

The Biofeedback Certification International Alliance

The Accreditation Program of BCIA



**Toward Quality and Excellence
in Biofeedback Education & Training**

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Information on BCIA Accreditation Program

The BCIA Accreditation Program was established in January 1990 to recognize quality providers of the didactic education to candidates for BCIA certification. To address a growing need for continuing education opportunities, BCIA introduced a program to offer accreditation of private programs to offer recertification credit. Approval of human anatomy/physiology courses and the opportunity of providers to teach through a home study option were added. In 1998 BCIA introduced an Neurofeedback certification program and thereby created an opportunity for accreditation of training programs providing instruction in neurofeedback. In 2003, BCIA launched a certification program for the treatment of pelvic muscle dysfunction using behavioral, applied psychophysiological, and biofeedback modalities.

The only educational opportunities accepted by BCIA for certification requirements other than the traditional regional accredited academic institution are programs who have achieved approval by the BCIA Accreditation Program.

BCIA IS OFFERING THIS ACCREDITATION PROGRAM IN ORDER TO:

- meet the needs as expressed by trainers, students, examination candidates and the public.
- set a standard for the quality of education and training for biofeedback certification.
- meet the need for accreditation of didactic training programs in biofeedback.
- provide alternatives for didactic training, anatomy/physiology course work and continuing education opportunities.
- monitor training trends.
- provide a mechanism for established programs to meet BCIA training standards.
- urge qualified teachers to provide approved training.
- provide approved education and training in geographical areas where opportunities are less available.
- provide an approval system for individual as well as institutional providers for didactic training hours, continuing education activities and anatomy/physiology course work in small teaching settings.

BCIA ACCREDITATION PROGRAM POLICIES & PROCEDURES

1. Accreditation will be granted upon approval of the application and is valid for four years. The original application must be accompanied by the appropriate fees:
 - \$200 for Workshop/Training Programs
 - \$150 for Reaccreditation
2. Electronic versions of all documents are preferred; however if sending paper documents, please send four copies of all application materials. Materials will be returned to the applicant if requested on the application form and if postage is paid by the applicant.
3. Eighty percent of the hours in an accredited didactic training program must be taught by approved BCIA certified faculty in live presentation or various distance education venues.
4. To be considered, one must not necessarily apply to teach all rubrics in a blueprint; however, each blueprint area or rubric must be completely taught.
5. Applications will not be reviewed if the key business principal or any of the instructors are currently under investigation by any state health regulators.
6. Applications are valid for 12 months from the date of submission. All applications will go through an administrative review process and then be forwarded to the Accreditation Committee. If supplemental information is requested by the Accreditation Committee, applicants have an additional twelve months to comply before the application expires.
7. All materials reproduced for distribution to trainees must be done in accordance with copyright law, and the sources of all materials must be cited.
8. All approved providers will receive a letter of notification including the proper approval statement to use in promotional materials and other appropriate accreditation policies.
9. BCIA will maintain a list of accredited providers on the website.
10. A BCIA Accredited Providers Course Report must be completed and submitted within 10 working days of a program's completion.
11. Within 10 days of completion of each didactic training course, a training fee is paid by the provider to BCIA. The training fee for teaching the total didactic hours is \$50/student for the General Biofeedback or Neurofeedback Program and \$25 per trainee for didactic hours of the Pelvic Muscle Dysfunction Biofeedback Program. If a program elects to teach less than the prescribed number of hours, a \$2 per hour per student fee may be charged; whichever is smaller. The fee applies to all

students in the program, regardless of their intent to become certified. The fee is *not required* for BCIA certificants who enroll in training for the purpose of recertification, provided a separate certificate is issued documenting recertification credit.

