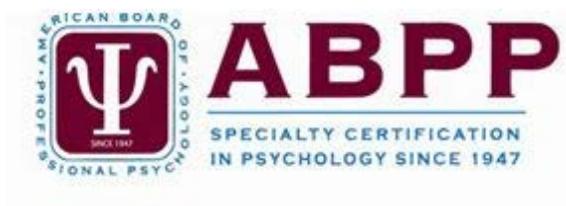


# The American Board of Behavioral and Cognitive Psychology

## Manual for Applicants

(Revised January 1, 2017)



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# THE AMERICAN BOARD OF BEHAVIORAL AND COGNITIVE PSYCHOLOGY

## WELCOME

Welcome to the application procedure for Board Certification in Behavioral and Cognitive Psychology. This manual provides information and implementation procedures in order for psychologists to be awarded board certification. It contains the definition of the specialty, the competencies expected, and procedures to establish eligibility for candidacy to the examination.

**We are ready to help with any questions you may have as you proceed through the process. Please consider obtaining a consultant (mentor) to assist you in navigating this process successfully.** (A list of consultants is available by contacting the Coordinator of Consultants, Dr. Robert Klepac at bobappic@aol.com)

The American Board of Behavioral and Cognitive Psychology (ABBCP) is a member specialty board of the American Board of Professional Psychology (ABPP). Applicants who meet the education, training, and experience requirements, and who demonstrate the defining competencies of the specialty through an in-vivo examination, will qualify as a board certified psychologist and may use "ABPP" and "Board Certified in Behavioral and Cognitive Psychology" in their signature block.

## DEFINITION OF THE SPECIALTY

The specialty of Behavioral and Cognitive Psychology emphasizes an experimental-clinical approach to the application of behavioral and cognitive sciences to understand human behavior and develop and evaluate interventions that improve the human condition. Behavioral and cognitive psychologists engage in research, education, training, and clinical practice regarding a wide range of problems and populations.

The distinct focus of behavioral and cognitive psychology is twofold:

- a) its heavy reliance on an empirical approach; and
- b) its theoretical grounding in learning and behavioral theories, broadly defined, including respondent conditioning, operant learning, social learning, cognitive sciences, and information processing models of behavior.

Currently, there are four sub-areas of Behavioral and Cognitive Psychology that share theoretical foundations in learning theory and a common approach to case conceptualization. These are (a) applied behavior analysis, (b) behavior therapy, (c) cognitive-behavior therapy, and (d) cognitive therapy. Empiricism is a hallmark of all Behavioral and Cognitive Psychology, and of each of these sub-areas. Consequently, good practice in Behavioral and Cognitive Psychology relies heavily on assessment and intervention procedures that have been found to be empirically

supported. Applicants who are interested in an additional description of the field are referred to:

Dowd, E. T., Clen, S. L., & Arnold, K. (2010). The specialty of behavioral and cognitive psychology. *Professional Psychology, 41*, 89-95.

## OVERVIEW OF THE APPLICATION PROCESS

As a specialty board of ABPP, the ABBCP requires successful completion of three steps in order to achieve Board Certification. These are:

- a) Submission and approval of credentials (e.g., training and licensure)
- b) Submission and approval of a practice sample (e.g., audio or video CD/DVD of an intervention session) that shows your typical application of behavioral and cognitive psychology strategies, and
- c) An oral examination.

These are presented in more detail below.

## COMPETENCIES CHARACTERIZING THE SPECIALTY

Competencies are organized into two categories: *foundational competencies and functional competencies*. *Foundational competencies* are core foundations that *cut-across* the functional competencies. They include ethics and legal standards and policy; individual and cultural diversity; professionalism; reflective practice/self-assessment/self-care; scientific knowledge and methods; relationships; interdisciplinary systems; and evidence-based practice.

*Functional competencies* are day-to-day practice activities. In the ABBCP examination, candidates are evaluated in four functional competencies: assessment, intervention, consultation, and research/evaluation. Depending upon the nature of your practice, it may also be appropriate for the examination to include four additional functional competencies: supervision; teaching; management-administration; and advocacy. *The first four functional competencies are essential for anyone applying for Board Certification in Behavioral and Cognitive Psychology*. Although not required, candidates may choose to emphasize the four additional competencies if they are representative of their daily activities.

The foundational and functional competencies of the ABBCP are defined below.

