

The American Board of Behavioral and Cognitive Psychology

Manual for Applicants/Candidates

(Revised April, 2022)

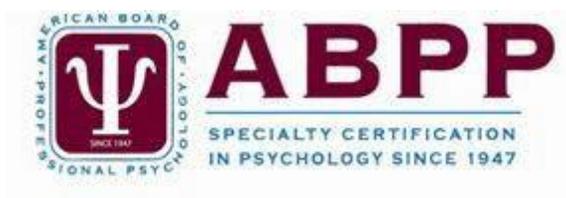


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THE AMERICAN BOARD OF BEHAVIORAL AND COGNITIVE PSYCHOLOGY

WELCOME

Welcome to the application procedure for Board Certification in Behavioral and Cognitive Psychology. This manual provides information and implementation procedures in order for psychologists to be awarded board certification. It contains the definition of the specialty, the competencies expected, and procedures to establish eligibility for candidacy to the examination. We are ready to help with any questions you may have as you proceed through the process.

The American Board of Behavioral and Cognitive Psychology (ABBCP) is a member specialty board of the American Board of Professional Psychology (ABPP). Applicants who meet the education, training, and experience requirements, and who demonstrate the defining competencies of the specialty through an in-vivo examination, will qualify as a board certified psychologist and may use "ABPP" and "Board Certified in Behavioral and Cognitive Psychology" in their signature block.

DEFINITION OF THE SPECIALTY

The specialty of Behavioral and Cognitive Psychology emphasizes an evidence-based clinical approach to the application of behavioral and cognitive sciences to understand human behavior and develop and evaluate interventions that improve health and well-being. Behavioral and cognitive psychologists engage in research, education, training, and clinical practice regarding a wide range of problems and populations.

The distinct focus of behavioral and cognitive psychology is twofold:

- a) its heavy reliance on an empirical approach; and
- b) its theoretical grounding in learning and behavioral theories, broadly defined, including respondent conditioning, operant learning, social learning, cognitive sciences, and information processing models of behavior.

Currently, there are four sub-areas of Behavioral and Cognitive Psychology that share theoretical foundations in learning theory and a common approach to case conceptualization. These are (a) applied behavior analysis, (b) behavior therapy, (c) cognitive-behavior therapy, and (d) cognitive therapy. These areas of focus are not intended to define subspecialty areas, but instead to identify commonly accepted classes into which various treatment approaches within Behavioral and Cognitive Psychology fall. Empiricism is a hallmark of all Behavioral and Cognitive Psychology, and of each of these sub-areas. Consequently, good practice in Behavioral and Cognitive Psychology relies heavily on assessment and intervention procedures that have been found to be empirically supported. Applicants who are interested in an additional description of the field are referred to:

Dowd, E. T., Clen, S. L., & Arnold, K. (2010). The specialty of behavioral and cognitive psychology. *Professional Psychology, 41*, 89-95.

OVERVIEW OF THE APPLICATION PROCESS

As a specialty board of ABPP, the ABBCP requires successful completion of the following steps to achieve Board Certification. These are:

- a) Submission of an application to ABPP and approval of the application, including credentials required to be a Candidate for board certification through ABPP. When applicants have fulfilled the ABPP generic and ABBCP specialty application requirements, they become Candidates for board certification.
- b) Submission of an adequately structured practice sample (e.g., video of an intervention session) that shows the Applicant's typical application of behavioral and cognitive psychology strategies
- c) Approval by the ABBCP Practice Sample Coordinator of the practice sample which demonstrates Foundation and Functional Competencies (see below) to a sufficient degree such that the oral examination committee (see below) has an expectation that the applicant may pass an oral examination
- d) When the ABBCP Practice Sample Coordinator evaluates the content of the professional statement or the practice sample as inadequate, the Applicant will be notified and permitted to either i) make one revision to the practice sample and resubmit it, or ii) be examined on the original practice sample, and
- e) Successful completion of an oral examination of the Candidate's Foundation and Functional Competencies (see below).

These are presented in more detail below.

COMPETENCIES CHARACTERIZING THE SPECIALTY

Competencies are organized into two categories: *foundational and functional competencies*. *Foundational competencies* are core foundations that cut-across the *functional competencies*. They include: ethics and legal standards and policy; individual and cultural diversity; professionalism; reflective practice/self-assessment/self-care; scientific knowledge and methods; relationships; interdisciplinary systems; and evidence-based practice.

Functional competencies are day-to-day practice activities. In the ABBCP examination, Candidates are evaluated in three functional competencies: assessment, intervention, and consultation. Depending upon the nature of your practice, it may also be appropriate for the examination to include additional functional competencies: research/evaluation, supervision, teaching, management/administration, and advocacy. The first four functional competencies are *required* for anyone applying for Board Certification in Behavioral and Cognitive Psychology. Depending on Candidates daily activities, Candidates may be examined on any or all of the five additional functional competencies if they are representative of their daily activities.

The foundational and functional competencies of the ABBCP are defined below.

FOUNDATIONAL COMPETENCIES

- *Ethical and Legal Standards and Policy Foundations.* Awareness and application of appropriate ethical concepts and legal issues regarding professional activities with individuals, groups, and organizations.
- *Individual and Cultural Diversity.* Awareness and sensitivity when working with diverse individuals, groups, and communities that represent various cultural and personal background and characteristics defined broadly and consistent with APA policy.
- *Relationships.* Skills to relate effectively and meaningfully to individuals, groups, and/or communities, and to function effectively in interdisciplinary systems.
- *Professionalism.* Demonstrates professional values and ethics as evidenced in behavior and comportment that reflect the values and ethics of psychology, integrity, and responsibility. Practice conducted within the boundaries of competencies, including involvement in the profession and the specialty in particular. Continuing development as a behavioral and cognitive psychologist. Advocacy for the behavioral and cognitive specialty and the profession.
- *Reflective Practice/Self-Assessment/Self-Care.* Practice conducted with personal and professional self-awareness and reflection, with the awareness of competencies, and with appropriate self-care.
- *Scientific Knowledge and Methods.* Understanding of research, research methodology, techniques of data collection and analysis, biological and behavioral/cognitive bases of behavioral and cognitive development across the lifespan. Respect for scientifically derived knowledge.
- *Interdisciplinary Systems.* Knowledge of key issues and concepts in related disciplines. Identify and interact with professionals in multiple disciplines
- *Evidence-Based Practice.* Demonstration of the capacity to integrate current research literature into clinical practice, research/evaluation, and other functional competency domains where applicable.

