

Application for Habilitative Intervention Certificate of Completion-3-17 8 2015

Name: _____ Current Employer: _____ Date of Application: _____
Address: _____ City: _____ State: _____ Zip code: _____
Personal Phone#: _____ Personal E-mail: _____ How would you prefer correspondence be sent to you? Email Phone Mail

Please refer to the Competency Coursework Guidelines. Documentation must include all of the required information in order to process your application.

I currently hold my BCBA or BCaBA **Individuals who hold their BCBA or BCaBA will meet all requirements for their HI Certificate of Completion*
 Copy of Certificate included

OR

I have a Degree in Applied Behavior Analysis (ABA)
 Copy of Diploma included

I am able to provide documentation of one (1) year (minimum part-time) of supervised experience working with children specifically with developmental disabilities as identified in Idaho Code 66-402(5).

Resume provided *Resume should include at a minimum: the dates of experience (Month/Day/Year), description of job duties, population served and age of children with whom you have experience.

OR

I have a bachelor's degree from an accredited college or university in a human services field or a bachelor's degree and a minimum of 25 credit hours in a human services field (pre or post bachelor's degree).

Please refer to HI Application Guidelines for information on human service degrees

Degree: _____
 Copy of Diploma and Transcript included

AND

I am able to provide documentation of one (1) year (part-time) of supervised experience working with children with developmental disabilities as identified in Idaho Code 66-402(5).

Resume provided

Resume should include at a minimum: the dates of experience (Month/Day/Year), description of job duties, population served and age of children with whom you have experience.

I have completed the coursework approved by the Department to demonstrate the required competencies. **Course must be listed to be considered**

***If a professional has a degree in ABA or holds their BCBA or BCaBA, they will automatically meet the full competency coursework requirement.**

Applied Behavioral Analysis

Course description-syllabus provided
 Transcript provided

Child Development

Course description-syllabus provided
 Transcript provided

Learning

Course description-syllabus provided
 Transcript provided

Course that applies: _____ Course that applies: _____ Course that applies: _____

Make my name and contact information available to Support Brokers to provide services under Family Direction.

Yes No

Signature: _____ Date: _____

Submit the application to: *Preferred* FACS DD Email: facsddco@dhw.idaho.gov. Please included within the subject line the applicants name and reference 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

Habilitative Interventionist-3-17 Application Guidelines

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

Providers of Habilitative Intervention must meet the following minimum qualifications:

- Must hold at least a bachelor's degree in a human services field from a nationally accredited college;
- Must be able to provide documentation of one (1) year's (minimum part time) supervised experience working with **children specifically with developmental disabilities** as identified in Idaho Code 66-402(5). Experience must be gained through paid employment or university practicum experience or internship. Volunteer work is excluded.
- Must complete competency coursework approved by the Department to demonstrate competencies related to the requirements to provide Habilitative Intervention.

Bachelor's Degree in a Human Services Field

Documentation must include:

- Diploma and Transcript
 - Demonstration that the bachelor's degree is from a nationally accredited 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 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.

1 Year (minimum part time) Supervised Experience

Documentation must include:

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

*This documentation is commonly demonstrated on a Resume.

Competency Coursework Requirements Approved by the Department

Documentation must include:

- Demonstration that you have taken nine (9) semester credit hours of required courses.
 - Each course credits must be equivalent to 3 semester credit hours from each of the 3 areas listed below.
 - The courses must be from an accredited university or college.
 - Professional Development courses are accepted if they are from an accredited university or college, are equivalent to a 3 semester credit college course and include documentation of a competency exam.
 - The courses must be 200 level or above, and must include a description of the minimum content for each course.

*If a professional has a degree in ABA, or holds their BCBA or BCaBA Certification, they will automatically meet the full competency coursework requirement.

Required Course	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 course at or above the 200 level for each requirement.)
Applied Behavior Analysis (ABA)	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.
Child Development	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.
Learning	Development of learning and the major principles of learning including, classical conditioning, operant conditioning, developmental stages, motivation and memory.

How do I apply for Certificate of Completion?

Your application must include:

1. Application for Certificate of Completion:
 - o To access the Application go to: www.childrensDDservices.dhw.idaho.gov
 - o Hover on “Information for Providers”-then *click* on “Children’s Developmental Disabilities Info. for Providers”
 - o On the right side of the page under the Heading “Habilitative Interventionist Competency Coursework” is the Application and all other associated Habilitative Intervention Certificate of Completion information and documentation.
2. Resume supporting your experience requirement in detail.
3. Diploma demonstrating at least a bachelor degree in a human service field.
4. Transcript identifying student name and school name. **Please place an asterisk beside each of the courses you want considered. Include the course number on the application.**
5. **All fields of your application must be completed.**

* Copy of the college course description for each course from the course catalog is required for individuals whose degree is not one specifically indicated under the “Areas of Study with a Human Services Field”. If the course description is minimal or does not include the minimum content, include a copy of the course syllabus.

*If you know that you do not have a component of the application complete-please indicated that on the application.

How do I renew my Certificate of Completion?

Certificates of Completion will be issued for 2 years. Prior to the expiration, individuals who would like to renew their Certificate are required to complete and submit the Renewal Application for Habilitative Intervention Certificate of Completion.

Continuing Training Requirements for those who hold their Habilitative Intervention Certificate of Completion are outlined in IDAPA 16.03.10.685.07. These individuals must complete at least twelve (12) hours of annual training, six (6) of which must cover behavior methodology or interventions shown to be effective.

- Application for renewal must include:
 - o The Renewal Application for Habilitative Intervention Certificate of Completion.
 - o Updating all personal demographics and current employment information.
 - o List of applicable trainings:
 - The training information must include the title and description of the training completed.
 - Training must be relevant to the Certification of Completion and the population being served under the Certificate.
 - Monthly observations and supervision may not count towards required training-please ensure documentation contained on the renewal application accurately identifies training provided.

Submit the application to FACS DD Email: facsddco@dhw.idaho.gov. Please included within the Subject line the applicants name and reference 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.

It is your responsibility to maintain your Certificate of Completion. DDA’s are not the primary facilitator of certification. To maintain a certificate, you must assure that you update your personal contact information, complete the continuing training requirements, and renew your certification prior to the expiration date.

For questions regarding competencies and coursework, please contact **Linda Levick at 334-5512 or Bobbi Hamilton, BCaBA at 334-5777**