

## **BCIA Policies & Procedures: Exam, Fee Schedule and Additional Information**

**Verification of Information** All information submitted by the applicant is subject to verification. Falsification of information by a candidate is grounds for automatic rejection of the application, forfeiture of all fees, and denial of all future applications to BCIA. Only degrees earned at a regionally accredited academic institution in a BCIA-approved health care field may be used in the BCIA online directory.

**Time Frame for Completing Certification Requirements** Once accepted, the application is valid for two years. If certification is not completed during that period, the candidate may request an extension with a payment of an application revalidation fee. Requirements may be met in any order; however BCIA recommends that didactics and at least a good portion of the mentoring is completed prior to the exam.

### **Withdrawal and Reapplication**

1. A candidate may withdraw their application after submission and payment of fees; however all fees are non-refundable.
2. In the event that BCIA determines that the candidate has not met the education/training requirements, the application may be rejected. All fees are non-refundable.
3. If an application has been withdrawn or denied, the individual may reapply by submitting a new application, meeting current requirements and paying applicable fees.

**Certification Policies** BCIA policies/guidelines, fees, and deadlines are subject to change without notice. BCIA has the prerogative to establish and reverse policies, procedures, including fees and dates for certification and recertification as deemed appropriate without notice. It is the candidate's responsibility to stay current on any changes by reading the website.

**Fees** must be paid in US funds by check, money order, or credit card using our online payment option.

**\*All fees paid to BCIA are non-refundable.**

### **Certification Fees**

Filing Fees = \$150 to file an application, valid for 2 years

\$50 if the applicant has an acceptable undergraduate degree and is currently enrolled in an advanced degree-granting program in a BCIA approved health area field at a regionally accredited university.

Certification Fees = \$275 to cover one scheduled seating of the written certification exam.

\$75 for individuals currently certified in neurofeedback.

Revalidation Fee = \$25 for six months, \$50 for one year, \$100 for two years

Replacement or Duplicate Certificate Fee = \$25

### **Exam Fees**

Exam Cancellation Fee = \$50

Exam Retake Fee = \$100

Exam Re-scoring Fee = \$50

Special Exam Fee = \$100 for paper pencil or \$50 for the online version (\$25 for CPE candidates)

**Written Examination** The examination is currently offered in English only and is based on the Blueprint of Knowledge Statements. The exam consists of approximately 100 multiple-choice items sourced from the Core Reading List. The number of exam items from a blueprint area correspond to the number of hours in that rubric; the smaller the rubric, the fewer questions will be in the exam from that content area.

Written examinations are offered in the spring in conjunction with the AAPB Annual Meeting, in the fall at ISNR, and at other locations throughout the year. The time limit is three hours unless one can document a specific need or English is not one's first language. A passing score is determined by the Board after a full psychometric review, but the current version's pass score is 65%. Validation items may be included and will not be scored against the applicant.

Any concern which occurs during the written examination must be brought to the attention of the proctor immediately. Any issue not brought to the attention of the proctor should be reported in writing to BCIA within three days of the examination. Failure to do so may result in BCIA declining to take the issue into consideration.

If the candidate feels that an error was made in the scoring of the written examination, he/she may request a re-scoring of the examination. This request must be in writing and accompanied by a re-scoring fee of \$50.

1. Seating for the Exam  
Approved applicants must have filed a signed application, provided proof of their health care degree or license, and paid all appropriate fees. Not all requirements must be met prior to the exam.
2. Special Exams  
Pre-approved applicants may take their written exams using a professional proctor at a college or university testing center or as may be offered at public libraries. Fees charged by the testing facility are the obligation of the applicant. *The Special Exam Registration Form must be received two weeks prior to the requested exam date.* The fee for special exam is \$100 for the paper/pencil version or \$50 for the online version (\$25 for CPE candidates), in addition to the certification fees.
3. Cancellation  
If an examination is canceled by the applicant, written notification must be received at least 1 week prior to the exam date or a cancellation fee of \$50 will apply.
4. Examination Ethics Policy  
Examination questions, answers, and procedures are proprietary and confidential. Candidates must agree not to disclose or discuss examination contents with anyone unless authorized in writing by the BCIA Board of Directors. Failure to comply with this regulation is a violation of BCIA ethics.
5. Examination Cheating Policy  
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.
6. Notification of Results  
Candidates are notified of exam results in writing within a few days of testing. Results are not available by phone or e-mail unless approval by the candidate has been given. BCIA does not release examination results to third parties.

**Progressive Certification** Certification is a 4-year period starting with Certificant and moving through the levels to Associate Fellow, Fellow, Fellow 2, and Senior Fellow. A person will remain a Senior Fellow until retirement from active clinical practice.

**Recertification** Certificants are required to complete 48 hours of accredited continuing education related to the blueprint, including 3 hours of ethics or professional conduct, and pay a recertification fee as stated:

January 1 – June 30: \$225      July 1 – October 31: \$250      After November 1: \$275

Candidates may elect to recertify by retaking and passing the certification exam and paying additional fees. If a person is dual certified (certified in another BCIA modality, the recertification fee is reduced by \$50).

### **Arbitration - BCIA Policies and Procedures for Dispute Resolution**

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 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.