FUNCTIONAL COMPETENCIES

- *Assessment.* Assessment and diagnosis of problems, capabilities, and issues associated with individuals, groups, and/or organizations. An example is conducting a functional analysis, or

using measures of cognitive styles to help understand the client/patient's presentation.

- *Intervention.* Developing, implementing, and evaluating interventions designed to alleviate suffering and promote health and well-being of individuals, groups, and/or organizations. An example, based on the assessment, is using a case formulation to select treatment goals and intervention strategies.
- *Consultation.* Providing expert guidance or professional assistance in response to a client's needs or goals. Examples include providing behavioral and cognitive consultation on a hospital medical unit, or teaching cognitive-behavioral strategies for weight loss to a primary care physician.
- *Research/Evaluation.* Generating research that contributes to the professional knowledge base and/or evaluates the effectiveness of various professional activities. An example is citing relevant research that informs your how you monitor clients' outcomes.

ADDITIONAL FUNCTIONAL COMPETENCIES: These will be assessed if they are engaged in by the Candidate

- *Supervision.* Supervision and training in the professional knowledge base and evaluation of the effectiveness of various professional activities. An example is supervision of a psychology intern using a behavioral and cognitive approach.
- *Teaching.* Providing instruction, disseminating knowledge, and evaluating acquisition of knowledge and skill in professional psychology. Examples include workshops, coursework, and presentations related to behavioral and cognitive psychology.
- *Management/Administration.* Manage the direct delivery of services and/or the administration of organizations, programs, or agencies in areas of professional psychology.
- *Advocacy.* Actions targeting the impact of social, political, economic or cultural factors to promote change at the individual (client), institutional, and system level.

ELIGIBILITY FOR CANDIDACY

In order to qualify for entrance to the examination in behavioral and cognitive psychology, and to move from Applicant to candidacy status, the Applicant is expected to satisfy the ABPP general criteria as well as the specialty specific criteria established by the ABBCP. The general ABPP requirements to qualify for eligibility for certification by any of the specialty boards can be found here: [ABPP GENERAL REQUIREMENTS](#)

SPECIALTY REQUIREMENTS FOR BEHAVIORAL AND COGNITIVE PSYCHOLOGY

- All Applicants, Candidates, and certified specialists must be licensed or certified (in good standing) at the independent practice level.
- Candidates are to have documented coursework in behavioral and cognitive psychology

during their graduate, post-doctoral training, and/or formal post-licensure Continuing Education activities.

- The Applicant is required to have completed an acceptable one-year full-time (or equivalent) formal post-doctoral training program in behavioral and cognitive psychology OR two years of formalized post-licensure experience in behavioral and cognitive psychology meeting the Major Area of Study or Emphasis level of coverage as found in the Post-Licensure Stage of Education column of the Behavioral and Cognitive Psychology Specialty Council found at the website of the Council of Specialties in Professional Psychology (cospp.org).
- Documentation of receiving formalized supervision in behavioral and cognitive psychology at the doctoral, post-doctoral, internship, or post-licensure level of education and training.
- Because the practice of behavioral and cognitive psychology is multifaceted, Candidates may apply (and be examined) in one or more of four areas of emphasis. These areas are: Applied Behavior Analysis, Behavior Therapy, Cognitive-Behavior Therapy, and Cognitive Therapy.

Although self-identification may be in one of these specific areas, **it is expected that Applicants are conversant in broad-based behavioral and cognitive psychology.**

The board recognizes and accepts that not all of the Applicant's experience is exclusively in behavioral and cognitive psychology. However, it is expected that the Applicant identifies with one or more of the major membership organizations in behavioral and cognitive psychology. Examples would be the *Association for Behavioral and Cognitive Therapies (ABCT)* or the *Association for Behavior Analysis International (ABAI)*.

Please be advised that during the review of specialty credentials for candidacy, the Applicant may be asked by the Board to provide additional information or documentation for areas found insufficient or absent. Not providing adequate documentation during the credentials review may lead to the Applicant being denied candidacy.

SENIOR PSYCHOLOGIST OPTION

Psychologists who meet the degree, internship, and post-doctoral criteria AND who have 15 years or more of post-doctoral experience following licensure as a psychologist are eligible for the Senior Psychologist option if they have made sustained and influential contributions to behavioral and cognitive psychology. The aim of the senior option alternative is to bring into the American Board of Behavioral and Cognitive Psychology senior colleagues who have made sustained and important contributions to our field. In other words, the senior option is not intended simply to recognize length of time working in behavioral and cognitive psychology, but rather to recognize psychologists who have demonstrated leadership and impact in behavioral and cognitive psychology.

Required Written Documents – Senior Option

As noted above, the Senior Option is intended to recognize the sustained **and influential** contributions of Applicants who have practiced Behavioral and Cognitive Psychology for 15 years or more after licensure as a psychologist. Therefore, the required written documents for the Senior Option are to contain the following:

1. An updated curriculum vitae.
2. Your Professional Statement.
3. One or more of the following:
 - i. Publications (articles or books) or professional presentations that have been influential in behavioral and cognitive psychology, and demonstrate the Candidate's knowledge and expertise; or
 - ii. Description of a clinical research project that has been influential in behavioral and cognitive psychology, along with a statement regarding how it has been influential; or
 - iii. Description of teaching/training/workshop/administrative activities that have been influential in behavioral and cognitive psychology, along with a statement regarding how they have been influential.
 - iv. A traditional practice sample is not required, but may be submitted.