### FOUNDATIONAL COMPETENCIES

- *Ethical and Legal Standards and Policy Foundations*. Awareness and application of appropriate ethical concepts and legal issues regarding professional activities with individuals, groups, and organizations.
- *Individual and Cultural Diversity*. Awareness and sensitivity when working with diverse

individuals, groups, and communities that represent various cultural and personal background and characteristics defined broadly and consistent with APA policy.

- *Relationships*. Skills to relate effectively and meaningfully to individuals, groups, and/or communities, and to function effectively in interdisciplinary systems.
- *Professionalism*. Demonstrates professional values and ethics as evidenced in behavior and comportment that reflect the values and ethics of psychology, integrity, and responsibility. Practice conducted within the boundaries of competencies, including involvement in the profession and the specialty in particular. Continuing development as a behavioral and cognitive psychologist. Advocacy for the behavioral and cognitive specialty and the profession.
- *Reflective Practice/Self-Assessment/Self-Care*. Practice conducted with personal and professional self-awareness and reflection; the awareness of competencies, and with appropriate self-care.
- *Scientific Knowledge and Methods*. Understanding of research, research methodology, techniques of data collection and analysis, biological bases of behavior, cognitive-affective bases of behavior, and development across the lifespan. Respect for scientifically derived knowledge.
- *Interdisciplinary Systems*. Knowledge of key issues and concepts in related disciplines. Identify and interact with professionals in multiple disciplines.
- *Evidence-Based Practice*. Demonstration of the capacity to integrate current research literature into clinical practice, research/evaluation, and other functional competency domains where applicable.

## **FUNCTIONAL COMPETENCIES**

### ESSENTIAL FUNCTIONAL COMPETENCIES

- *Assessment*. Assessment and diagnosis of problems, capabilities, and issues associated with individuals, groups, and/or organizations. An example is conducting a functional analysis, or using measures of cognitive styles to help understand the client/patient's presentation.
- *Intervention*. Developing, implementing, and evaluating interventions designed to alleviate suffering and promote health and well-being of individuals, groups, and/or organizations. An example, based on the assessment, is using a case formulation to select treatment goals and intervention strategies.
- *Consultation*. Providing expert guidance or professional assistance in response to a client's needs or goals. Examples include providing behavioral and cognitive consultation on a hospital medical unit, or teaching cognitive-behavioral strategies for weight loss to a primary care physician.

- *Research/Evaluation.* Generating research that contributes to the professional knowledge base and/or evaluates the effectiveness of various professional activities. An example is citing relevant research that informs your how you monitor clients' outcomes.

#### OPTIONAL FUNCTIONAL COMPETENCIES

- *Supervision.* Supervision and training in the professional knowledge base and evaluation of the effectiveness of various professional activities. An example is supervision of a psychology intern using a behavioral and cognitive approach.
- *Teaching.* Providing instruction, disseminating knowledge, and evaluating acquisition of knowledge and skill in professional psychology. Examples include workshops, coursework, and presentations related to Behavioral and Cognitive Psychology.
- *Management-Administration.* Manage the direct delivery of services and/or the administration of organizations, programs, or agencies in areas of professional psychology.
- *Advocacy.* Actions targeting the impact of social, political, economic or cultural factors to promote change at the individual (client), institutional, and system level.

### ELIGIBILITY FOR CANDIDACY

In order to qualify for entrance to the examination in behavioral and cognitive psychology, and to move from applicant to candidacy status, the applicant is expected to satisfy the ABPP generic criteria as well as the specialty specific criteria established by the ABBCP. These criteria are listed below and can also be found at [www.abpp.org](http://www.abpp.org).

Applicants first submit their educational and training history to the ABPP Central Office in order to establish completion of the following professional accomplishments:

#### GENERIC DEGREE AND PROGRAM REQUIREMENTS

- A doctoral degree from a program in professional psychology that was accredited by the APA or the Canadian Psychological Association (CPA) at the time the degree was granted, OR
- A doctoral degree from a program meeting criteria outlined in the ABPP Standards Manual at the time the degree was granted. If you have a question about your program's eligibility, contact the ABPP Central Office ([www.abpp.org](http://www.abpp.org)) and request an individualized review of your credentials.