12. A weblink to the BCIA Training Program Evaluation Form is to be provided to the students directly. These evaluations provide ongoing monitoring of training programs and are kept completely confidential. Training providers should inform the student of his/her obligation to complete the Training Program Evaluation Form. The student is asked to evaluate how well the training program meets the blueprint requirements of BCIA. Failure to file the evaluation form may result in non-acceptance of the student's accredited didactic hours.
13. BCIA will report summary evaluation data from students to providers periodically.
14. Didactic training providers must re-apply for accreditation every four years. This process provides the opportunity for training providers to submit updated information about their programs and for BCIA to maintain adequate monitoring of the programs. The re-accreditation fee is \$150 and must be submitted with the application. This fee is not refundable.
15. The following may be grounds for investigation and/or loss of accreditation:
 - failure to pay the application fee and/or training fee.
 - failure to report the total number of trainees.
 - excessive negative comments/complaints from trainees.
 - improper use of approval statements.
 - use of unapproved or unqualified faculty.
 - failure to submit reports on a timely basis.
 - non-use of evaluation forms.
 - program is no longer offering biofeedback training or goes out of business.
 - civil or criminal action.
 - ethical violations.
16. BCIA accreditation policies and criteria are subject to change as deemed appropriate.
17. The training provider maintains responsibility for their program.
18. BCIA grants accreditation to a provider of didactic education based on coverage of either a blueprint or complete rubric areas of the blueprint and also upon the expertise of the BCIA certified instructor. Should this program in its entirety or any part wish to be taken to another location outside of the approved site, the name of the training program must clearly be advertised as BCIA accredited to provide this information, regardless of accreditation the other format may provide. The BCIA accredited training program retains full responsibility for the specific information taught as well as adherence to all other BCIA accreditation policies including student evaluation forms, course provider reports, and associated training fees.

To be eligible for fulfillment of the didactic requirement, the certificate of attendance must be issued by the accredited training provider and must be complete with all required elements as specified in the BCIA policies.

BCIA requires that a certificate of successful completion be provided to each trainee. Please provide a copy of the certificate that will be given upon completion of the didactic training to each trainee and label as Item J. The following information should appear on the certificate:

1. Name of program.
2. Name of candidate.
3. Date of training program
4. Signature of program director
5. Number of hours awarded in each blueprint area.
6. Total number of didactic hours awarded.
7. Practical neurofeedback hours such as personal training should be listed separately if offered.

19. Accredited training providers are asked to attest that they will advise any potential attendees about the pre-requisite educational requirements for entry level Board certification. If a prospective client does not fit within those guidelines, the Technician Certification programs are to be recommended, as appropriate. Additionally, all programs must restate BCIA's position on license for independent practice:

When treating a medical or psychological disorder, one must carry a state issued license/credential in a BCIA approved health care field or if unlicensed, must work under appropriate legal supervision.

20. At least some portion of the exam items provided as part of the accreditation application must be in multiple choice format. All items provided will be considered for possible inclusion into the BCIA exam item bank.

21. This statement must be read at the beginning of each BCIA accredited didactic training course:

As a BCIA-accredited training provider, we are required to demonstrate and make clinical-grade biofeedback equipment available throughout the entire course. This course is designed to fulfill the didactic requirement for certification, and as such, our goal is to present the basic science, history, theory, and clinical applications of biofeedback as contained in the BCIA blueprint of knowledge, independent of any type of equipment.

We are an authorized vendor for the _____ system(s) and have brought the _____ system(s) for demonstration. We encourage you to make yourself familiar with this equipment during our "hands on" time. As professionals, we will not attempt to unfairly influence your purchase decisions. We will be happy to discuss all of your equipment needs after the close of this program.

22. The per student training fee is the responsibility of the BCIA accredited provider and is not to be assessed as a separate item owed to BCIA. Training fees must be paid for all students taking a BCIA accredited didactic training program regardless of their intent to gain BCIA certification.
23. Accredited HRV training programs are not required to submit training fees; however, they are requested to submit a list of names and contact information to BCIA upon completion of the course.
24. Only full blueprints can be considered for accreditation of didactic education programs. One must file a complete application – all 42 hours for biofeedback, 36 hours for neurofeedback, 28 hours for PMDB, and either 58 or 52 for HRVB.