In preparing the updated CV and Professional Statement, Senior Option Candidates **must** provide and highlight within the CV and Professional Statement evidence demonstrating sustained and quality professional practice, and involvement in behavioral and cognitive psychology over a period of at least 15 years post-licensure.

In order to assure appropriate examinations of Candidates, materials submitted for the senior option will be evaluated by a committee consisting of the President, Vice-President, and Examination Coordinator to determine whether the Applicant meets the criteria for influential and sustained contributions to Behavioral and Cognitive Psychology.

EARLY ENTRY OPTION

For graduate students, trainees, and psychology postdoctoral residents not yet licensed, ABPP has established an early entry program. Applicants **MUST** either be a student in, or have graduated from, an APA or CPA-accredited doctoral program in psychology. Prior to graduation, students may initiate an ABPP generic application, which may be at a reduced fee based on current ABPP Central Office policies. As they complete the requirements for candidacy, early entry Applicants simply forward documentation of completion to ABPP Central Office.

You can access the Early Entry online application on the public portal at: [Early Entry Application](#)

INDIVIDUALS WITH DISABILITIES

The Board encourages individuals with disabilities to apply for ABBCP Specialist status.

The American Board of Professional Psychology recognizes that psychologists with disabilities may wish to take the board certification examinations and will provide reasonable accommodations for Applicants with verified disabilities. The Board supports the intent of the American with Disabilities Act (ADA).

The ABPP provides reasonable accommodations during testing to provide equal opportunity for persons with disabilities. Applicants are reminded, however, that "auxiliary aids (and services) can only be offered if they do not fundamentally alter the measurement of skills or knowledge the examination is intended to test (Americans with Disabilities Act, Public Law 101-336 § 309 [b] [3]). To this extent, the Specialty Board will provide reasonable accommodations during testing to provide equal opportunity for persons with disabilities. Documentation requesting reasonable accommodations must identify a disability and provide a rationale for specified modifications to standard testing procedures.

Applicants who request accommodations because of a disability must advise the Specialty Board in writing no later than the deadline for submitting applications for examination.

All documentation and other evidence substantiating the disability must be submitted to the Specialty Board at least 30 days before the examination in question is conducted. Required documentation includes completion of the Application for Testing Accommodations and appropriate diagnostic letters or reports. All information and documentation provided regarding the disability and need for accommodation in testing will be treated in strict confidence.

APPLICATION STEPS: THREE-STAGE PROCESS

STAGE 1: ABPP GENERAL AND SPECIALTY CREDENTIALS REVIEW

First, submit the general application to ABPP Central Office. Requirements can be found here: [General ABPP Application Requirements](#). The Applicant will also complete the specialty specific application, which is uploaded at the same time the Applicant submits the generic application. Applicants will also upload their CV and certificate of internship. ABPP will review the Applicant's credentials to ensure that they meet the generic requirements established by ABPP for all specialty boards. After signing the attestation and paying the fee, ABPP will verify that you meet the general standards for becoming a board-certified psychologist. To apply, please visit: [ABPP General Application--APPLY NOW](#). The specialty specific application is available both at the end of this document, and online: [ABPP Behavioral and Cognitive Specialty Application](#).

As noted above, the Applicant's specialty application and credentials are then reviewed by the ABBCP Credentials Coordinator to ensure that education and training requirements in behavioral and cognitive psychology are met. Applicants are advised to be sure that a standard format for presentation of credentials (e.g., curriculum vitae) is used. There are several resources available for help, such as: [Sample CV](#).

Once the Applicant's credentials have been reviewed and found sufficient, Applicants have established candidacy. **Candidates will receive an acceptance letter, which provides information regarding online submission of documents necessary for completion of Stage 2.** Specialty credentials found to be inadequate may lead to rejection or deferment of the Candidate's application. Candidates have 30 days from the date of the letter to register for their practice sample, and one year to submit their practice sample.

STAGE 2: SUBMISSION OF THE PRACTICE SAMPLE

PROFESSIONAL STATEMENT

Candidates are to prepare a Professional Statement by responding to the specific questions below in the order listed (with each answer identified in numerical order). This statement details your experience in behavioral and cognitive psychology, and includes the focus of your practice orientation, a brief discussion of the theorists or researchers who have influenced your thinking and practice, and your intentions for future work in behavioral and cognitive psychology.

Please answer these questions in five or fewer double spaced, typewritten pages.

1. Describe the professional work in which you are engaged at this time. Be sure to focus on a) your current employment and professional activities at the local, state, and national level, b) continuing professional education activities, c) long term plans in Behavioral and Cognitive Psychology, and d) reasons for seeking board certification.
2. Provide evidence for the ways in which you utilize or contribute to the current science-based practice of behavioral and cognitive psychology by addressing one of the two following points:
 - (a) Discuss the evidence base that informs your practice, including how you determine if your activities as a Behavioral and Cognitive Psychologist are effective; *or*
 - (b) Describe your own current clinical research activities in Behavioral and Cognitive Psychology and how these inform your practice.
3. Discuss your current assessment, intervention, consultation and/or supervision, and teaching/management activities (the latter only if applicable), as well as both the behavioral and cognitive psychological theoretical and empirical basis for these activities. Include a description of your behavioral and cognitive theoretical framework and a discussion of how and which researchers and/or theorists in the field have influenced you. Address ways that your behavioral and cognitive theoretical model informs your attitude toward individual and cultural diversity, the impact of your behavioral and cognitive model on assessment, intervention, consultation/supervision, advocacy, teaching and management/administration (the latter only if applicable).
4. Provide specific examples of awareness of individual and cultural diversity as pertinent to your scholarship, assessments, interventions, consultation/supervision, advocacy, teaching and management/administration (the latter only if applicable), and interpersonal interactions, within a behavioral and cognitive framework.
5. Describe in one or two paragraphs a specific challenging ethical dilemma that you encountered in your work as a behavioral and cognitive psychologist. Address those aspects of the *APA Ethical Principles of Psychologists and Code of Conduct* to which it was related, and how you handled the dilemma. If applicable, address diversity considerations that arose in resolving this dilemma.
6. Indicate that no ethical or legal action has taken place since your admission to candidacy.