*Or, the degree requirement can be met if:*

- The applicant is credentialed as a health service provider in the current Directory of the National Register of Health Service Providers in Psychology, or the current Canadian Register of Health Service Providers in Psychology, OR

- The applicant holds a current Certificate of Professional Qualifications in Psychology from the Association of State and Provincial Psychology Boards, OR
- The applicant holds a doctoral degree in a psychology specialty other than an applied or professional specialty, and has subsequently been certified as completing the requirements of a formal, doctoral level, professional program that meets the APA accreditation requirements in clinical, counseling, or school psychology (i.e., re-education, often referred to as re-specialization), OR
- The applicant qualifies for an individualized exception review. Individualized exception reviews are available for degrees granted outside the U.S. or Canada, doctoral degrees granted prior to 1983, or for applicants claiming equivalent doctoral degree and program requirements. Such exceptions are coordinated through the ABPP Executive Office and the Behavioral and Cognitive Psychology specialty board.

### **LICENSURE/CERTIFICATION REQUIREMENTS**

- The applicant must be licensed or certified as a psychologist at the independent practice level by a State, Province, or Territory of the U.S. or Canada.
- The license/certificate must be in good standing.

### **SPECIALTY REQUIREMENTS FOR BEHAVIORAL AND COGNITIVE PSYCHOLOGY**

- Candidates are to have documented coursework in behavioral and cognitive psychology during their graduate or post-doctoral training, which can be supplemented by postdoctoral Continuing Education activities.
- The applicant is required to have completed an acceptable internship program (e.g., an APA accredited or APPIC member internship) and a one-year full-time (or equivalent) formal post-doctoral training program in cognitive behavioral psychology OR two years of post-doctoral experience predominantly in behavioral and cognitive psychology.
- Documentation of receiving supervision in behavioral and cognitive psychology. In some cases, supervision that is not part of a formal doctoral program can be substituted.
- Because the practice of behavioral and cognitive psychology is multifaceted, candidates may apply (and be examined) in one or more of four areas of emphasis. These areas are: Applied Behavior Analysis, Behavior Therapy, Cognitive-Behavior Therapy, and Cognitive Therapy.

Although self-identification may be in one of these specific areas, it is expected that applicants are conversant in broad-based behavioral and cognitive psychology.

- The board recognizes, and it is acceptable, that not all of the applicant's experience is exclusively in behavioral and cognitive psychology. However, it is expected that one will

belong to, and self-identify with, one or more of the major membership organizations in behavioral and cognitive psychology. Examples would be the *Association for Behavioral and Cognitive Therapies* (ABCT) and the *Association for Behavior Analysis International* (ABAI).

## **SENIOR PSYCHOLOGIST OPTION**

Psychologists who meet the degree, internship, and postdoctoral criteria shown above, AND who have 15 years or more of postdoctoral experience following licensure as a psychologist, are eligible for the Senior Psychologist option. The aim of this program is to bring into the American Board of Behavioral and Cognitive Psychology senior colleagues who have made a sustained contribution to our field.

## **EARLY ENTRY OPTION**

For graduate students, trainees, and psychology postdoctoral residents not yet licensed, ABPP has established an early entry program. Prior to graduation, students may initiate an ABPP generic application for a reduced fee of \$25. As they complete the requirements for candidacy, early entry applicants simply forward documentation of completion to ABPP Central Office.

ABPP will maintain Early Entry Option applications for 7 years from date of initiation, unless a written request to extend this time is received and approved by ABPP.

You can access the Early Entry online application on the public portal at [www.abpp.org](http://www.abpp.org).

## **QUALIFIED INDIVIDUALS WITH DISABILITIES**

The Board encourages qualified individuals with disabilities to apply for ABBCP Specialist status. The Board recognizes that these individuals may encounter unusual difficulties and will make efforts to provide reasonable accommodations for these applicants.

The Board will consider individual requests for accommodations by qualified individuals with disabilities. Although a qualified individual can request reasonable accommodation, he or she must formalize the request with the Board, and at the request of the Board, is expected to support the request with documentation confirming the need for reasonable accommodation and the basis of the need. At the request of the Board, applicants with special needs must assist the board in developing reasonable accommodations. At its sole discretion, the Board will either grant or deny the request.

## **APPLICATION FORMS AND STEPS**

### **OVERVIEW OF THE THREE STAGE PROCESS**

#### **STAGE 1: CREDENTIALS REVIEW**

As noted above, the candidate's application (see below for a link to the form) is reviewed by ABPP and the ABBCP credentials coordinator to insure that basic requirements in behavioral

and cognitive psychology are met. The applicant is then admitted to candidacy, and is notified in writing.

