

Biofeedback Certification Application Instructions

General Information

Board Certification in Biofeedback (BCB) is awarded upon successful completion of the following:

1. Submission of a signed BCIA application.
2. Appropriately documenting all education/training requirements as outlined.
3. Passing the written examination.
4. Payment of all fees.
5. License for independent practice - When treating a diagnosed medical or psychological disorder, you may practice independently with a license/credential issued by the state/region where you practice in one of BCIA's approved health care areas or you must work under legal supervision. A license may not be required if you are not treating patients with disorders, but rather are using biofeedback to teach relaxation or focus. **International** applicants who live and work outside the US and Canada must carry a valid license/credential in a BCIA-recognized health care field. *****New in 2016** – BCIA has adopted a structured fee schedule to accommodate different financial realities. Please go to the International section at www.bcia.org.

Specific Instructions for Completing the Application

Please provide all information as completely as possible, using the same name and address on all correspondence. Your name should be entered exactly as you would like to see it appear on your certificate including professional designation if desired. (Mary Smith, MS, LPC)

You must provide appropriate documentation (certificates, transcripts, signatures, etc. as stated) for all requirements as requested on the application. Clearly reference all documentation submitted by titling each supporting document accordingly. **“Regionally accredited academic institution” refers to an Accredited Institution of Postsecondary Education as determined by the American Council on Education.**

If a degree is granted by a non-accredited institution and the state will approve the degree to use for licensure, the applicant must first hold the license prior to applying for certification. Only the highest relevant BCIA-approved health care degree will be listed in the Find a Practitioner area of the BCIA website.

Italics denote special instructions for completing that particular portion of the application.

Item 1: Education - Highest Degree

A bachelor degree or higher from a regionally accredited academic institution, in a BCIA-approved health care field is required. BCIA approved health care fields include: medicine; psychology; nursing (all RNs with license); physical, respiratory, occupational, and recreational therapy; social work; counseling; rehabilitation; chiropractic; dentistry; dental hygiene; physician's assistant (with certification or license); exercise physiology; speech pathology; and sports medicine. These fields require a Master's degree: music therapy and counseling education (MEd in counseling).

BCIA does not grant waivers, but rather looks for equivalencies. If you have a degree from a regionally accredited academic institution in a health care field other than those listed above, you may file for a special review for degree equivalency. Please refer to the document entitled Special Review. It is up to you to select a BCIA approved health care field for comparison and demonstrate how you believe your course work is equivalent. **Degrees earned outside of the United States will be accepted only if the documents have been translated and evaluated by an agency accredited by the National Association of Credential Evaluation Services (NACES) – www.naces.org. If you have a license from a field such as medicine or psychology and your credential is in English, you do NOT need to submit transcripts for this.**

*Enter the educational institution, degree, date awarded and BCIA approved health care field for the highest degree received in a BCIA health care field. **If unlicensed**, you must request the institution send a sealed official copy of a transcript directly to BCIA that will reflect “degree conferred” of your highest degree.*

Item 2: License/Credential for Independent Practice

No applications are considered when an inquiry or other matter involving the applicant is pending before any regulatory health care or other governmental agency. Application status with BCIA is subject to the final determination of the matter and may be conditioned upon compliance with the terms and conditions as may be provided under such final determination.

Licensed: Check the box stating that you are an appropriately licensed/credentialed provider. Complete this section on the application and provide a copy of your license/credential issued by an agency in the state in which you practice. If your license has ever been suspended or revoked for any reason, explain in a separate letter. If your license is currently under review due to a complaint filed against you, your application will not be considered until the matter is resolved.

Unlicensed: Carefully review this section and check all boxes attesting that: (a) you are not licensed and therefore cannot ethically and independently treat diagnosed disorders; (b) you have never had a license that was removed or surrendered due to a complaint filed against you; and that (c) you will only treat diagnosed medical/psychological disorders under appropriate supervision and within all state laws that govern health care. Please provide contact information for your main supervisor or a letter describing how you practice when treating medical or psychological disorders.

Item 3: Human Anatomy, Human Physiology, or Human Biology Course

A comprehensive course in human anatomy, human biology, or human physiology from a BCIA accredited program or a three semester-hour course from a regionally accredited academic institution fulfills this requirement. This course must include the organization of the human body and the following systems: Integumentary, Skeletal, Muscular, Nervous, Special Senses, Circulatory, Respiratory, Digestive, Urinary, Endocrine, and Reproductive.

Provide a transcript from an accredited college or university OR proof of successful completion of a course from a BCIA accredited training program. (Note: If the course title is different from the above, submit documentation from the university or instructor that the requirements listed above were taught.)

Additional options for completing this requirement:

1. Options from accredited online institutions are accepted. A MOOC (Massive Open Online Course) may be used to fulfill this requirement. It is the responsibility of the applicant to review the course to ensure it is complete and that it will offer a certificate of completion. If the title is different than one of the courses above, it must first be submitted to BCIA for potential approval.
2. BCIA accredited courses as posted on our website.

Please refer to the appropriate area of the website to read about these options in more detail.