PRACTICE SAMPLE

The Practice Sample is expected to reflect your current practice, and the competencies characteristic of behavioral and cognitive psychology. Your sample will provide substantive content for the examination. Thus, you are to present samples of your customary practice as a behavioral and cognitive psychologist. This is to consist of:

1. A written case conceptualization including:
 - a. Relevant historical and current factors related to the presenting problem, as well as
 - b. Behavioral and cognitive theoretical foundations (i.e., behavioral therapy theory, cognitive therapy theory, cognitive-behavioral therapy theory, applied behavioral analysis theory, a combination of these), and
 - c. Empirical rationale (i.e., citations of sources) for the services provided, including assessment, diagnoses, and goals for the current session.
 - d. The written case conceptualization should be an overall conceptualization of the case and not a session-by-session description.
 - e. **ALL IDENTIFYING PATIENT INFORMATION MUST BE APPROPRIATELY DISGUISED.**
 - f. This document should be a maximum of 10 pages, not including references.

2. Your practice sample is to be accompanied by a video recording file (audio, if video is unavailable) of your professional interaction with:
 - a. A client/patient (e.g., a Behavioral and Cognitive psychotherapy session), or a new cognitive-behavioral psychologist while providing supervision.
 - b. The recording must relate to the written case conceptualization presented. The recordings must be adequately understandable (e.g., the patient/therapist and the Candidate can be heard easily).

These samples provide the Board and the examining committee with concrete examples of your professional practice as a behavioral and cognitive psychologist and are expected to include evidence of cognitive-behavioral assessment and interventions.

SUMMARY OF STAGE 2

To comply with these requirements, please submit the following documents:

- a) An updated CV.

- b) A Professional Statement addressing the six areas outlined.

- c) A written case conceptualization, which demonstrates the integration of at least one Behavioral and Cognitive Psychology theoretical orientation into the explanation of the case conceptualization, and details how the treatment procedures rely on evidence-based strategies. A reasonable number of references should be included to document the theoretical orientation within the case conceptualization and the evidence in support of the intervention strategies.

- d) A sample copy of the consent for video/audio recording for ABPP examination purposes, that was signed by the client (the Board does not want the actual signed

consent containing identifying information).

- e) Written attestation from the Candidate confirming that the client did sign this consent form. To maintain patient confidentiality, please do not send the actual signed consent.
- f) A copy of a video (or audio-only if video unavailable) recording of one session conducted with the case presented in your conceptualization, with high quality sound in both Apple/Mac and Windows compatible formatting.

Acceptable formats for material submission are: .pdf, .doc, .docx, .ppt, .pptx, .xls, .xlsx, .htm, .html, .xml, .bmp, .gif, .jpg, .jpeg, .png, .wav, .wma, .wmv, .mp3, .mp4, .mpg, .mpeg, .mov, .avi, .swf, .rar, .zip, .txt, .rtf, .webm, .ogg, .wav, .ogv, .ova. Maximum upload size is 2 GB. All files containing Protected Health Information must be encrypted/password protected.

REQUIRED WRITTEN DOCUMENTS - SENIOR OPTION

As noted above, the Senior Option is intended to recognize **sustained and influential** contributions of Applicants who have practiced Behavioral and Cognitive Psychology for 15 years or more after licensure as a psychologist. Therefore, the required written documents for the Senior Option are to contain the following:

- a) An updated curriculum vitae.
- b) Your Professional Statement addressing the six outlined areas.
- c) One or more of the following:
 - i. Publications (at least two articles or books) or professional presentations that have been influential in behavioral and cognitive psychology (beyond your institution), and demonstrate your knowledge and expertise; *or*
 - ii. Description of a clinical research project for which you were an investigator that has been influential in behavioral and cognitive psychology, along with a written statement explaining how it has been influential; *or*
 - iii. Description of your teaching/training/workshop/administrative activities that have been influential in behavioral and cognitive psychology (beyond your institution), along with a written statement explaining how they have been influential.
 - iv. A traditional practice sample (as described above) is not required, but may be submitted.

Instructions for online submission of Practice Sample are contained in the acceptance letter received by the Candidate after Stage 1, when the credentials review is passed. Should Senior Candidates need to submit paper copies of articles or books, they should contact the Practice Sample Coordinator for mailing instructions [Contact Information for ABCCP Officers](#)

In preparing the updated CV and Professional Statement, Senior Option Candidates should provide and highlight evidence demonstrating sustained, influential, and quality professional practice and involvement in behavioral and cognitive psychology over a period of at least 15 years post licensure.

Please Be Advised:

- Any recordings submitted with the Written Practice Sample must be of adequate quality to permit review by the Examination Committee prior to the Oral Examination.
- The recordings must be uploaded to the online portal in an acceptable format (see above).
- Because submitted documents may contain Protected Health Information or other confidential information, files that are loaded into the portal are encrypted. You should also encrypt/password protect the file(s) prior to upload. However, if you encrypt/password protect your files, it is your responsibility to ensure that examiners can decrypt/open the file(s) by making readily available any software or passwords required to open the file(s). Please email any necessary passwords to the Practice Sample Coordinator. You may also have files that you want to “shred” at some point. Information regarding these security measures can be found here: [ABPP HIPAA Protection of Files](#)
- Should Candidates need to submit paper copies of articles or books, they should contact the Practice Sample Coordinator for mailing instructions. A list of board members and their contact information can be found at: [Contact Information for ABBCP Officers](#).

The Practice Sample Coordinator will review the Written Practice Sample and any recordings to determine that they contain all structural components and can be easily read and heard in order to permit the oral examination committee examiners to review them. All practice sample materials are submitted through the online portal. Upon approval of the written documents/practice sample, the Candidate registers with Central Office and submits the current fee for the oral examination. This registration initiates scheduling of the oral examination.

STAGE 3: THE ORAL EXAMINATION

The Oral Examination will be conducted by the Chair of the Oral Examination Committee and two other examiners. At least two (2) of the three (3) of the examiners will be board certified in Behavioral and Cognitive Psychology. The examination process is described later in this document, and will be approximately three hours in length.