## STAGE 2: SUBMISSION OF WRITTEN DOCUMENTS AND THE PRACTICE SAMPLE

The written documents and practice sample, described below, are to be submitted to the practice sample coordinator. Blank copies of the submission cover forms appear at the end of this Manual.

## STAGE 3: THE ORAL EXAMINATION

Following approval of the written documents and practice sample materials, an oral examination is scheduled by the Chair of a three-member Examination Committee and the Examination Coordinator.

## APPLICATION

First, complete the ABPP generic online application at which can be found at [www.abpp.org](http://www.abpp.org). Sign the attestation and pay the fee. ABPP will verify your degree, license, professional standing (disciplinary status), internship and generic post-doctoral requirements.

Second, download and complete the form for specialty certification in Behavioral and Cognitive Psychology which can be found at <http://www.abpp.org/i4a/pages/index.cfm?pageid=3418>.

The materials will be forwarded by the ABPP Central Office to the ABBCP Credentials Reviewer for evaluation of the Behavioral and Cognitive requirements.

Once complete, you will receive a letter from the ABPP Central Office indicating the status of the credentials review.

Applicants may be asked for additional information if necessary in order to reach a conclusion about eligibility.

## WRITTEN DOCUMENTS/PRACTICE SAMPLE

Upon acceptance as a candidate, the applicant proceeds to the next stage, which involves submission of documents (described below) that must be submitted within one year from the letter of candidacy notification.

All written documents, including the practice sample, are sent (3 copies of *all* materials) to the ABBCP Practice Sample Reviewer. The current fee and registration form are sent to the ABPP Central Office.

The decision regarding acceptance, (minor) modification, or rejection of the required written documents is made by the practice sample coordinator, with input from the practice sample review committee. The written documents review decision is sent to the Central Office, whereupon the decision is immediately forwarded by letter to the candidate.

## CONTENT OF THE PROFESSIONAL STATEMENT

You are to prepare a Professional Statement by responding to the specific questions below. This statement details your experience in behavioral and cognitive psychology, and includes the focus of your practice orientation, a brief discussion of the theorists or researchers who have influenced your thinking and practice, and your intentions for future work in behavioral and cognitive psychology.

### PROFESSIONAL STATEMENT

*Please answer these questions in five or fewer double spaced, typewritten pages.*

1. Describe the professional work in which you are engaged at this time. Be sure to focus on a) your current employment and professional activities at the local, state, and national level, b) continuing professional education activities, c) long term plans in Behavioral and Cognitive Psychology, and d) reasons for seeking board certification.
2. Provide evidence for the ways in which you utilize or contribute to the current science base by addressing one of the two following points:
  - (a) Discuss the evidence base that informs your practice, including how you determine if your activities as a Behavioral and Cognitive Psychologist are effective; *or*
  - (b) Describe your own current clinical research activities and how these inform your practice.
3. Discuss your current assessment, intervention, consultation and/or supervision, and teaching/management activities (the latter only if applicable), as well as both the theoretical and empirical basis for these activities. Include a description of your theoretical framework and a discussion of how and which researchers and/or theorists in the field have influenced you. Address ways that your theoretical model informs your attitude toward individual and cultural diversity, the impact of your model on assessment, intervention, consultation/supervision, advocacy, teaching and management/administration (the latter only if applicable).
4. Provide specific examples of awareness of individual and cultural diversity as pertinent to your scholarship, assessments, interventions, consultation/supervision, advocacy, teaching and management/administration (the latter only if applicable), and interpersonal interactions.
5. Describe in one or two paragraphs a challenging ethical dilemma that you encountered in your work as a Behavioral and Cognitive Psychologist. Address those aspects of the *APA Ethical Principles of Psychologists and Code of Conduct* to which it was related, and how you handled the dilemma. If applicable, address diversity considerations that arose in resolving this dilemma.
6. Indicate that no ethical or legal action has taken place since your admission to candidacy.

## CONTENT OF THE PRACTICE SAMPLE

The Practice Sample is expected to reflect your current practice, and the competencies characteristic of behavioral and cognitive psychology. Your sample will provide substantive content for the examination.

Thus, you are to present at least one practice sample of your customary practice as a behavioral and cognitive psychologist. This is to consist of a written case conceptualization including relevant historical and current factors related to the presenting problem, as well as the theoretical and empirical rationale for the services provided, assessment, diagnoses, and goals for the current session **WITH ALL IDENTIFYING INFORMATION APPROPRIATELY DISGUISED**. It is to be accompanied by a CD/DVD (with video, if possible) sample of professional interactions (such as a cognitive-behavioral psychotherapy session or supervision of a new cognitive-behavioral psychologist).

