



# The Biofeedback Certification International Alliance

## Application for Biofeedback Recertification as a Technician

Please complete this form, providing documentation as instructed in each item below. **To be considered, applications must include signature and recertification fee. Please print or type all information.**

Name:	
First	Middle Last (Degree for certificate, optional – this information will be printed on your certificate)
Affiliation:	
Street Address:	
City, State, Zip:	
Phone Number:	Email:

### Supervisor's License/Credential for Independent Practice

You are required to work under the supervision of a health care professional who is currently BCIA certified and carries a valid, state-issued credential in a BCIA approved health care field. This section applies to your supervisor of record. Should your work supervisor change, please notify BCIA immediately. **Please include a copy of this license.**

Supervisor's Name:	Phone #:
Supervisor's License Info:	Email:

### Recertification Method

- I am applying for recertification by **Continuing Education (CE)**. I attest to the completion of 30 hours of blueprint-relevant, accredited CE (including 3 hours of ethics) in the past 4 years. OR
- I am applying for recertification by the **successful completion of the written certification exam**. I will contact BCIA to make specific arrangements, allowing at least 2 weeks for scheduling, and will pay an additional \$50 fee plus any fees incurred for using the special exam option.

## Agreement - BCIA Policies and Procedures for Dispute Resolution

**This agreement must be signed and dated for this application to be accepted.**

1. In these policies and procedures of the Biofeedback Certification International Alliance (BCIA) for Dispute Resolution, "policies and procedures" refers to the policies and procedures of the BCIA as they may be amended from time to time.

2. The form of application for certification and recertification by BCIA shall include the following agreement which sets forth five points which reflect the policies and procedures with respect to BCIA's certification programs, is incorporated in these policies and procedures, and is to be separately signed and dated by the applicant:

- I, the undersigned, do hereby make voluntary application to the Biofeedback Certification International Alliance - formerly the Biofeedback Certification Institute of America (BCIA). I certify that the information given by way of this application is true, honest, and completely represents me.

- I will conform to all applicable local, state, and federal regulations and conduct myself consistent with the highest standards relating to my profession and specialty.

- I have received, read and agree to be bound by the BCIA Professional Standards and Ethical Principles of Biofeedback (PSEP) and their policies and procedures. I understand that the PSEP and any BCIA policies and procedures may be amended from time to time and that I am bound by these documents as amended. I also understand that in accordance with such policies and procedures:

- (a) the final determination of any dispute arising between me and BCIA will be made by its board of directors and that I will be bound by the board's determination and may not seek review;

- (b) however, if grounds exist that would permit a court to overturn or modify the board's determination or otherwise act in the matter, that I will seek redress only in Denver, CO and only by arbitration in accordance with such policies and procedures; and

- (c) because I have agreed that the board's determination is final and binding upon me, I am likely to be required to pay the costs, reasonable attorney fees and other expenses of BCIA in any proceedings instituted by me.

- I understand and agree that BCIA and its affiliates assume no responsibility for my actions or activities. I practice at my own risk and hereby release BCIA from any and all liability from any practice decisions I make.

- I hereby give permission to BCIA to contact individuals or agencies listed for verification of information submitted. I recognize that failure to do so may result in disciplinary action including suspension or revocation of my certification.

3. The venue for any arbitration under these policies and procedures and proceedings with respect to the arbitration or other redress sought by a party who has agreed to be bound by the policies and procedures, shall be the city and county of Denver, state of Colorado, United States of America.

4. The arbitrator shall be designated by the board of directors.

5. The board of directors may specify a set of rules with respect to the arbitration that the arbitrator designated is familiar with. However, in the case of any conflict between any provision of the policies and procedures and a provision of such rules, the provision of the policies and procedures controls over the provision of such rules to the extent of any inconsistency.

6. The institution of any action, suit or other proceeding by a party bound by these policies and procedures that is not permitted under these policies and procedures shall be considered as a demand for arbitration under these policies and procedures and the board of directors may designate an arbitrator to hear and determine the matter and specify a set of rules with respect to the arbitration. The arbitrator shall enter an award which shall be dispositive of all matters raised in

such other action or proceeding and any other matters as may be raised by such party to the extent permitted by the policies and procedures.

7. The arbitrator shall have the power and authority to determine the validity and scope of the arbitration agreement of the parties, the jurisdiction of the arbitrator, the arbitrability of matters presented, whether or not a party is bound by these policies and procedures, and all other matters to the fullest extent as may be permitted by an arbitration agreement of the parties under the proposed act for arbitration as revised and promulgated by the Uniform Law Commission in the year 2000 known as the Uniform Arbitration Act (2000) as such act is informed by the prefatory note and comments issued by the Uniform Law Commission with the act as so revised and promulgated, or, if more extensive power or authority may be conferred upon an arbitration under the Federal Arbitration Act, then to the fullest extent as may be permitted under the Federal Arbitration Act with respect to any such matter.

8. The arbitrator is bound in making the award and his or her other determinations by the PSEP as the PSEP may be amended from time to time and by these policies and procedures. The arbitrator shall have no power or authority to act or refrain from acting in any manner that is inconsistent in any respect with either the PSEP as so amended or these policies and procedures. The foregoing two sentences control over the other policies and procedures as they relate to arbitration or other redress by an applicant.

<b>Signature</b>	<b>Date:</b>
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### Procedures

The candidate must a) complete and sign the application; b) attest to completion of 30 hours of accredited CE or complete the exam; c) agree to abide by BCIA's Professional Standards and Ethical Principles of Biofeedback (PSEP); and d) include all appropriate fees according to the schedule below.

<b>1<sup>st</sup> recertification:</b> January 1 – June 30: \$225	July 1 – October 31: \$250	After November 1: \$275
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**Audit:** Ten percent of all applications will be audited. The candidate will be notified requesting a CE log with copies of proof of course completion to be submitted within 30 days. If there is no response to our request for documentation, the application will be considered incomplete. If an application is incomplete or withdrawn, the candidate will be given time to complete the requirements. All fees are non-refundable.

### Checklist for completing application:

- Complete personal information and Supervisor's license area (include license copy).
- Read and sign the agreement and attestations.
- Enclose appropriate fees by check payable to BCIA or use the online payment options.
- **Submit materials postmarked in accordance with the deadlines posted above.**

- **US Mail:** Mail application, copy of license, and application fee to:

**BCIA**  
**5310 Ward Road, #201**  
**Arvada CO 80002**

- **Email:** You may scan and email your documents to [info@bcia.org](mailto:info@bcia.org). **No Fax available.**