ARRANGEMENT FOR THE ORAL EXAMINATION

The ABBCP board is responsible for establishing examination committees. A chairperson and two additional Board Certified specialists are selected to comprise the three-person examination committee. One of the two additional Board Certified specialists may be certified in a different specialty but will have demonstrated competencies in Behavioral and Cognitive Psychology. No member of the examination committee will have a significant personal or professional relationships with the Candidate being examined.

Examinations may be virtual or in person. When in person exams are conducted, they often occur in conjunction with annual meetings of the American Psychological Association in August and the Association of Behavioral and Cognitive Therapies in November, depending on the occurrence of these meetings. The examination coordinator will provide options for examination logistics and dates once the oral exam fee is paid.

THE ORAL EXAMINATION COMMITTEE

The ABBCP examination is conducted by three Board Certified specialists. An attempt is typically made to have at least one examiner represent the Candidate's specific area (i.e., Applied Behavior Analysis, Behavior Therapy, Cognitive Therapy, or Cognitive-Behavior Therapy).

Candidates, however, should expect to be examined in areas outside of their own practice of cognitive-behavioral assessment and intervention. Board certification implies knowledge in areas outside of one's own usual practice of psychology.

COMPETENCE IN THE ORAL EXAMINATION IN BEHAVIORAL AND COGNITIVE PSYCHOLOGY

The ABBCP examination is designed to judge specialty level competence in Behavioral and Cognitive Psychology. The examination consists of a review of the previously submitted written documents/practice sample, an in-vivo interview, general issues in the area of behavioral and cognitive psychology, and professional standards. The exam covers several interrelated areas:

1. *Ethical Legal Standards and Policy*: A behavioral and cognitive psychologist is expected to be aware of (a) ethical principles as adopted by the profession, and (b) the implications of these principles in practice, including the responsibility of practicing within legal guidelines and in the best interests of society and the client/patient.
2. *Understanding of, and Sensitivity to, Individual and Cultural Diversity*: One is expected to understand the scope and limitations of our knowledge as to how behavioral and cognitive principles apply to individuals from diverse backgrounds and life contexts. The influence of race, gender, gender identity, ethnic background, socio-economic background and sexual orientation in case conceptualization and treatment are particularly relevant. Candidates will be expected to demonstrate awareness of one's own privileges and limitations based on these diverse factors.
3. *Professionalism, Relationships, Interdisciplinary Systems, and Reflective Practice*: A board certified psychologist is expected to identify with the profession by appropriate memberships and activities, and to be aware of current issues and problems involved in the development of a creative and responsible profession. A behavioral and cognitive psychologist conducts him/herself with self-awareness and reflection, with appropriate self-care; s/he also is knowledgeable about, and interacts effectively with, professionals in other disciplines.
4. *Assessment*: It is understood that assessment can take many forms. Thus, the committee will look for signs that the assessment is appropriate for the problem(s) presented. Cognitive-behavioral and traditional assessments may be interrelated, if appropriate to the problem. The board recognizes that assessments are often reactive and therapeutic in their own right, which

is taken into account during the examination.

5. *Intervention and Consultation*: The committee will look for signs that the intervention(s) and consultations are appropriate, based on the nature of the problem and/or results of the assessment.
6. *Evidence-Based Practice, and Scientific Knowledge and Methods*: It is assumed that as a behavioral and cognitive psychologist one is aware of scientific and scholarly developments in order to inform one's practice with up-to-date, valid, and reliable data. Part of the examination, therefore, will revolve around contemporary behavioral and cognitive psychology.
7. *Additional Foundational Areas if Appropriate: Research/Evaluation, Supervision, Teaching, Advocacy, and Management-Administration*: These areas are an important part of many specialists' practice. When they are, the Candidate will be expected to demonstrate competency in these activities.

ORAL EXAMINATION FORMAT

The examination lasts approximately 3 hours at a time and place of mutual convenience for the examiners and Candidate. All materials will have been submitted to, and reviewed by, the examiners in advance of the examination. The exam format will be approximately as follows:

ORAL EXAMINATION ACTIVITIES

1. Committee meets and organizes
2. Committee chair greets Candidate, introduces other committee members, and describes procedures
3. Review of Candidate's professional statement and practice sample
4. In-vivo interview
5. Review of Candidate's in-vivo interview
6. Review of ethical, multicultural, professional, and legal standards and guidelines
7. Review of current trends and issues in behavioral and cognitive psychology
8. Examination wrap-up discussion, questions, further information Candidate wishes to present, and Practice Sample materials returned (if paper copies and/or flash drive used).

Typically, approximately one hour of the oral examination will be devoted to the in vivo component, one hour to a discussion of the practice sample, and one hour to a discussion of professional issues, including vignettes related to ethics and diversity. These components will not

necessarily occur in the order listed above.

The oral examination is the same for Candidates who take the senior option, except a discussion of sustained and influential contributions to the field will replace discussion of the practice sample.

THE IN-VIVO INTERVIEW

The Examination Chair is responsible for coordinating the attendance of an actual client/patient or a supervisee, who will be interviewed by the Candidate. If an actual client/patient participates, you will be expected to conduct an interview to gather sufficient information to develop a case conceptualization and treatment recommendations to be provided to a referring psychologist (who may also be present for this portion of the exam).

It is more frequently the case that the in-vivo examination is in the form of consultation with another mental health professional or supervisee who will briefly present a case and/or specific questions for clinical consultation. Typically, the in-vivo interview with the Candidate takes place in the 2nd hour of the oral examination. The in-vivo interview with the Candidate is observed by the entire examination committee and involves asking a psychology trainee (i.e., graduate student, intern, or postdoctoral trainee) to engage in a mock supervision session with the Candidate who is acting in a role of a clinical supervisor. This part of the oral examination is scheduled for about 45 minutes in total (approximately 30 minutes constitutes the in-vivo interview, and about 15 minutes is spent discussing the supervision session with the Candidate after the supervisee has been excused). To facilitate the 30-minute interview, the supervisee will provide the Candidate and committee members with a short summary of the case including basic demographics, presenting problem and previous treatment history (if any), and diagnostic and current treatment status (e.g., how many sessions). The supervisee will be seeking consultation/help with conceptualizing the case and treatment recommendations. You will interview the supervisee to gain sufficient understanding to develop a case conceptualization and offer treatment recommendations. The supervisee is not being questioned as to the appropriateness of his or her treatment, but rather you, as a Candidate, are expected to provide the supervisee with expert opinion about behavioral and cognitive assessment, conceptualization, and treatment.