The sample provides the Board and the examining committee with concrete examples of your professional practice as a behavioral and cognitive psychologist and is expected to include evidence of cognitive-behavioral assessment and interventions.

## SUMMARY

In order to comply with these requirements, please submit the following documents:

1. Three (3) copies of a practice sample.
    - a) **Written case conceptualization. At this time the board is not accepting electronic submissions but will re-evaluate its possible use in the near future.**
    - b) *3 blank sample copies* of the consent to audio/video record for ABPP examination purposes, that was signed by the client (the Board does not want the actual signed consent, as that would include identifying information),
    - c) Written attestation confirming that the client did sign this consent form.
    - d) Three (3) copies of an audio or audio-video recording of one session, with high quality sound (in a rigid disk case to avoid breakage if a CD or DVD is used). The use of an encrypted computer stick is encouraged.
  2. Three (3) paper copies of the brief Professional Statement.
  3. Three (3) paper copies of an up-to-date curriculum vitae.
- Please send hard copies of all materials, do not send your materials in electronic format.
  - In order to be considered for an exam at the annual APA convention, submit your oral exam materials by June 1<sup>st</sup>, and to be considered for an exam at the annual ABCT conference, submit your oral exam materials by September 15.

## REQUIRED WRITTEN DOCUMENTS - SENIOR OPTION

As noted above, the Senior Option is intended to recognize the sustained contributions of applicants who have practiced Behavioral and Cognitive Psychology for 15 years or more after licensure as a psychologist. Therefore, the required written documents for the Senior Option are to contain the following:

- a) Three (3) paper copies of an updated curriculum vitae.
- b) Three (3) paper copies of your Professional Statement.
- c) Three (3) paper copies of one or more of the following:
  - i. Publications (articles or books) or professional presentations that have been influential in behavioral and cognitive psychology, and demonstrate the candidate's knowledge and expertise; *or*
  - ii. Description of a clinical research project that has been influential in behavioral and cognitive psychology, along with a statement regarding how it have been influential; *or*
  - iii. Description of teaching/training/workshop/administrative activities that have been influential in behavioral and cognitive psychology, along with a statement regarding how they have been influential.
  - iv. A traditional practice sample (as described above) is not required, but may be submitted.

In preparing the updated CV and Professional Statement, Senior Option candidates are to provide and highlight evidence demonstrating sustained and quality professional practice, and involvement in behavioral and cognitive psychology over a period of at least 15 years post licensure.

## **THE ORAL EXAMINATION**

Upon approval of the written documents/practice sample, the candidate registers with Central Office (submits the current fee) for the oral examination. This registration initiates scheduling the oral examination.

### **ARRANGEMENT FOR THE EXAMINATION**

The ABBCP board is responsible for reviewing materials and establishing examination committees. A chairperson and two additional Board Certified specialists are selected to comprise the three-person examination committee.

Examinations often occur in particular cities throughout the year, including but not limited to New York City, Seattle, San Antonio, and Philadelphia. Exams also occur at the annual conventions of the American Board of Professional Psychology in May, the American

Psychological Association in August, and the Association of Behavioral and Cognitive Therapies in November. The examination coordinator will provide options for exam locations and dates once the practice sample is approved.

#### THE EXAMINATION COMMITTEE

The ABBCP examination is conducted by three Board Certified specialists. An attempt is typically made to have at least one examiner represent the candidate's specific area (i.e., Applied Behavior Analysis, Behavior Therapy, Cognitive Therapy, or Cognitive-Behavior Therapy). Candidates, however, should potentially expect to be examined in areas outside of their own practice of cognitive-behavioral assessment and intervention. Board certification implies knowledge in areas outside of one's own usual practice of psychology.

Prior to scheduling the oral exam, the committee will review the practice sample to insure it meets acceptable standards for examination. If there are any deficiencies, the exam chair will notify the candidate and ask for remediation. Two out of three exam committee members are required to ask for remediation.