Item 4: Didactic Biofeedback Education - 42 Hours

Didactic education is outlined in the Blueprint of Knowledge Statement as follows:

Blueprint After of 2016

I	Orientation to Biofeedback	2	VI	Autonomic Nervous System Applications	8
II	Stress, Coping, & Illness	3	VII	Respiratory Applications	3
III	Psychophysiological Recording	8	VIII	Intervention Strategies	8
IV	Research Methodology	2	IX	Professional Conduct	2
V	SEMG Applications	6			42 hours

BCIA will accept didactic course work based on the older blueprint for awhile. The exam is constructed to represent new material, but will take into account exam items not included in earlier didactic course work.

Documentation will be accepted in the following formats: transcript from a regionally accredited academic institution with didactic biofeedback courses clearly marked and a letter from the professor documenting how the course covered the blueprint. If training

was completed through a BCIA accredited training program, you must submit a certificate or letter of satisfactory completion listing the number of hours covered in each blueprint area.

Item 5: Practical Hands-on Biofeedback Training and Mentoring Contact Hours

Please see *Guidelines & Policies for Mentoring Candidates for Board Certification in Biofeedback*. *An approved Mentor's Application must be on file for mentoring to be valid. Mentors must meet BCIA guidelines: a valid BCB and in active practice a minimum of two years.

Mentoring Contact Hours are the 20 hours of time spent with your mentor to review the 3 standards below. At least two hours are to be direct face-to-face observation (live observation or the use of a webcam or other electronic application that promotes live viewing). *If you are using more than 1 mentor, you may give copies of that page to your mentors to complete. Mentors may also submit separate letters documenting the completion of the requirements using the same language as found on the application, meaning that contact time, personal biofeedback, patient/client sessions, and case conference presentations must be listed.*

-Personal Biofeedback Training Demonstrating the Ability to Self Regulate Using EMG, Thermal, HRV, GSR, and Respiration Training - 10 sessions (minimum 20 minute sessions)

The candidate should receive instruction/training on clinical/research grade equipment as a client/patient by a BCIA approved mentor or from an instructor at the accredited training program. The mentor may review completed personal biofeedback sessions performed on themselves if appropriate.

-Biofeedback Sessions with Clients/Patients - 50 sessions (minimum 20 minute sessions)

The applicant is to perform each session. Sessions should include experience with at least five patients through a course of biofeedback treatment over a minimum of 10 weeks. The 50 sessions are to be as follows: 10 sessions each of EMG with multiple electrode placements; Thermal; HRV; and the remaining 20 sessions are to include any combination of EMG, Thermal, GSR, HRV, and respiration training.

-Biofeedback Case Studies - 10 Presentations

A minimum of 10 biofeedback cases of an instructive nature should be presented by either the BCIA approved mentor or the candidate, if a case was presented that was not previously discussed with the mentor. Discussion/demonstration should emphasize actual case procedures, therapeutic interventions, problems, treatment design, current issues, and recent scientific advances in biofeedback. Cases are to be presented to broaden the candidate's exposure to a wide variety of cases or to teach a specific topic. *Group mentoring works well here; however it is not to be used for any other mentoring requirement.*

Provide your BCIA approved mentor's signature on the application or in a separate letter specifying that you spent at least 20 contact hours, 2 in live observation, with your mentor reviewing 10 sessions of personal biofeedback, 50 sessions of patient/client care, and 10 case conference presentations.

BCIA offers mentoring webinars and each one will provide 1 contact hour to review 2 case conference presentations. You may only use a total of 5 mentoring webinars and we do not recommend that you take them all at once. The learning experience will be enhanced if you spread the mentoring webinars through your learning process. Please be sure that you select biofeedback or neurofeedback mentoring webinars in accordance with the application that you filed.

Item 6: Written Certification Exam

When you have been notified that your application has been accepted, you may make plans to take your written exam either at a scheduled exam site or by using the online special exam option. The \$275 certification fee must be paid prior to making plans for the exam. Special exams cost an additional \$50 for online or \$100 for the paper/pencil. Staff requires ten days to two weeks notice and all fees to be paid prior to scheduling any exam.

Requirements may be met in any order and do not have to be completed prior to the exam; however, it is recommended that the requirements be completed in this order: Human anatomy, didactic education, mentoring, and lastly completion of the exam.

The exam consists of approximately 100 items, all multiple-choice, with only 1 correct answer per item. There is no penalty for guessing. If you skip an item, obviously you get that one wrong. The exam is built on the blueprint with the idea that if there is a smaller rubric with less hours, there will be less questions than a larger rubric would contain. All exam items are sourced from a text listed in the Core Reading List.

No texts, notes, study materials, or cell phones may be in the testing area with you and photo ID is required to identify you prior to the exam. If you are taking an online version of the exam, you are not allowed to surf the internet for any reasons while still at the testing center.

Upon confirmation of observed cheating behavior, the candidate will be disqualified. The disqualified candidate will be so notified and the respective score(s) disregarded. Readmission for examination will be considered after a period of two years when the candidate will have to reapply, pay all fees, and acceptance will be contingent upon review of credentials and requirements using criteria for admission applicable at the time of review. The exam must be administered by BCIA staff, either in the home office or at a scheduled exam site such as AAPB or ISNR.

Agreement - Your signature, proof of health care degree using a license or transcript, and filing fee is required for the application to be valid.