NOTIFICATION AND AWARD OF THE CERTIFICATE

Each Applicant will receive formal notification from the ABPP Central Office about the examining Committee's decision, typically within a week of the examination. Successful Candidates will be notified, and a certificate will be issued within 90 days. Applicants may represent the attainment of certification from the date of the completion of their oral examination. ABPP is an active credential that requires annual renewal and an associated attestation and fee. Newly Board Certified Specialists are eligible for one complimentary certificate but must be logged in and submit their request online to My Account>Profile>Request Certificate. The certificate should be received less than 90 days from the receipt of the order.

PERSONAL AFFILIATION AND STANDARDS OF PRACTICE

ABPP will suspend action on any Candidate who loses his/her license and/or is expelled from the American Psychological Association. ABPP reserves the right to revoke the diploma of an individual whenever it judges that the recipient no longer represents the standards of practice

which were the basis of the original award. The ABPP Ethics Committee makes recommendations to the ABBCP Board of Directors in such matters.

As leaders in behavioral and cognitive psychology, board certified psychologists are expected to continue to support the profession of psychology, and the specialty of behavioral and cognitive psychology. Encouraging colleagues to apply for board certification, serving as examiners for future Candidates, participating in local professional groups, and continuing one's professional activities are some ways in which the Board Certified Specialist may continue to advance the profession.

APPEAL PROCEDURE

If the Candidate's exam is not successful, an explanation of the reasons for not awarding the certificate will be provided to guide further professional development.

There are two levels of examination and maintenance of certification decision appeal, one at the Specialty Board level, and the other at the Board of Trustee (BOT) level.

Specialty Board Level

1. All Specialty Boards are to incorporate the requirement of ABPP BOT Policy and Procedure L entitled, "Candidate Appeal of Adverse Examination Team and Specialty Board Decision." Like the BOT level appeal, the basis of an appeal must be an assertion that the examination did not follow the Policy and Procedures as described in the Candidates Manual. In other words, appeals cannot be based on the Candidate disagreeing with the examination committee's decision that the Candidate did not adequately demonstrate one or more of the required foundational or functional competencies.
2. The appeal should be made in writing, should not exceed 750 words, and should focus on describing the basis for the appeal and any related information supporting the appeal. The appeal should be submitted to the ABBCP President within 30 days of the Candidate receiving notification from the Central Office of the reasons why the decision was that the Candidate did not pass the examination. The ABBCP President will appoint an Appeals Committee consisting of three Board members who were not on the examination committee to investigate the appeal and deliver to the President their recommendation on whether the appeal should be upheld. The committee's report should be submitted to the President within 60 days of the committee's formation.
3. In the event that the Board overturns the adverse decision of the examination team, the available recourse is to allow the Candidate to be re-examined (for no additional fee) by a second examination team not involving any of the original examiners.
4. The Specialty Board cannot resolve the Candidate appeal of an adverse decision by certifying the Candidate. If the appeal is not upheld, the decision and its rationale will be provided to the Central Office, for reference should the Candidate file an appeal with the BOT,

Board of Trustee Level

1. Consistent with Policy and Procedure L, in the event that the Candidate appeals an adverse decision to the Specialty Board and the Specialty Board upholds the examination teams' adverse decision, the Candidate may appeal the adverse decision to the Standards Committee.

2. The scope of the Candidate's appeal is limited to an assertion that the Specialty Board did not follow its Policy and Procedures L-prescribed examination, maintenance, or appeal procedures. Such an appeal may not exceed 750 words and shall specify and be limited to the procedural error(s) that serve as the basis for the Candidate's appeal. This appeal may also include discussion of any perceived ethical violations.

3. The Specialty Board also will be invited to provide its response to the Candidate's initial appeal to the Specialty Board. The Standards Committee may solicit additional information from the Candidate and/or the Specialty Board in order to thoroughly investigate the Candidate's appeal.

4. After thoroughly investigating the Candidate's appeal and the information provided by the Specialty Board, the Standards Committee shall report their findings and recommended action to the Board of Trustees, which will deliberate on and make a determination whether to uphold the Examination Team and Specialty Board decision or overturn their adverse decision.

5. In the event that the Board of Trustees overturns the adverse decision of an Examination Team and the Specialty Board's decision to uphold the Examination Team's adverse decision, the available recourse is to allow the Candidate to be re-examined by a second examination team.

6. The Board of Trustees cannot resolve the Candidate appeal of an adverse decision by certifying the Candidate. This is the final level of appeal.

MAINTENANCE OF CERTIFICATION

Maintenance of Certification (MOC) involves a process of self-examination and documentation of a Specialist's professional development since last examination or review. In the course of this self-examination, Specialists will examine their professional activities, documenting their professional development using a Specialty Continuing Professional Development Grid (SCPD) combined with a written Narrative.

MOC reviews will be regularly conducted. One year before the Specialist is due for MOC, the ABPP Central Office will notify the Specialist and the Specialty Board so that the Specialist and the Specialty Board may successfully satisfy their required activities.

Specialists boarded before January 1, 2015 may waive their obligation to participate in maintenance of certification; for these Specialists, MOC is optional, but recommended. Specialists awarded certificates January 1, 2015 and after **must** complete maintenance of their certificates within ten years and every ten years thereafter, unless they seek and obtain a "retired" status from the ABPP Central Office.

The American Board of Behavioral and Cognitive Psychology will evaluate the Specialists' Grid and Narrative, using criteria developed by the ABBCP and approved by the Standards

Committee.

