

## FAQ Sheet for RBC Application

1. Why should I become an RBC?
  - a. This is the first step toward our goal of obtaining state licensure. This will serve to both improve the quality of our BCs and provide a designated profession, recognized by the state and in contention with other licensed mental health professionals. In the future, this may even encourage more colleges to develop classes in the field of behavior management or possibly offer a BC degree.
  - b. The Professional Credentialing Committee of IN-ABC is committed to ensuring competence among behavioral consultants. Through the registration process, the PCC strives to ensure that the minimum level of competence is on record for each applicant, while providing continuing education and training. Currently, the state legislature defines our roles without knowing or understanding exactly what we do as a profession. By being proactive through the registration process, IN-ABC has developed a process for consistency of required skills and experience. Being an RBC identifies you as practicing at a higher level of expertise. Also you may mentor another BC as an RBC.
  
2. What if I do not have a supervisor?
  - a. If you did not receive supervision as a BC and do not qualify as a Bman 1, then you may contact the PCC about your situation and come up with solutions for fulfilling the supervisory component.
  
3. What if I have not been a behavior consultant for 3 years?
  - a. There is a possibility of receiving credit for part time work as a behavior consultant, if the cumulative time is equivalent to the 3 years and the areas of experience are as included. You must prove you've had the equivalent of three years full-time experience as a BC.
  - b. If your job primarily involved the following, your 3 years are met. An RBC must show that s/he has experience working in all of these areas – very important!
    - i. Working with individuals with developmental disabilities in devising, implementing, and monitoring behavioral support plans; and
    - ii. The supervision and training of others in the implementation of behavioral support strategies.
  
4. What if I answered “yes” to any of the questions #10-18 on page 4 of the application?
  - a. This doesn't mean you will be automatically denied.
  - b. Please provide further information with your application, detailing the incident, changes you made to resolve the issue, and what you have learned from the incident.
  - c. Members of the Professional Credentials Committee will review your application, and determine if additional information is needed, and in what format. The committee may choose to request written information,

- or phone or in-person interview. These options are completely at the option of the committee.
- d. A recommendation with explanation of the outcome will be provided to the applicant. If the recommendation is to withdraw application at this time, remediation steps or appeal process will be explained in writing.
5. What if I am only a part time behavior consultant?
    - a. To be qualified as an RBC, you must have acquired the equivalent of 3 years full-time work experience (applicant must provide evidence of experience) with the criteria from question number 2.
  6. What if I do behavior consulting full time, but it is split into two separate jobs?
    - a. If both part time jobs meet the criteria from number 2 and 4, you may qualify for the RBC registration.
    - b. You do not have to be full time in just one job. It may be the combination of both.
  7. How will people know that I am an RBC?
    - a. Each RBC is listed on the IN-ABC website.
    - b. You will also have the opportunity to identify yourself as RBC when you write reports.
    - c. You can list your credentials on a business card.
  8. Who reviews my application?
    - a. One or more PCC members review the applications to determine if they've met the qualifying criteria.
    - b. All materials are kept confidential at all times. No information is disseminated to anyone other than the applicant.
    - c. All submitted materials become the property of the Professional Credentials Committee and will not be returned.
  9. How long is my RBC good for?
    - a. As long as you remain current in your IN-ABC dues and continue to meet the established criteria, your RBC status remains intact.
    - b. Your RBC status will be revoked if you are found guilty of ethical violations, allow your IN-ABC membership to lapse, or terminate your provision of behavior management services as a BC.
  10. Can the same person fill out more than one reference form?
    - a. No. Each reference form must be completed by a different person.
    - b. The Professional Reference form may be completed by a supervisor or colleague. This person should be someone, who can verify your job functions and duration of your position.
    - c. The Supervisory Verification form must be completed by the person(s), who provided your training, when you were developing your skills as a BC.
    - d. The Ethical Reference form may be completed by a supervisor, colleague, or other professional, who can attest to your character.

11. How many reference forms do I need to submit?
  - a. You must submit at least four references (1 ethical, 2 professional, and 1 supervisory).
  - b. If your work experience was accumulated in more than one location, it may be necessary to submit more than four references.
  - c. Your references should verify that you meet the minimum criteria of the equivalent of at least 3 years full-time experience performing the duties of a BC. You should submit as many professional references as necessary to prove your work history.
  
12. What if I'm already licensed by the state (LMFT, LCSW, LMHC, HSPP)?
  - a. If you want to become an RBC, you must go through the same process as everyone else.
  - b. The criteria you met for your current licensure was in a different, although similar, field. To be an RBC, you must show that you have the training and experience necessary to perform the job duties of a behavior consultant.
  - c. If/when the State grants us licensure, you will need to go through this process to become an LBC anyway, so this will be good practice.

If you have further questions, please contact the Professional Credentials Committee - CJ Gallihugh at [cj@gallihugh.com](mailto:cj@gallihugh.com)