**[INSERT ON UNIVERSITY LETTERHEAD]**

**The proposed instructor should complete the information in the table and review it with the VCS Coordinator or Department Head. Submit this letter with the required instructor qualification documentation through the ABAI Portal. Electronic signatures are permitted.**

Association of Behavior Analysis International

Verified Course Sequences

550 W. Centre Ave

Portage, MI 49024

I, VCS Coordinator or Department Head Name, confirm that Instructor Name meets the VCS instructor criteria, as specified in Qualification #3.

Possesses a minimum of a graduate degree (master’s for BCaBA VCS or doctoral for BCBA VCS) in an acceptable field of study from a qualifying institution.

Has completed at least three years (cumulative) of full-time Faculty Teaching and Research at a qualifying higher education institution within a five-year period

The faculty appointment must have included acceptable teaching, which is outlined in the following table:

* Please list the course(s) that meet the criteria below and ensure the syllabi include the course title/number as referenced in the table. Please include the article information in the second half of the table.

|  |  |
| --- | --- |
| **Faculty and Research Criteria:** | **Course and Article Information:** |
| * The applicant must have taught at least five sections/iterations of behavior-analytic coursework. * The applicant must have taught at least two of the following behavior-analytic content areas in separate courses:  1. Conceptual analysis of behavior, 2. Single-subject research methods, 3. Applied behavior analysis, and 4. Ethics in behavior analysis  * Each course must have been exclusively or primarily devoted to behavior-analytic content * Coursework must have been taught at the graduate level |  |
| Must have published one article with the following characteristics:   1. Behavior analytic in nature; 2. At least one experimental evaluation; 3. Published in a high-quality, peer-reviewed journal; 4. First, second, or corresponding author; 5. published at any time in their career. |  |

The instructor is not required to meet the supervised experience/fieldwork requirement.

Please submit the course syllabi and published article in the ABAI Portal.

Signature Date

Title Institution