#### THE IN-VIVO EXAMINATION IN BEHAVIORAL AND COGNITIVE PSYCHOLOGY

The ABBCP examination is designed to judge specialty level competence in Behavioral and Cognitive Psychology. The examination consists of a review of the previously submitted written documents/practice sample, an in-vivo interview, general issues in the area of behavioral and cognitive psychology, and professional standards. The exam covers interrelated areas:

1. *Ethical Legal Standards and Policy*: A behavioral and cognitive psychologist is expected to be aware of (a) ethical principles as adopted by the profession, and (b) the implications of these principles in practice, including the responsibility of practicing within legal guidelines and in the best interests of society and the client/patient.
2. *Understanding of, and Sensitivity to, Individual and Cultural Diversity*: One is expected to understand the scope and limitations of our knowledge as to how behavioral and cognitive principles apply to individuals from diverse backgrounds and life contexts. The influence of race, gender, gender identity, ethnic background, socio-economic background and sexual orientation in case conceptualization and treatment are particularly relevant. Candidates will be expected to demonstrate awareness of one's own privileges and limitations based on these diverse factors.
3. *Professionalism, Relationships, Interdisciplinary Systems, and Reflective Practice*: A board certified psychologist is expected to identify with the profession by appropriate memberships and activities, and to be aware of current issues and problems involved in the development of a creative and responsible profession. A behavioral and cognitive psychologist conducts him/herself with self-awareness and reflection, with appropriate self-care; s/he also is knowledgeable about, and interacts effectively with, professionals in other disciplines.

4. *Assessment*: It is understood that assessment can take many forms. Thus, the committee will look for signs that the assessment is appropriate for the problem(s) presented. Cognitive-behavioral and traditional assessments may be interrelated, if appropriate to the problem. The board recognizes that assessments are often reactive and therapeutic in their own right, which is taken into account during the examination.
5. *Intervention and Consultation*: The committee will look for signs that the intervention(s) and consultations are appropriate, based on the nature of the problem and/or results of the assessment.
6. *Evidence-Based Practice, Research/Evaluation, and Scientific Knowledge and Methods*: It is assumed that as a behavioral and cognitive psychologist one is aware of scientific and scholarly developments in order to inform one's practice with up-to-date, valid, and reliable data. Part of the examination, therefore, will revolve around contemporary behavioral and cognitive psychology.
7. *Optional Foundational Areas: Supervision, Teaching, Advocacy, and Management-Administration*: These areas are an important part of many specialists' practice. When they are, one will be expected to be competent in these activities.

#### THE IN-VIVO INTERVIEW

The Examination Chair is responsible for coordinating the attendance of an actual client/patient or a supervisee, who will be interviewed by the candidate. If an actual client/patient participates, you will be expected to conduct an interview to gather sufficient information to develop a case conceptualization and treatment recommendations to be provided to a referring psychologist (who may also be present for this portion of the exam).

It is more frequently the case that the in-vivo examination is in the form of consultation with another mental health professional who will briefly present a case and/or specific questions for clinical consultation. You will interview the supervisee in order to gain sufficient understanding to develop a case conceptualization and offer treatment recommendations. The supervisee is not being questioned as to the appropriateness of his or her treatment, but rather you, as a candidate, are expected to provide the supervisee with expert opinion about behavioral and cognitive treatment.

#### ORAL EXAMINATION FORMAT

The examination lasts approximately 3 hours at a time and place of mutual convenience of the examiners and candidate. All materials will have been submitted to, and reviewed by, the examiners in advance of the examination. The exam format will be approximately as follows:

#### ORAL EXAMINATION ACTIVITIES

1. Committee meets and organizes
2. Committee chair greets candidate, introduces other committee members, and describes

procedures

3. Review of candidate's professional statement and practice sample
4. In-vivo interview
5. Review of candidate's in-vivo interview
6. Review of ethical, multicultural, professional, and legal standards and guidelines
7. Review of current trends and issues in behavioral and cognitive psychology
8. Examination wrap-up discussion, questions, further information candidate wishes to present and Practice Sample materials returned.

Typically, approximately one hour of the oral examination would be devoted to the in vivo component, one hour to a discussion of the practice sample, and one hour to a discussion of professional issues, including vignettes related to ethics and diversity. These components will not necessarily occur in the order listed above.

The oral examination is the same for candidates who take the senior option.

## **NOTIFICATION AND AWARD OF THE DIPLOMA**

Each candidate will receive formal notification by the ABPP Central Office about the examining Committee's judgment typically within one week of the examination. Successful candidates will be so notified and a diploma will be issued within 45 days.

