

WHAT YOU NEED TO KNOW ABOUT BEHAVIORAL ASSISTANCE TRAINING CERTIFICATION

Why get Behavioral Assistance (BA) Training Certified?

DCBHS has required that all Behavioral Assistants (BAs) be Training Certified within six months of their hire date, and that they be re-certified annually. During initial implementation, BAs already working and BAs hired on or before June 30th, 2009, are required to be Training Certified by January 31, 2010.

DCBHS Training and Technical Assistance (TTA) offers training and online certification to help BAs achieve Training Certification. DCBHS TTA also offers "BA Superuser" training for those who supervise BAs, which enables supervisor to enter the BAs they supervise in their file and support BA staff through the certification process.

How do I get Training Certified as a BA?

There are three components to the Training Certification process.

The first component is live training. TTA offers a BA Training Certification Orientation as well as six additional trainings to support BAs in achieving Training Certification. Attendance at live trainings is tracked in the BA's online Training Certification file, set up by the individual BA. Once a BA attends all required trainings, their supervisor, who must be a BA Superuser, verifies their attendance electronically in the BA's online Training Certification File. BA supervisors MUST attend both the BA Services Orientation and the BA Superuser Orientation in order to be able to access the BA Training Certification Online System.

BAs should begin attending trainings as soon as they are hired in order to meet the certification requirements within six months of their hire date. They may be attended in any order. If a BA has attended one of the required trainings within two years of their hire date and can provide verification of their attendance, i.e., their Certificate of Attendance, that training can count toward their BA Training Certification. The required trainings are:

- Behavioral Assistance Services Orientation
- Developmental Tasks of Childhood and Adolescence
- DSM-IV
- Infusing Practice With Cultural Competence
- NJ Wraparound – Values and Principles
- Safety Issues Working in the Community
- One of these three Positive Behavior Support Trainings:
 - Positive Behavior Support
 - Working With Challenging and Aggressive Behaviors
 - Supporting Youth With Autism, Asperger's and Other Social-Communication Challenges

The second component is core competency. BAs must meet core competencies in order to progress through the Training Certification process. Core competencies are tracked in the BA's online Training Certification file. The BA's supervisor must observe the BA exhibiting each individual core competency and verify that the BA has met each core competency electronically in the BA's Training Certification File.

The third component of the BA Training Certification process is an online, multiple-choice review. A BA must have their training attendance and core competencies verified by their supervisor prior to taking the online review.

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Score and Assistance

If a BA's score on the online review is 70% or higher, they will then be considered "BA Training Certified."

If a BA's score is between 60% and 69%, they will be advised to review their training materials and retake the review.

If after a second attempt, the BA's score remains between 60% and 69% **OR** if after a first attempt a BA's score is below 60%, the BA and their supervisor will be advised to contact Antoinette Gurden at gurdenal@umdnj.edu to discuss the BA's scores on individual content areas. The BA and supervisor will be asked to develop a plan to ensure that the BA receives further training on content areas they missed on the online review. The plan may include the BA attending specific live trainings again **AND/OR** the BA reviewing training content with their supervisor.

Once the plan has been carried out, the BA and their supervisor will be advised to contact Antoinette Gurden in order to attempt the online review again.

The trainings must be attended, the core competencies must be met **AND** the online review must be passed within the first six months of a BAs hire date. It is important for the BA and their supervisor to plan ahead in order to complete the training certification process on time.

Why should I become a "BA Superuser?"

If you supervise BAs and you want them to become BA Training Certified, you will need to be able to establish an online BA Superuser file, assign your BAs to your staff list, and electronically verify BAs' attendance at live trainings and core competencies. BAs cannot be BA Training Certified without being assigned to a supervisor and having their supervisor verify training attendance and core competencies. Agencies may designate one or more persons to be BA Superusers.

How do I become a "BA Superuser?"

In order to be a BA Superuser, you must meet all DCBHS requirements for BA supervision, and you must attend **BOTH** the BA Training Certification Orientation **AND** the BA Superuser Orientation.

At the BA Superuser Orientation, supervisors will receive instruction on how to access the online BA Training Certification System and monitor their BAs' progress toward BA Training Certification or Recertification.

How do I renew my BA Training Certification?

DCBHS regulation requires BAs to be re-certified annually. There are three components to the training recertification process.

The first component is live training. BAs must attend one training from the BA Training Recertification Trainings listed in the DCBHS TTA BA Training Certification Course Catalog. Once a BA has attended the live training, their supervisor must electronically verify their attendance at that training. Trainings may be attended up to 90 days prior to recertification date in order to count toward recertification.

The second component is core competency. The BAs supervisor must electronically verify in the BAs BA Training Certification online file that the BA continues to meet all core competencies.

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The third component of BA Training Recertification is the online review. Once a BA has attended the required training, and the BAs supervisor has verified their attendance at that training and verified the BAs core competencies, the BA may take the online review.

Training recertification must be complete by the end of the month in which the BAs Training Certification expires. It is important for the BA and their supervisor to plan ahead to complete the training recertification process on time.