

Policies and Procedures

The International Behaviorology Institute

Certificate Descriptions

Editor's Note

Some might wonder why offering training in behaviorology is an important professional activity in which to engage. Here [adapted from the editorial in *TIBI News Time*, 2 (1) 1999] is one brief answer:

Many have made guesses about why people do what they do and—as we behaviorological scientists and practitioners emphasize—what can be done about it. Occasionally one or another of these guesses has turned out to be the same as the answers provided through the systematic, experimental research of our natural science of behavior. Such guesses, offered without the context of the science, leave the guessers ill-prepared for changes in the circumstances surrounding the application of their guess; they are left without foundations for figuring out what to do under changed circumstances, which reduces their effectiveness in working with those whom they want to help. In contrast, when answers to those fundamental questions come in the context of the systematic, experimental research of our natural science of behavior, that context prepares the user to take informed actions when circumstances change, actions that are thereby more likely to prove effective and thus helpful. For example, as with parents and teachers in general, those who have little behaviorological training yet work one-to-one with autistic children would find their skills in that situation much enhanced by appropriate behaviorological training, and the children would benefit. Such training, however, is not yet widely available either for parents or for teachers or for those who work with autistic children. One reason why TIBI offers training in behaviorology is to increase that availability. Furthermore, for those who study behaviorology, TIBI provides certificates acknowledging specific levels of behaviorological repertoire, including a *Certificate in Effective Autism Intervention*. At www.behaviorology.org you can explore these certificates and the courses they include. (Some TIBI faculty or other behaviorology professors may have already trained some of their students to repertoire levels that merit certificates; if so, this should be brought to the attention of the Institute so that these students can receive the certificates that they have earned.)—Ed.

General Description of Certificates

The By-Laws of the Institute promote a scientific “Behavior Literacy graduation requirement of appropriate content and depth at all levels of educational institutions from kindergarten through university.” For this to be possible, and to ensure that behaviorology makes its full contributions to humanity, society needs many more behaviorologists with complete training. The purpose of TIBI is to help achieve these goals.

The Institute operates within the framework of American higher education. This system has the four basic degree levels of Associate, Baccalaureate, Masters, and Doctorate. Within this overall structure, the Institute runs several certificate programs. The organization of these programs stresses the importance of using the instructional design and technology derived from behaviorological science, and the administrative arrangements supported by this science, in the teaching of the comprehensive behaviorology discipline.

The Institute's programs are designed to deliver comprehensive training in the foundations and practices of behaviorologists. The programs serve a number of audiences including (a) those who wish only to fulfill a Behavior Literacy graduation requirement, (b) those who are majoring in behaviorology at the AA, BA, or graduate level, and (c) those professionals who are working or studying in one or another human service or human development field, all of which behaviorology can inform.

The certificate programs incorporate scientifically sound instructional design components including (a) requiring students to meet established criteria, (b) allowing students to complete courses at their own pace, and (c) encouraging students to begin their next course immediately, without reference to calendar terms. The courses and the contents of courses required for each of these certificates will evolve as behaviorology itself evolves (hence these program descriptions are subject to change).

The Institute provides training leading to six *primary* certificates. Some details about these certificates will be found on pages 176–180 of the book *Origins and Components of Behaviorology—Second Edition* (2002; Canton, NY: ABCs). Here are the six certificates:

- ✂ The *Behavior Literacy Certificate* (BLC);
- ✂ The *Associate of Behaviorology Certificate* (ABC);
- ✂ The *Baccalaureate Level Behaviorology Certificate* (BLBC);
- ✂ The *Professional Studies in Behaviorology Certificate* (PSBC);
- ✂ The *Masters Level Behaviorology Certificate* (MLBC); and
- ✂ The *Doctoral Level Behaviorology Certificate* (DLBC).

The BLC, ABC, and BLBC are undergraduate level certificates. The PSBC, MLBC, and DLBC are graduate level certificates. The Institute has also added other types of certificates, and may add more in the future.

Work for the BLC, the most basic of the certificates, must include coverage of the components of the behaviorology discipline, especially the history, scope, and mission-of-behaviorology topics, such as are best found (as of this writing) in the contents of the book *Origins and Components of Behaviorology—Second Edition* (2002; Canton, NY: ABCs). This can best be done by using that book itself, and supplementing that book when even more complete sources become available that cover those contents and topics.

The Institute is an *independent*, non-profit educational corporation. As such, the validity and significance of the Institute's training, and hence certificates, is to be evaluated on the basis of the success of the research and application skills of its graduates. These are initially implied by the certificate levels that the graduates have attained. Put another way, the credentials of a graduate should not be judged adversely just because no initials of "degrees" (such as the A.A., B.A., M.A., or Ph.D.) appear after the graduate's name. (Graduates may, if they so desire, put the initials of their certificate after their names.)

