



MANDATORY DECLARATIONS POLICY

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Drafted by	Alayna Haberlin	Approved by Board on	12/08/22
Responsible person	Membership Committee	Scheduled review date	1/08/24

Introduction

The Board of Directors is responsible for determining who are fit and proper persons to be deemed a certified behaviour analyst and certified behaviour analyst - undergraduate. This policy assists the Board of Directors to deliver on these responsibilities.

Scope

This policy applies to all individuals applying for initial certification with ABA Australia; including certified behaviour analyst and certified behaviour analyst - undergraduate. It does not apply to professional, affiliate, student or supporting members.

Definitions

1. **“Mandatory Declarations”** refers to legal statements where individuals self-assess and confirm that they comply with standards and codes.

Policy

1. Certified behaviour analysts and certified behaviour analysts - undergraduate must declare the follow at time of initial application or upon renewal:
 - 1.1. Ensuring truthfulness and correctness of application
 - 1.2. Understanding of and commitment to follow ABA Australia’s Code of Ethical Practice
 - 1.3. Disclosing charges, convictions and involvement in proceedings related to criminal offences
 - 1.4. Meeting the continuing professional development requirements as per ABA Australia Continuing Professional Development Policy
 - 1.5. Meeting recency or resumption of practice requirement
 - 1.6. Meeting the english language requirement
 - 1.7. Is a professional good standing and have no existing restrictions to practice and/or no pending disciplinary actions domestically or internationally
 - 1.8. Having adequate professional indemnity insurance
 - 1.9. Consenting to allow de-identified information from membership data to be used for ABA Australia internal research to help inform future member services.



- 1.10. Consenting to the application information being used by ABA Australia for the purposes of processing my application and for other purposes related to my status as an ABA Australia member and agree with ABA Australia's Privacy Policy.
- 1.11. Agreeing to notify ABA Australia if information relating to any of the above changes as soon as practical.

Assessment of Declaration

1. Behaviour Analysts seeking membership and certification with ABA Australia must declare that they meet each required mandatory declaration. There are no exemptions to the Mandatory Declarations Policy.
2. When an individual has concerns about meeting the continuing professional development (CPD) Declaration, they may apply to ABA Australia for an extension of time to meet their CPD requirements or a reduction in the annual CPD requirements based on personal circumstances or hardship based on the CPD Policy.
3. Please contact ABA Australia's Membership Officer if you cannot make any of these declarations.
4. A false declaration will result in review by the ABA Australia's Complaints Committee.

RELATED DOCUMENTS

- [Privacy Policy](#)

AUTHORISATION

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