

# Application for Habilitative Intervention (HI) Certificate of Completion Ages 3 through 17

Name: \_\_\_\_\_ Personal Phone #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip code: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Agency/School employed by: \_\_\_\_\_ Agency Phone: \_\_\_\_\_

Make my name and contact information available to Support Brokers to provide services under the Family Direct Services pathway: ..... ☐ Yes ☐ No

☐ I currently hold my BCBA or BCaBA *\*Individuals who hold their BCBA or BCaBA will meet **all** requirements for the HI Certificate of Completion* ..... ☐ **Copy of Certificate must be included**

**-OR-**

Please check off that you have submitted all supporting documentation required with this application.

See included Application Guidelines for specific requirements and information.

## **16.03.10.685.03.a. Bachelor's Degree or higher in a Human Services Field: - AND**

Field: \_\_\_\_\_ University or College: \_\_\_\_\_

Degree in a **human service field**: ☐ -OR- Required 25 semester credits in human service coursework to be considered **related** to a human service degree? ☐

**Transcripts** copy submitted: ☐ -AND- Degree **Diploma** copy submitted: ☐

## **16.03.10.685.03.b. 1 Year's Supervised Experience: -AND**

Resume submitted documenting one (1) year (at least part-time) supervised experience working with children under age 18 diagnosed with the developmental disabilities identified in Idaho Code 66-402(5) ☐

Resume includes beginning and ending Month/Day/Year dates ☐

Accumulated at least 12 months ☐ -AND- Accumulated at least 1040 hours ☐

Developmental Disabilities I have experience with: \_\_\_\_\_

Children's ages I have experience with: \_\_\_\_\_

## **16.03.10.685.03.c. Competency Coursework Approved by the Department: Check only 1 of these 4 options:**

<input type="checkbox"/> Have a degree in ABA	<input type="checkbox"/> Registered Behavior Technician (RBT)	<input type="checkbox"/> 40 hour RBT training PLUS RBT Competency Assessment	<input type="checkbox"/> 3 College Courses
Have a degree in ABA	RBT Registration Number: _____	<input type="checkbox"/> Documentation of 40-hour RBT training	<b><u>Applied Behavior Analysis (ABA):</u></b> Marked on transcripts, Course #: _____ Course Name: _____ Course description/syllabus provided <input type="checkbox"/>
		<input type="checkbox"/> Copy of the completed Competency Assessment signed by both the applicant and the assessor	<b><u>Child Development:</u></b> Marked on transcripts, Course #: _____ Course Name: _____ Course description/syllabus provided <input type="checkbox"/>
			<b><u>Learning:</u></b> Marked on transcripts, Course #: _____ Course Name: _____ Course description/syllabus provided <input type="checkbox"/>

I attest that all information provided on and with this Application for Habilitative Intervention Certificate of Completion is truthful and correct to the best of my knowledge:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**We prefer application packets to be submitted by Email to: [facsdco@dhw.idaho.gov](mailto:facsdco@dhw.idaho.gov).** Please reference in the Subject line: Applicant's name, HI Application or Mail to: Idaho DHW, FACS DD, 450 W. State St. 5th Floor, Boise, ID 83720-0036; or Fax to: (208) 332-7331.

## Application Guidelines Habilitative Interventionist for ages 3 through 17

These guidelines include the requirements for professionals seeking to provide Habilitative Intervention for children ages three through seventeen (3-17) as defined in IDAPA 16.03.10.685.03.a-c

### Providers of Habilitative Intervention must meet the following minimum qualifications:

- a) Must hold at least a bachelor's degree in a human services field from a nationally-accredited university or college;
- b) Must be able to provide documentation of one (1) year's supervised experience working with children with developmental disabilities. Experience must be gained through paid employment or university practicum experience or internship;
- c) Must complete competency coursework approved by the Department to demonstrate competencies related to the requirements to provide Habilitative Intervention.

**\*Individuals who hold their BCBA or BCaBA will meet all requirements for the HI Certificate of Completion.**

## How do I apply for Certificate of Completion?

### Your application packet must include:

1. **Application** for Habilitative Intervention Certificate of Completion.
2. Documentation that you meet requirement **a. Degree**: Copy of BCBA or BCaBA Certificate. (\*If you hold a BCBA or BCaBA Certificate, you can stop here. You meet all requirements.) -or- Copy of **Degree Diploma** demonstrating at least a bachelor degree in a human service field. (\***Note**: A copy of the course description from the college course catalog for each human service course on transcripts is required for individuals whose degree is not one specifically indicated under the "Areas of Study within Human Services Field." If the course description is minimal or does not include the minimum content, please include a copy of the course syllabus for review.) **AND** a copy of **College Transcripts** identifying student name and school name.
3. **Resume** supporting in detail how you meet requirement **b. Experience**.
4. Documentation that you meet requirement **c. Competency Coursework** by completing one (1) of the following four (4) options:
  - Copy of your Bachelor's Degree in Applied Behavior Analysis (ABA) -or-
  - Registered Behavior Technician (RBT) Registration number -or-
  - Copy of documentation of 40-hour Registered Behavior Technician (RBT) training PLUS a copy of the completed Competency Assessment that has been signed by both the applicant and the assessor (BCBA / BCaBA) -or-
  - Completed Applied Behavior Analysis (ABA), Child Development and Learning college courses. **Please place an asterisk beside each of the courses on your transcripts that you want considered. Include the course number and name on the application.** Include copies of course description / syllabus from the above applied competencies coursework for review of minimum content.
5. All fields of your application must be completed. If you know that you do not have, or still need to complete, a component of the application, please indicate that on the application.