The titles of any certificates added beyond the Institute's primary certificates are provided at the end of the "Details" section. Descriptions include the numbers and titles of the courses whose completion fulfills each certificate's requirements.

Some Details About the Certificates

Primary Certificates

This section contains the courses for each of the Institute's six primary certificates. Course numbers and titles indicate the range of topics covered for each certificate, as well as any specific relationship to any other certificate: That is, if one certificate's requirements include the courses required for another certificate, then each certificate is earned and received as soon as its own requirements are met. For example, if your goal is the PSBC, or the BLBC, you will earn the BLC and the ABC as you work toward your goal. (Also, some substitution of other behaviorology courses for those listed for a certificate may be approved if requested.)

❧ The Behavior Literacy Certificate (BLC)

For minimal behaviorology training, completion of the first two courses (Introduction to Behaviorology I and II) in any of these primary programs, plus the Behaviorology of Child Care Practices course, would satisfy a higher education Behavior Literacy graduation requirement and so earn a *Behavior Literacy Certificate* (the BLC). The third course is especially important for it ties behaviorology to a vital component of the daily life of virtually every person, behaviorologist or not.

Here are the courses for this certificate:

- ❧ BEHG 101: *Introduction to Behaviorology I*;
- ❧ BEHG 102: *Introduction to Behaviorology II*; and
- ❧ BEHG 201: *The Behaviorology of Child Care Practices*.

❧ The Associate of Behaviorology Certificate (ABC)

The first program of *more advanced* training in behaviorology leads to the *Associate of Behaviorology Certificate* (the ABC, or simply the "Associate Certificate"). The course-load requirements of this certificate parallel the course-load requirements of a major in a typical college AA (Associate of Arts) degree program.

The courses for this certificate include the three courses of the BLC (BEHG 101, BEHG 102, and BEHG 201) plus three other courses (BEHG 320, BEHG 325, and BEHG 326):

- ❧ BEHG 101: *Introduction to Behaviorology I*;
- ❧ BEHG 102: *Introduction to Behaviorology II*;
- ❧ BEHG 201: *The Behaviorology of Child Care Practices*;
- ❧ BEHG 320: *History and Philosophy of Behaviorology*;
- ❧ BEHG 325: *Behaviorology and Culture*; and
- ❧ BEHG 326: *Readings in Behaviorology: Skinner's Later Writings*.

❧ The Baccalaureate Level Behaviorology Certificate (BLBC)

The second program of more advanced training leads to the *Baccalaureate Level Behaviorology Certificate* (the BLBC, or simply the "Baccalaureate Certificate"). This program lays a strong foundation both for entry-level employment, in fields where behaviorology is the appropriate foundation science, as well as for further, graduate-level studies or certificate programs in behaviorology. The course-load requirements of this certificate parallel the course-load requirements of a strong major in a typical college or university BA (Bachelor of Arts) degree program.

The courses for this certificate include the six courses of the ABC (BEHG 101, BEHG 102, BEHG 201, BEHG 320, BEHG 325, and BEHG 326)—which also includes the BLC—plus nine other courses:

- ❧ BEHG 101: *Introduction to Behaviorology I*;
- ❧ BEHG 102: *Introduction to Behaviorology II*;
- ❧ BEHG 201: *The Behaviorology of Child Care Practices*;
- ❧ BEHG 320: *History and Philosophy of Behaviorology*;
- ❧ BEHG 325: *Behaviorology and Culture*;
- ❧ BEHG 326: *Readings in Behaviorology: Skinner's Later Writings*;
- ❧ BEHG 365: *Advanced Behaviorology I*;
- ❧ BEHG 340: *Behaviorology in Education*;
- ❧ BEHG 395: *The Teaching of Behaviorology*;
- ❧ BEHG 345: *Experimental Behaviorology: A Survey*;
- ❧ BEHG 355: *Verbal Behavior I*;
- ❧ BEHG 385: *Behavior Technology: A Survey*;
- ❧ *Elective*;
- ❧ *Elective*; and

⌘ BEHG 495: *Personal Project or Paper*,
or BEHG 496: *Professional Paper*.

⌘ The *Professional Studies in Behaviorology Certificate* (PSBC)

The third program of more advanced behaviorology training leads to the *Professional Studies in Behaviorology Certificate* (the PSBC, or simply the “Professional Certificate”). This program contains the training with which non-behaviorological professionals may enhance their professional contributions by adding to their repertoires a solid foundation in behaviorological science and its relevance to their own field.