If Reviewers are unable to determine whether Specialists meet the standards for MOC, the Specialists may be asked to engage in a conversation with the MOC coordinator about the activities documented in the Grid and Narrative.

Specialists completing the MOC process will be provided summary feedback on their MOC effort. Their feedback may be brief for pass decisions and more extensive for non-pass decisions; feedback, in this event, will be specific, concise, and relative to MOC criteria.

The ABBCP will prepare the notifications for Specialists who do not pass and then send them to the Executive Officer of ABPP. In no instance may substantive changes be made in the Specialty Board decision by the Executive Officer. Although the Central Office of ABPP will send notifications to Specialists who do not pass, the Specialty Board MOC coordinator will have provided a balanced summary of the non-pass decision regarding MOC that will be attached to the notification.

The Specialty Board will conduct MOC procedures with fair and reasonable pass/no pass criteria, with opportunity for remediation before determining failure, and with a fair appeal process.

- Specialists are to be treated in a constructive, respectful, and collegial manner. Feedback to the Specialist concerning MOC is part of the MOC process.
- Accommodations will be made consistent with the Americans with Disabilities Act.
- A Specialty Board MOC coordinator having significant personal or professional relationships with a Specialist undergoing MOC review must recuse themselves from serving as reviewer involving this Specialist.
- In the event of a Specialist's appeal of a Specialty Board decision regarding MOC, appeal team members having a significant personal or professional relationship with the Specialist must recuse themselves from serving as appeal team members.

ANNUAL ATTESTATION

Board certified specialists shall attest to their certification on an annual basis in order to ensure to the public, the organization, and the profession that the specialist is currently in active practice of the specialty, is properly licensed or certified, or retired, and is current with fees required by the organization. The annual attestation form shall be completed annually by board certified specialists and verified as meeting board certification maintenance requirements. Only board-certified specialists and retired board certified specialists meeting these requirements will be listed in the ABPP (on-line) directory. See the ABPP By-laws, Chapter 10 for details on the status of board certified specialists.

GUIDELINES FOR REPRESENTING CERTIFICATION BY THE ABPP

- A. The ABPP confers board certification upon recommendation by the relevant Specialty Board. As such, the "ABPP" certificate itself indicates the specialty. To represent oneself

as board certified by ABPP, the specialist shall pay the annual attestation fee and attest to their continued adherence to ABPP standards.

- B. The ABPP Board of Trustees supports clear and simple designation of board certification status, which will ensure that the credential is understood by the public. Toward that end, the preference is for the following format:

Jane Doe, PhD, ABPP Board Certified in Behavioral and Cognitive Psychology

- C. For individuals who have more than one board certification from ABPP, the following format is recommended:

Jane Doe, PhD, ABPP Board Certified in Behavioral and Cognitive and Clinical Psychology

- D. For individuals who also hold a board certification other than ABPP, in order to clarify the ABPP board with which one is affiliated, the following format is recommended:

Jane Doe, PhD, ABPP Board Certified in Behavioral and Cognitive Psychology
NASBFP Certified in Biofeedback Psychology

Please note: when individuals wish to indicate a board certification other than ABPP, it is important that the additional board certification is placed on a separate signature line, as indicated above.

- E. ABPP may be spelled-out if desired. ABPP is a “brand name” which is readily recognized by the profession. Abbreviated designations of certification such as ABCFP or ABBCP should not be used.
- F. There may be some circumstances or contexts (e.g., business cards, e-mail signature blocks, letterhead), whereby a simple reference to the acronym “ABPP” to represent the credential is considered an acceptable designation. For example:

John Doe, PhD, ABPP
John Doe, PsyD, ABPP Board Certified Specialist

CLOSING STATEMENT

Our goal is to certify specialists in Behavioral and Cognitive Psychology. Although there are specific steps to follow in the process, we believe that you will find it to be a useful experience and one that will sharpen your skills as you proceed through application, submission of the work sample, and the in-vivo examination.

We want to be helpful. If we can lend a hand with the process, or answer questions you may still have, please let us know.

FOR INFORMATION, CONTACT:
American Board of Professional Psychology

600 Market Street / Suite G3
Chapel Hill, NC 27516 919.537.8031
email: office@abpp.org

**SPECIALTY SPECIFIC REQUIREMENTS FOR APPLICATION IN
BEHAVIORAL & COGNITIVE PSYCHOLOGY**

Instructions: ****DO NOT PRINT**** This document is a fillable word doc. Where applicable the spaces will expand as the text is entered. If a number is requested and a character is entered, the response will revert to 0. If a date field is asked you must enter in m/d/yyyy or you will receive an error message. Please save this doc as you work on it and when completed upload with the generic application.

Name of Applicant: [] **Email:** []

Check here only if you want to use the Senior Application Option. The senior application can be used by psychologists who: (a) are licensed as a psychologist at the independent doctoral level 15+ years; (b) have a doctoral degree from an APA/CPA accredited or ASPPB/NR designated program; (c) have an APA/CPA accredited internship or equivalent year of supervised experience; and (d) **have made sustained and influential contributions to behavioral and cognitive psychology.**

AREA OF SPECIALTY (to allow the Board to organize an examination committee):
Applied Behavior Analysis Behavior Therapy Cognitive-Behavior Therapy Cognitive Therapy

SPECIAL AREAS OF PROFICIENCY (Please click all that apply)
Adult Behavior Therapy/Modification Behavioral Medicine Biofeedback
Child Behavior Therapy/Modification Industrial/Organization Behavior Modification
Special Populations Sport/Exercise Modification Other

PROFESSIONAL EMPLOYMENT EXPERIENCE
(Start with current position and go backwards, in order)

CURRENT EXPERIENCE

Institution Address Inclusive dates (from) (to)
Title or Position Professional Supervisor (Professional person best able to evaluate your work)
Hours per week devoted to behavioral and cognitive therapy
Describe your activities and responsibilities in Behavioral & Cognitive Psychology
Describe concurrent professional and academic activities. If engaged in private practice, indicate extent and nature (i.e., types of clients, behavioral modalities used). Hours per week for these activities?