## **APPEALING AN UNSUCCESSFUL EXAM**

If the candidate is not successful, an explanation of the reasons for not awarding the diploma will be provided in order to guide further professional development.

If the candidate believes there were procedural errors, a review may be requested. A candidate cannot request a review simply because he or she disagrees with the results, but only if there is reason to believe that procedural errors led to an unfair or inappropriate examination. A request for a review has to be made to the Central Office of ABPP within 30 days of the notice of failure and is to include a definitive statement of procedural errors considered by the candidate to have interfered with a fair evaluation. A review by the appeals committee of ABBCP may result in a nullification of the examination or a confirmation of the "no award" decision.

Although a candidate cannot be awarded the diploma as a result of the review, if the examination is nullified the candidate will be allowed to retake the examination with a new examining committee with fees waived. If, following the judgment of the review committee the examination is not nullified and the candidate requests a second examination, an entirely new committee will be formed and a second examination fee is charged. No member of the first committee will be

allowed to serve on the second committee.

## **PERSONAL AFFILIATION AND STANDARDS OF PRACTICE**

ABPP will suspend action on any candidate who loses his/her license and/or is expelled from the American Psychological Association. ABPP reserves the right to revoke the diploma of an individual whenever it judges that the recipient no longer represents the standards of practice which were the basis of the original award. The ABPP Ethics Committee makes recommendations to the ABBCP Board of Directors in such matters.

As leaders in behavioral and cognitive psychology, board certified psychologists are expected to continue to support the profession of psychology, and the specialty of cognitive and psychology. Encouraging colleagues to apply for board certification, serving as examiners for future candidates, participating in local professional groups, and continuing one's professional activities are some ways in which the Board Certified Specialist may continue to advance the profession.

## **MAINTENANCE OF CERTIFICATION**

Maintenance of Certification involves a process of self-examination and documentation of a Specialist's professional development since last examination or review. In the course of this self-examination, Specialists will examine their professional activities, documenting their professional development using a Specialty Continuing Professional Development Grid combined with a written Narrative.

MOC reviews will be regularly conducted. One year before the Specialist is due for MOC, the ABPP Central Office will notify the Specialist and the Specialty Board so that the Specialist and the Specialty Board may successfully satisfy their required activities.

Specialists boarded before January 1, 2015 may waive their obligation to participate in maintenance of certification. Specialists awarded certificates January 1, 2015 and after must complete maintenance of their certificates within ten years and every ten years after, unless they seek and obtain a "retired" status from the ABPP Central Office.

The American Board of Behavioral and Cognitive Psychology will evaluate the Specialists' Grid and Narrative, using criteria developed by the ABBCP and approved by the Standards Committee.

If Reviewers are unable to determine whether Specialists meet the standards for MOC, the Specialists may be asked to engage in a conversation with the reviewer about the activities documented in the Grid and Narrative.

Specialists completing the MOC process will be provided summary feedback on their MOC effort. Their feedback may be brief for pass decisions and more extensive for non-pass decisions; feedback, in this event, will be specific, concise, and relative to MOC criteria.

The ABBCP will prepare the notifications for Specialists who do not pass and then send them to the Executive Officer of ABPP. (In no instance may substantive changes be made in the Specialty Board decision by the Executive Officer.) Although the Central Office of ABPP will send notifications to Specialists who do not pass, the Specialty Board reviewer will have provided a balanced summary of the non-pass decision regarding MOC that will be attached to the notification.

The Specialty Board will conduct MOC procedures with fair and reasonable pass/no pass criteria, with opportunity for remediation before determining failure, and with a fair appeal process.

- Specialists are to be treated in a constructive, respectful, and collegial manner. Feedback to the Specialist concerning MOC is part of the MOC process.
- Accommodations will be made consistent with the Americans with Disabilities Act.
- Specialty Board reviewers having significant personal or professional relationships with a Specialist undergoing MOC review must recuse themselves from serving as reviewer involving this Specialist.
- In the event of a Specialist's appeal of a Specialty Board decision regarding MOC, appeal team members having a significant personal or professional relationship with the Specialist must recuse themselves from serving as appeal team members.

#### **MAINTENANCE OF CERTIFICATION APPEAL PROCEDURE**

There are two levels of MOC decision appeal, one at the Specialty Board level, and the other at the Board of Trustee level.

**Specialty Board Level:** All Specialty Boards are required to incorporate the ABPP appeal process into their MOC policy and abide by it (See: ABPP Policy and Procedure L.). Time-lines and reporting to Central Office should be observed carefully.