The courses for this certificate include the six courses of the ABC (BEHG 101, BEHG 102, BEHG 201, BEHG 320, BEHG 325, and BEHG 326)—which also includes the BLC—plus four other courses:

- ⌘ BEHG 101: *Introduction to Behaviorology I*;
- ⌘ BEHG 102: *Introduction to Behaviorology II*;
- ⌘ BEHG 201: *The Behaviorology of Child Care Practices*;
- ⌘ BEHG 320: *History and Philosophy of Behaviorology*;
- ⌘ BEHG 325: *Behaviorology and Culture*;
- ⌘ BEHG 326: *Readings in Behaviorology: Skinner’s Later Writings*;
- ⌘ BEHG 365: *Advanced Behaviorology I*;
- ⌘ *Elective*;
- ⌘ *Elective*; and
- ⌘ BEHG 495: *Personal Project or Paper*,
or BEHG 496: *Professional Paper*.

⌘ The *Masters Level Behaviorology Certificate* (MLBC)

The fourth program of more advanced training leads to the *Masters Level Behaviorology Certificate* (the MLBC, or simply the “Masters Certificate”). This program is the minimal foundation for professional-level activity as a behaviorologist while also providing the foundation for further graduate-level studies or certificate programs in behaviorology. The course-load requirements of this certificate parallel the course-load requirements of a typical university MA (Master of Arts) degree program.

With the BLC as a prerequisite, a Masters level certificate requires nine or ten courses in a pattern similar to this:

- ⌘ BEHG 475: *Verbal Behavior II*;
- ⌘ A research methods course;
- ⌘ An experimental research course;
- ⌘ One fieldwork course;
- ⌘ One seminar course;
- ⌘ Three to five elective courses; and a
- ⌘ Master’s level thesis or project.

Some of these courses overlap the courses in the other certificate programs. A person who already holds a certificate can request consultations on the possibility of organizing a Masters Level Behaviorology Certificate program tailored to their circumstances.

⌘ The *Doctoral Level Behaviorology Certificate* (DLBC)

The fifth program of more advanced training leads to the *Doctoral Level Behaviorology Certificate* (the DLBC, or simply the “Doctoral Certificate”). This program is the full foundation for professional-level activity as a behaviorologist. The course-load requirements of this certificate parallel the course-load requirements of a typical university doctoral degree program.

Rather than being specified, the components of doctoral-level programs are individually tailored to the each professional’s background and circumstances. The MLBC is the prerequisite for the DLBC.

Summary

These five programs of more advanced training (the ABC, PSBC, BLBC, MLBC, and DLBC), plus the BLC, comprise the Institute’s six primary certificates. All these certificates and their courses, and many more courses, along with background and professional consensus information, will be found in the paper “Behaviorology Curricula in Higher Education” on pages 173–186 of the book *Origins and Components of Behaviorology—Second Edition* (2002; Canton, NY: ABCs; ISBN 1-882508-08-4).

Added Certificates

As of 2003, the Institute has added two certificates beyond the primary certificates, one on autism interventions and one on verbal behavior. Here are the titles of these certificates, and the course numbers and titles whose completion fulfills their requirements:

⌘ The *Effective Autism Intervention Certificate* (EAIC)

The EAIC (or simply the “Autism Certificate”) provides some minimal coverage of the behaviorological knowledge and skills that are relevant to working with autistic children. It is designed for all who work with autistic children, especially those who are hired to work with these children but who bring little training or experience to the job.

The courses for this certificate include the three courses of the BLC (BEHG 101, BEHG 102, and BEHG 201) plus two other courses (BEHG 415 and BEHG 425):

- ⌘ BEHG 101: *Introduction to Behaviorology I*;
- ⌘ BEHG 102: *Introduction to Behaviorology II*;
- ⌘ BEHG 201: *The Behaviorology of Child Care Practices*;
- ⌘ BEHG 415: *The Behaviorology of Basic Autism Intervention Methods*; and
- ⌘ BEHG 425: *The Behaviorology of Non-Coercive Classroom Management and Preventing School Violence*.

✧ The *Verbal Behavior Analysis, Application, and Reinterpretation Certificate* (VBAARC)

The VBAARC (or simply the “Verbal Behavior Certificate”) provides extensive coverage of this complex area of behaviorological knowledge. This area is relevant to anyone teaching foreign languages or ESL, or working with language-deficient children (perhaps due to developmental disabilities).

