same name and address on all correspondence. Provide signatures on the application and enclose the necessary documentation. All signatures submitted must be original. A regionally accredited academic institution refers to an Accredited Institution of Postsecondary Education as determined by the American Council on Education. Accredited continuing education refers to: courses taken from regionally accredited academic institutions, courses accredited by the national body of a BCIA accepted health care profession (APA, AMA, etc.), or accredited workshops given at the following recognized organization's annual meetings: AAPB, ISNR, FutureHealth, SABA, BFE, ANSA.

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

Item 1 - Current CV or Resume

This document is required of all applicants. Please submit your current CV, resume, or summary of professional career and employment history. Specific areas of requested information may be highlighted and numbered to correspond with that area of the application. For example, relevant post professional education courses may be noted as "Item 4."

Item 2 - Education - Highest Degree

A degree from a regionally accredited academic institution in one of the following BCIA approved health care fields: medicine; psychology; nursing; physical, occupational, and recreational therapy; social work; counseling; rehabilitation; chiropractic; physician's assistant (with certification or license); exercise physiology; speech pathology; and sports medicine. The following fields require a Master's degree: music therapy, counseling education. Credentialed special education teachers and counselors may also become certified to work in school environments.

Please enter the educational institution, degree, date awarded and BCIA approved health care field for the highest relevant degree received. Proof of this degree will come from either submission of an original signed sealed transcript coming to BCIA directly from the institution granting your highest degree or submission of licensure information. If you are currently BCIA certified in another area, please check with BCIA to see if this document is on file.

Item 3 - License/Credential for Independent Practice

All candidates must submit proof of a current, valid license/credential issued at the state or national level in a BCIA approved health care field. (See Item 2 for a complete list of BCIA approved health care fields.) You may submit a copy of your license/credential or a copy of your information from the professional website of the issuing agency. Licensing information will be verified by BCIA prior to final certification. *If you have ever been disciplined or your license/credential has been revoked by a disciplinary agency, please check the box marked "Yes" and attach a letter of explanation.*

Item 4 - 100 Hours of Post Professional Education: *Highlight this work on your CV and submit appropriate transcripts or continuing education certificates to document this work, if available.* Courses must completely cover the 36 hours of BCIA Blueprint of Knowledge Statements. The remaining 64 hours may be completed by any other BCIA-approved continuing education venue in any area of the blueprint and should document your continued involvement in the field over the last ten years.

Item 5 – 3,000 Hours of Neurofeedback Clinical Hours with Patients/Clients

Item 5a – Statement of Clinical Practice: *Highlight this work on your CV or resume and submit a written statement of clinical practice documenting at least 3,000 clinical hours of direct patient/client care over at least 5 years using neurofeedback to treat diagnosed medical or psychological disorders.* It is required that the majority of this work be done within the past 10 years. Your statement of clinical practice should include: timeframe using neurofeedback in your clinical practice, the diagnoses you treat, setting (private practice, hospital, etc.), and the approximate number of patient/clients in that time frame.

Item 5b - Verification of Clinical Practice: *Submit at least three letters of recommendation from other professionals who have read and can verify your statement of clinical practice, attesting to your work and expertise in providing direct patient care using neurofeedback assisted assessment and treatment procedures.* It is strongly recommended that at least one letter should be from a BCIA certificant. Letters must be current and received by BCIA directly from the author, in hard copy or e-mail. Please see the sample statement of clinical practice and sample recommendation letter posted on the website.

Item 6 – Neuroanatomy, Neurophysiology, or Physiological Psychology

All candidates must demonstrate formal course work that provided an understanding of the structure and function of the brain as used in their specific neurofeedback applications. As per the application, there are several ways to complete this requirement. Please send transcripts or certificates to document fulfillment of this requirement.

Item 7 - Mentoring

All candidates are required to demonstrate completion of a minimum of 25 hours of formal mentoring that was accomplished while initially learning the application of clinical neurofeedback skills with patients/clients. Mentoring implies at least an informal contract of learning objectives and may have been done face to face, as phone or email consultation, or as part of an on-the-job training with an appropriately trained health care professional. This professional should meet the minimum requirements to be a BCIA mentor: 1)BCIA certified or could demonstrate formal and equivalent training in neurofeedback in the specific area of practice and 2) at least 2 years using neurofeedback in clinical practice.

Supplemental Experience and Professional Activity

BCIA realizes that not all professionals considered for this certification will have experience in each of these areas. Please provide as much information as possible in order to give a more complete picture of your relevant background.

All work in this area must be related to the BCIA Blueprint of Knowledge Statements. Professional Instruction, Research/Publication, Presentations and Leadership Activities are also very important and will provide a more

complete picture of the candidate's professional preparation and involvement in the field. These activities will be weighted accordingly. If you have other neurofeedback-related work that is not detailed here, please submit a letter asking for consideration, providing enough information for the Board to review.

1. Professional Instruction: *Highlight this work on your CV. You may be required to submit a syllabus, course outline or other documentation showing the development and teaching of relevant workshops or academic courses. Teaching is to have been done within the past five years.*

2. Research or Publication in the Field:

Highlight this work on your CV. You may be required to submit a copy of the publication(s) documenting this requirement. All publications must have appeared in relevant peer-reviewed journals.

3. Professional Presentations: *Highlight this work on your CV or submit a list showing title, date, location, and accrediting agency (if applicable) of presentations at recognized meetings such as AAPB, ISNR, APA, etc.*

4. Leadership Activities: *Highlight this work on your CV or submit a list of all relevant activities that further demonstrate your professional involvement in the field. An example of this work would be serving as past president of a state biofeedback society.*

5. BCIA Certification: Additional or prior BCIA certification is not necessary; however, please complete this section if you are currently BCIA certified in another area, or were certified and are currently lapsed. *If applicable, list your BCIA Certification number.*

Agreement - Without your signature, the application is invalid.

Further Information On The BCIA Program

Certification Fees

All fees are non-refundable

Certification by Prior Experience: \$425 (\$150 filing fee to accompany the application, with the remaining \$275 submitted upon approval)

Certification by Prior Experience, if BCIA certified in another area: \$200

Special Validation Exam: \$25 for online or \$100 for paper/pencil

Recertification Fee: \$225

Completing Certification Requirements

Submit your application and all supporting documents with the appropriate fees.

Once the application is reviewed, you will be notified if your submission has been accepted and if there is any additional information requested.

Upon completion of all requirements, you will be certified as a BCN and issued a certificate that is valid for four years. Your name and contact information will be added to our Find a Practitioner on the BCIA website.

Withdrawal and Reapplication

If an application has been withdrawn, the individual may reapply by submitting a new application, meeting current certification requirements, and paying all fees.

Verification of Information

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

Recertification

Recertification is obtained by: a) passing the written examination or b) by self attest of 48 hours of accredited continuing education, including 3 hours of ethics or professional standards, and payment of a recertification

fee. Ten percent of all recertification applications are audited. In this event, BCIA will request documentation of the continuing education requirement. Recertification applications are available at the BCIA website www.bcia.org under the Certificants tab or upon request from BCIA. Successful candidates for recertification are issued new certificates valid January 1 until December 31 four years later, thereby maintaining continuity of certification.

Progressive Certification

BCIA has long recognized that maintaining and improving competency in our rapidly developing field requires lifelong continuing education and training. Neurofeedback professionals who are certified by BCIA have earned the distinction of one of the following designations:

**Certified
Associate Fellow
Fellow**

**Fellow 2
Senior Fellow
Senior Fellow Emeritus (retired)**

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 with any changes by maintaining regular contact with the BCIA office.