**Board of Trustee Level:** Specialists may appeal Specialty Board level decisions to the Board of Trustees if there is an allegation that the Specialty Board did not follow the Specialty Board's MOC policy or their own Specialty Board appeal procedures. The Board of Trustee level appeal is the final level of appeal. (See: ABPP Policy and Procedures: Sections AC and L.)

### **CLOSING STATEMENT**

Our goal is to certify specialists in Behavioral and Cognitive Psychology. Although there are specific steps to follow in the process, we believe that you will find it to be a useful experience and one that will sharpen your skills as you proceed through application, submission of the work sample, and the in-vivo examination.

*We want to be helpful.* If we can lend a hand with the process, or answer questions you may still have, please let us know. Also, as noted at the beginning of this manual, the ABBCP maintains a *list of consultants (mentors)* who can provide personal feedback and support as you complete the application for board certification. Once you have become a candidate, you will be provided with a consultant who can guide you through the process.

FOR INFORMATION, CONTACT:

American Board of Professional Psychology  
600 Market Street / Suite 201  
Chapel Hill, NC 27516  
919.537.8031, email: [office@abpp.org](mailto:office@abpp.org)

**AMERICAN BOARD OF BEHAVIORAL AND COGNITIVE PSYCHOLOGY**

**PRACTICE SAMPLE REVIEW FORM**

1. Candidate's Name \_\_\_\_\_

2. Mailing Address: \_\_\_\_\_

3. Phone Number: \_\_\_\_\_

4. Email address: \_\_\_\_\_

5. Written Documents/Practice Sample checklist:

\_\_\_ Three (3) copies of an updated CV.

\_\_\_ Three (3) copies of a written case conceptualization including relevant history and assessment **WITH ALL IDENTIFYING INFORMATION APPROPRIATELY DISGUISED.**

\_\_\_ Three (3) *blank sample copies* of the consent to audio/video record for ABPP examination purposes, that was signed by the client (the Board does not want the actual signed consent, as that would include identifying information), and

\_\_\_ include in your conceptualization one sentence confirming the client did sign this consent form.

\_\_\_ Three (3) copies of a CD/DVD of one session in high quality sound (with video if possible in rigid disk cases to avoid breakage).

\_\_\_ Three (3) copies of the Professional Statement.

- Please send hard copies of all materials, do not send your materials in electronic format.
- In order to be considered for an exam at the annual APA convention, submit your oral exam materials by June 1<sup>st</sup>. In order to be considered for an exam at the annual ABCT conference, submit your oral exam materials by September 15.

6. Mail this form and above materials to: Mariann Suarez, Ph.D., ABPP  
13799 Park Blvd. N. #139  
Seminole, FL 33776  
Phone: 813-974-2229, #1  
Fax: 813-974-4990

E-Mail: [msuarez1@health.usf.edu](mailto:msuarez1@health.usf.edu)

7. When you receive notice of your approved candidacy from the ABPP Central Office, please send the completed Practice Sample Review form, along with the registration fee (found on the ABPP website) to: American Board of Professional Psychology, 600 Market Street, Suite 201, Chapel Hill, NC 27516, 919.537.8031

**AMERICAN BOARD OF BEHAVIORAL AND COGNITIVE PSYCHOLOGY**

***SENIOR OPTION: PRACTICE SAMPLE REVIEW FORM***

1. Candidate's Name \_\_\_\_\_

2. Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

3. Phone Number: \_\_\_\_\_

4. Email address: \_\_\_\_\_

5. Written Documents/Practice Sample checklist:

\_\_\_ Three (3) copies of an updated CV.

\_\_\_ Three (3) copies of the Professional Statement.

\_\_\_ Three (3) copies of one or more of the following:

- Publications (articles or books) or professional presentations that have been influential in behavioral and cognitive psychology and demonstrate the candidate's knowledge and expertise.
- Description of a clinical research project that has been influential in behavioral and cognitive psychology along with a statement regarding how it has been influential.
- Description of teaching/training activities that have been influential in behavioral and cognitive psychology along with a statement regarding how it has been influential.
- Please send hard copies of all materials, do not send your materials in electronic format.
- In order to be considered for an exam at the annual APA convention, submit your oral exam materials by June 1<sup>st</sup>. In order to be considered for an exam at the annual ABCT conference, submit your oral exam materials by September 15.

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