

Clinical Behavioral Consultant Checklist

The following documents must be submitted for each clinician who will provide Clinical Behavioral Supports:

- Resume or Curriculum Vita - Resume should highlight the individual's entire professional experience and the qualifications that directly impact their ability to provide the desired service. Minimum experience includes two (2) years of experience providing behavioral supports to individuals with intellectual or developmental disabilities.
- University diploma
- A copy of current professional clinical license and/or BCBA (as applicable). Pursuant to Special Session Public Act 17-2, a current copy must be submitted to DDS at renewal.
- Three current letters of reference that clearly identifies who the reference is for and the name, phone number and address of the individual supplying the reference. At least two references should be written by current or former supervisors, professors or administrators. The references should be familiar with the applicant's professional work and that references evidence of positive outcomes for individuals resulting from interventions designed and implemented or overseen by the applicant. The reference letters should be specifically related to the application of becoming a DDS qualified provider.
- Letter of Intent or email: Provide whether applying for PBS, ABA or both.

Positive Behavior Supports (PBS) Requirements: Includes one or more of the following:

- Board Certified Behavior Analyst (BCBA) or
- Doctoral Degree and current licensure in psychology or
- Master's degree in psychology, special education, social work or a related field (Proof of licensure for Licensed Clinical Social Worker, Marriage and Family Therapist or Professional Counselor).
- Must include two (2) behavioral support plans that were implemented within the last year. The information in the work samples should be redacted (e.g., removal of identifying names and date of birth) and be specific to individuals with developmental disabilities. See [Behavior-Support-Plan-Content-Memo](#).

Applied Behavior Analysis (ABA) Requirements: Includes one or more of the following:

- Board Certified Behavior Analyst (BCBA) or
- Doctoral Degree and current licensure in psychology or
- Master's degree in special education and current teacher certification

No work samples are required to be submitted.

Clinicians with one or more of the following qualifications may be considered for qualification for ABA services, upon further review of education and training:

- Master's degree and current licensure in social work or
- Master's degree and current certification as a school counselor or
- Master's degree and current licensure as a Professional Counselor or
- Master's degree and current licensure as a Marriage and Family Therapist