**We prefer application packets to be submitted by Email:** [facsddco@dhw.idaho.gov](mailto:facsddco@dhw.idaho.gov). Please reference in the Subject Line: "First and Last name, HI Application" or **Mail to:** Idaho DHW, FACS DD, 450 W. State St. 5th Floor, Boise, ID 83720-0036; or **Fax to:** (208) 332-7331.

**Applications are typically reviewed within 5 business days and feedback is provided via email and / or US mail.**

For questions regarding the HI application process, please email above address or call **208-334-5512 or 208-334-5777.**

*It is your responsibility to maintain your Certificate of Completion. Developmental Disabilities Agencies (DDA's) are not the primary facilitator of certification. To maintain a certificate, you must complete the continuing training requirements, update your personal contact information, and renew your certification prior to the expiration date.*

## 16.03.10.685.03.a. Bachelor's Degree in a Human Services Field

Documentation must include:

- Copy of Degree Diploma -AND-
- Copy of College Transcripts
  - Demonstration that the bachelor's degree is from a nationally-accredited university or college

### Areas of Study within Human Services Field:

Human Service	Family Relations/Family and Child Services
Counseling (General, MH, Vocational, Pastoral, Rehabilitation) and Guidance	Psychology
Nursing	Education/Special Education
Sociology	Child Development/Human Development
Social Work	Therapeutic Recreation
Marriage and Family Therapy	Occupational Therapy
Physical Therapy	Speech Language Pathology/Communication Disorders
Art Therapy, Dance Therapy, Music Therapy	Behavioral Sciences/ABA

\*All other degrees will be reviewed to determine if they contain human service coursework. A transcript must contain the equivalent of at least 25 semester credits of pre- or post-bachelor's degree human service classes, 200 level or higher, to be considered related to a human service degree.

## 16.03.10.685.03.b. One (1) Year's Supervised Experience

Minimum qualification is one (1) year of full time or at least part-time working experience. One (1) year is defined as 12 months and part time is defined as 20 hours a week totaling 1040 hours. The 12 months and 1040 hours are an accumulated total and not required to be consecutive. Documentation must include:

- Experience with children **specifically with developmental disabilities as defined in Idaho Code 66-402(5)**.
  - This must be through paid employment or university practicum experience, or internship.
  - Volunteer work is excluded.
- Details on specific dates (Month/Day/Year) and hours of experience, description of job duties, diagnosed population served and age of children with whom you have experience.

\*This documentation is commonly demonstrated on a resume.

## 16.03.685.03.c. Competency Coursework Approved by the Department

### Must meet one (1) of the following four (4) options:

<p>Have a degree in <b>Applied Behavior Analysis (ABA)</b></p>	<p>Have a Registered <b>Behavior Technician (RBT)</b> Credential</p> <p>This includes completion of ALL of the following:</p> <ul style="list-style-type: none"> <li>40-hour RBT training and</li> <li>RBT Competency Assessment administrated by a BCBA-D / BCBA / BCaBA and</li> <li>Pass the RBT exam.</li> </ul> <p><b>Registration number must be included.</b></p> <p>*Any additional requirements to the certification are the individual's responsibility.</p>	<p>Have competed the <b>40-hour RBT training PLUS RBT Competency Assessment</b> administrated by a BCBA-D / BCBA / BCaBA</p> <p>Need to submit BOTH:</p> <ul style="list-style-type: none"> <li>documentation of completion of the 40-hour RBT training and</li> <li>a copy of the completed RBT Competency Assessment that has been signed by both the applicant and the assessor (BCBA / BCaBA.)</li> </ul>	<p>Have completed ALL 3 college courses: <b>Applied Behavior Analysis (ABA)</b> -AND- <b>Child Development</b> AND- <b>Learning</b></p> <ul style="list-style-type: none"> <li>Each course must be equivalent to 3 semester credit hours, or 4 quarter credit hours, from each of the 3 areas listed below.</li> <li>The courses must be from an accredited university or college.</li> <li><u>Professional Development</u> courses are accepted if they are from an accredited university or college, are equivalent to a 3 semester credit or 4 quarter credit college course and include documentation of a competency exam.</li> <li>The courses must be upper division 200 level or above, and must include a description of the minimum content for each course.</li> </ul>	
			<b>Required Courses</b>	<b>Must contain the minimum course content in the course description from the course catalog. If the course description is minimal, please include a course syllabus. Combining multiple courses will not meet the requirement. It must be one single 3 semester credit, or 4 quarter credit, course at or above the 200 level for each requirement.</b>
			<b>Applied Behavior Analysis (ABA)</b>	Scientifically based behavior change methods, functional assessments, observation methods, goal and objective writing, various reinforcement techniques, data collection and interpretation, development and monitoring of an appropriate intervention based on the function of the problem behavior.
			<b>Child Development</b>	Child development, learning and cognitive development for children through adolescence. Lifespan or Human Development courses must contain a minimum of 75% of the course content addressing children under age 18. This is shown by submission of a course syllabus.
			<b>Learning</b>	Development of learning and the major principles of learning including classical conditioning, operant conditioning, developmental stages, motivation and memory.

## How do I renew my Habilitative Intervention Certificate of Completion?

Habilitative Intervention Certificates of Completion will be issued for two (2) years. Continuing training requirements for those who hold their Habilitative Intervention Certificate of Completion are outlined in IDAPA 16.03.10.685.07. Individuals who would like to renew their Certificate need to complete the continuing training requirements and submit the Renewal Application for Habilitative Intervention Certificate of Completion prior to their certificate end date. These individuals must complete at least twelve (12) hours of yearly training, six (6) of which must cover behavior methodology or interventions shown to be effective per each year of the certificate.

• Application for renewal must include:

- The Renewal Application for Habilitative Intervention Certificate of Completion
- Updating all personal demographics and current employment information
- Applicant's signature certifying that the required continued training has been met for each year of the Certificate