Institution Address Inclusive dates (from) (to)
Title or Position Professional Supervisor (Professional person best able to evaluate your work)
Hours per week devoted to behavioral and cognitive therapy
Describe your activities and responsibilities in Behavioral & Cognitive Psychology
Describe concurrent professional and academic activities. If engaged in private practice, indicate extent and nature (i.e., types of clients, behavioral modalities used). Hours per week for these activities?

Institution Address Inclusive dates (from) (to)
Title or Position Professional Supervisor (Professional person best able to evaluate your work)
Hours per week devoted to behavioral and cognitive therapy
Describe your activities and responsibilities in Behavioral & Cognitive Psychology

Describe concurrent professional and academic activities. If engaged in private practice, indicate extent and nature (i.e., types of clients, behavioral modalities used). Hours per week for these activities?

Continue with same outline if necessary:

PREVIOUS EXPERIENCE

Institution	Address	Dates (from)	(to)	
Title or Position	Professional Supervisor (professional person best able to evaluate your work)			
Hours per week devoted to behavioral and cognitive therapy	Describe your activities and responsibilities in Behavioral & Cognitive Psychology			

Institution	Address	Dates (from)	(to)	
Title or Position	Professional Supervisor (professional person best able to evaluate your work)			
Hours per week devoted to behavioral and cognitive therapy	Describe your activities and responsibilities in Behavioral & Cognitive Psychology			

Institution	Address	Dates (from)	(to)	
Title or Position	Professional Supervisor (professional person best able to evaluate your work)			
Hours per week devoted to behavioral and cognitive therapy	Describe your activities and responsibilities in Behavioral & Cognitive Psychology			

Continue with same outline if necessary:

PROFESSIONALLY SUPERVISED EDUCATIONAL EXPERIENCE

Document and describe below those periods of professionally supervised educational experience, such as pre-doctoral and/or postdoctoral internships, that were supervised and that prepared you to practice cognitive & behavioral psychology. Describe what cognitive & behavioral assessments and interventions you provided and how you were supervised. Please label separately your pre-doctoral internship and relevant postdoctoral supervised experience.

Institution	Address	Dates (from)	(to)	
Your Position	Hours per week	Professional Supervisor	Degree	

Institution	Address	Dates (from)	(to)	
Your Position	Hours per week	Professional Supervisor	Degree	

Institution	Address	Dates (from)	(to)	
Your Position	Hours per week	Professional Supervisor	Degree	

Continue with same outline if necessary:

Give other indications, as appropriate, to document your special commitment to Behavioral & Cognitive Psychology. You may include a list of research papers, books, workshops taken or led, or other indications of a contribution to behavior therapy, applied behavior analysis, cognitive therapy, or cognitive-behavior therapy.

Membership in Professional Societies:

- a. Association for Behavioral and Cognitive Therapies (ABCT) Yes No
- b. American/Canadian Psychological Association Yes No
- c. State Psychological Association (please specify) Yes No
- d. Other Associations (please specify):

Are you engaged in the private practice of cognitive & behavior therapy? Yes No

If yes, is it full time or part time

How did you learn about ABPP and the Behavioral & Cognitive Specialty:

What prompted you to seek board certification at this time:

REMINDERS:

Check list of required items:

Official Doctoral Transcripts sent directly from the Institution - Date sent (m/d/yyyy):

Save this form on your computer so that you will be able to upload when completing the application.

Please submit samples of publicity and promotional materials including: business card, letterhead, and telephone listings from the Yellow Pages. These documents can be uploaded to the online portal.

Complete the Online General Application: [ABPP General Application--Apply Now](#)

This specialty specific application should be completed, saved, and uploaded with your general ABPP application.

Should Candidates need to submit paper copies of articles or books, they should contact the Practice Sample Coordinator for mailing instructions [Contact Information for ABBCP Officers](#)

AMERICAN BOARD OF BEHAVIORAL AND COGNITIVE PSYCHOLOGY
PRACTICE SAMPLE REVIEW FORM

1. Candidate's Name _____

2. Mailing Address: _____

3. Phone Number: _____

4. Email address: _____

5. Practice Sample checklist:

___ An updated CV.

___ Professional Statement.

___ A written case conceptualization including relevant history and assessment WITH ALL IDENTIFYING INFORMATION APPROPRIATELY DISGUISED.

- At least one Behavioral and Cognitive Psychology theoretical orientation is documented as the basis for the case conceptualization.
- References are provided that document an evidence-based approach to treatment.

___ A copy of the consent to video/audio recording for ABPP examination purposes, that was signed by the client (the Board does not want the actual signed consent, as that would include identifying information),

and

___ Attestation confirming the client did sign this consent form.

___ Video of one session in high quality (audio if video is unavailable).

Should candidates need to submit paper copies of articles or books, they should contact the Practice Sample Coordinator for mailing instructions. A list of board members and their contact information can be found at: [Contact Information for ABBCP Officers](#).

A copy of this form should be completed and uploaded with your Practice Sample.

AMERICAN BOARD OF BEHAVIORAL AND COGNITIVE PSYCHOLOGY

SENIOR OPTION: PRACTICE SAMPLE REVIEW FORM

1. Candidate's Name _____

2. Mailing Address: _____

3. Phone Number: _____

4. Email address: _____

5. Practice Sample checklist:

___ An updated CV.

___ Professional Statement.

___ One or more of the following:

- Publications (articles or books) or professional presentations that have been sustained and influential in behavioral and cognitive psychology and demonstrate the candidate's knowledge and expertise.
- Description of a clinical research project that has been influential in behavioral and cognitive psychology along with a statement regarding how it has been influential.
- Description of teaching/training activities that have been influential in behavioral and cognitive psychology along with a statement regarding how it has been influential.

Should candidates need to submit paper copies of articles or books, they should contact the Practice Sample Coordinator for mailing instructions. A list of board members and their contact information can be found at: [Contact Information for ABBCP Officers](#).

A copy of this form should be completed and uploaded with your Practice Sample.