

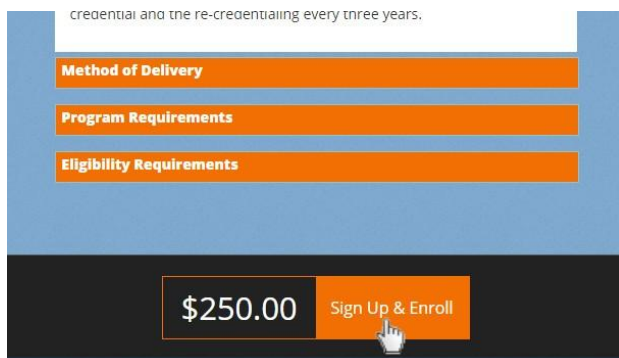


QABA Candidate Process

1. On your computer, open a browser window and go to "http://www.qababoard.com"
2. We advise the use of Google Chrome, Mozilla Firefox or Apple Safari as browsers
3. Once at the QABA website, Click on the "Learn More and Enroll" button



4. Once you have read the overview and requirements for the Examination, click on "Sign Up & Enroll"



5. Complete the information using the "Sign up" box on the left, by entering your email address and selecting a password. Select "Sign me up" when ready.

Sign up

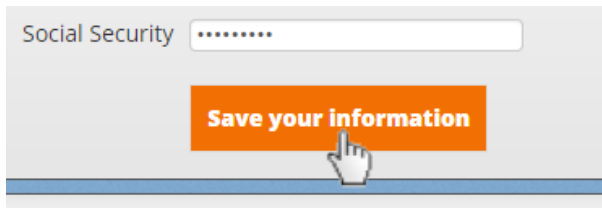
demo2@qababoard.com

.....

.....

Sign me up >

6. Fully complete all required information in the "Your Information" section and click the "Save your information" button when complete.



7. Click on the "Eligibility" bar



Read all Eligibility requirements and click on "I Agree" when ready.

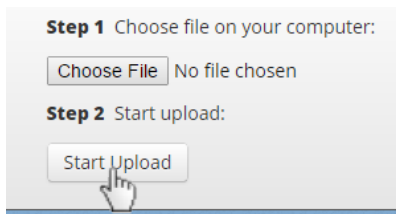
Note: Your Eligibility will remain as "Pending" until you have uploaded a copy of your coursework certificate and QABA admin has approved this.

8. Next, click on the "Application Fee" bar. Here you can enter a code , if you have one, or otherwise will need to click on the PayPal button which will allow you to pay using either a credit card or a PayPal account if you have one.



Note: Using a code will pay both the Application Fee AND Exam Fee. All approvals will need to be completed by QABA Admin staff prior to receiving instructions as to how to access the exam.

9. Once payment has been completed, click on the "File Upload" bar. Once expanded, select "Browse" to upload a copy of your certificate or transcript and click "Start Upload" when ready.



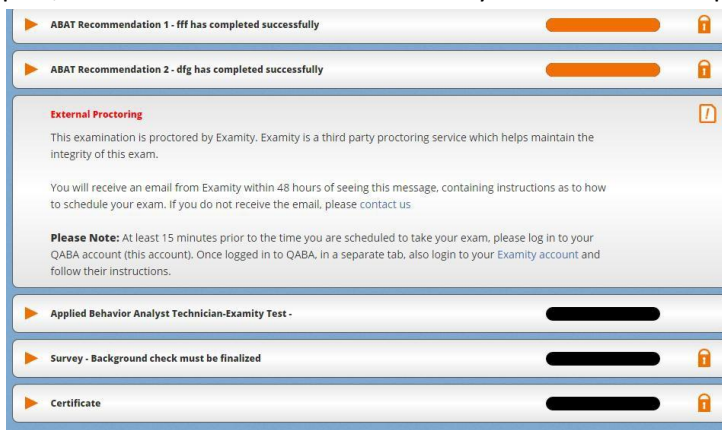
When upload is complete, you will see a thumbnail of your file appear.

10. You are required to complete your two Recommendations and have your Fieldwork Supervision hours verified. Simply click on each section and enter the Name and email address of the person who you will have complete each of these. The person verifying your supervision hours may also be one of the people who make a Recommendation.



Note: Once submitted, these sections will remain "in progress" until the individuals have completed the task. Once you have submitted these, we advise that you contact the individuals to advise them you have done so. This will help expedite the process.

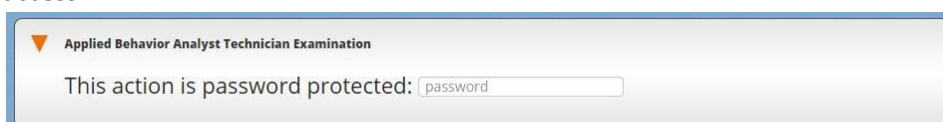
11. Once QABA admin staff has approved your certificate upload, Recommendations and your Supervised Fieldwork hours, the ability to pay the exam fee will be unlocked.
12. Pay the examination fee in the same way as the Application Fee. This will unlock your ability to schedule taking your exam with our external proctoring service "Examity". Once the exam fee is paid, instructions as to how to schedule your exam with the proctor will appear on your screen.




13. You will receive an email from Examity within 72 hours of seeing this message, containing instructions as to how to schedule your exam.

Please Note: At least 15 minutes prior to the time you are scheduled to take your exam, please log in to your QABA account. Once logged in to QABA, in a separate tab, also login to your Examity account and follow their instructions.

14. Once the proctor has completed the required checks, you can begin your exam process. When you click on the Examination accordion bar, the Proctor will enter a password that will allow access.



15. Make sure you read the instruction slide carefully before beginning the exam. In particular, make sure you read the segment regarding "Multiple Response" questions

The screenshot shows a presentation slide titled "Applied Behavior Analyst Technician Examination" with the QABA logo. The main heading is "Qualified Applied Behavior Analyst Certification Board". The text on the slide reads: "This exam will focus on your knowledge about Autism Spectrum and associated disorders and Applied Behavior Analysis well as your general understanding of Philosophy, Values and Advocacy in your work." Below this, it says: "Read each question carefully and select your best answer. When faced with Multiple response questions, be sure to select the correct number of responses which can be found in the instruction text for each question **by clicking on the red button on each slide that looks like this -**" followed by a red button icon with a document symbol. A red arrow points from the text to the button icon. At the bottom, it states: "You have **2 hours**  to complete this examination and it will begin when you click the 'Next' button." A "NEXT" button is visible in the bottom right corner of the slide.

16. Once you have completed your exam successfully, you will receive further instructions on your screen regarding how to complete your background check through a third party Comprehensive Screening Solutions (CSS). The background check will take 3-30 days to be completed.
17. Once the credential application is completed your application will be presented at the next QABA Board quarterly meeting. You will be notified by email once the board has reviewed your credential application.

If you have any further questions regarding the process please email us at info@qababoard.com.