This certificate includes five courses (BEHG 101, BEHG 355, BEHG 365, BEHG 475, and BEHG 470):

- ✧ BEHG 101: *Introduction to Behaviorology I*;
- ✧ BEHG 355: *Verbal Behavior I*;
- ✧ BEHG 365: *Advanced Behaviorology I*;
- ✧ BEHG 475: *Verbal Behavior II*; and
- ✧ BEHG 470: *Advanced Behaviorology II*.

Course Considerations

The titles of any courses added beyond the courses of the Institute’s primary certificates are provided at the end of this section. Descriptions of added courses are provided in their syllabi.

TIBI courses should be completed within a standard time frame of four months *or less*. Few courses will need that much time, unless several are being taken concurrently. If a particular course is the main activity occupying a student’s time, that course could be completed in as little as three weeks (based on a standard university single-course, three-week summer session pattern involving nine hours per day—three “in class” and six “outside class”—for five days per week for the three weeks).

For students whose full-time activity is studying behaviorology courses with the Institute (e.g., professionals who have already graduated from college but who want to add behaviorological science and technology rapidly to their professional repertoires) the standard time frame extrapolates to completing perhaps 15 courses in a year. (The actual number will depend on other factors such as effort, background, study skill, etc.). Starting from the beginning, this is sufficient time for such students to complete the PSBC in an academic year.

Regarding course completion, the goal, expectation, and plan of TIBI, its faculty, and its students is that coursework be, if necessary, auto-remediated within a course to the “A” level. Under this goal a course is best completed when that level is attained. This can be done within TIBI’s standard course time frame.

Note that the Institute provides *certificates* for completed training to recognize the expansion of any student’s repertoire. The Institute does not grant “degrees” as it is not chartered to do so. The formally organized behaviorology discipline is not yet a regular part of the academic scene; in 1998 only one chartered institution in the whole USA was granting a graduate degree *explicitly* in this discipline: the M.A. in Behavior

Analysis—an older name for Behaviorology—from the Department of Behavior analysis at the University of North Texas. Even taking into account programs that only *implicitly* offer degrees in behaviorological science—by offering them from within the departments of other disciplines or fields—the opportunities to study behaviorology are currently rather sparse in the USA. (One of the major reasons why *The International Behaviorology Institute* exists is precisely that scarcity of opportunities!)

Added Courses: As of 2003, ten courses have been added beyond the courses of the primary certificates. The *Syllabus Directory* (printed in each issue of *Behaviorology Today* beginning with volume 6, number 2) lists the issue containing, or to contain, the syllabus for many of TIBI’s current or planned courses. Here are the numbers and titles of these ten courses:

- ✧ BEHG 120: *The Behaviorology of Companion Animal Behavior Training*;
- ✧ BEHG 250: *Educational Behaviorology for Education Consumers*;
- ✧ BEHG 400: *The Behaviorology of Rehabilitation*;
- ✧ BEHG 405: *Introduction to Instructional Practices in Educational Behaviorology*;
- ✧ BEHG 410: *Behaviorological Thanatology and Dignified Dying*;
- ✧ BEHG 415: *The Behaviorology of Basic Autism Intervention Methods*;
- ✧ BEHG 420: *The Behaviorology of Performance Management and Preventing Workplace Violence*;
- ✧ BEHG 425: *The Behaviorology of Non-Coercive Classroom Management and Preventing School Violence*;
- ✧ BEHG 445: *Advanced Experimental Behaviorology*;
- ✧ BEHG 455: *Advanced Instructional Practices in Educational Behaviorology*.

Elective Courses. Courses required for one certificate, but not required for another, may be electives (or substitutes, with approval) for the other certificates. Here are the numbers and titles of some other courses that have not yet been listed in any certificate:

- ✧ BEHG 335: *Survey of Behaviorology Applications*;
- ✧ BEHG 360: *Non-Humans and Verbal Behavior*;
- ✧ BEHG 380: *Human Development*;
- ✧ BEHG 440: *Seminar: A Survey of the Contributions of Behaviorology*;
- ✧ BEHG 465: *Seminar: Current Issues in Behaviorology*; and
- ✧ BEHG 485: *Directed Reading in Behaviorology*.

For descriptions of all of the courses for these certificates, required or elective, see the document “*Descriptions of Many Current Courses And Many Planned Courses.*”

How to Enroll, Etc.

NOTE: You can study the contents of TIBI's courses three ways: (a) You can study the courses *for free* if you only want the knowledge, and do not want any kind of credit (i.e., TIBI credit toward TIBI's certificates, or regular academic credit). Simply study the materials in TIBI's syllabi as you wish. (b) If you want regular academic credit, take equivalent courses at an accredited college or university; if these courses are known, they will be identified in TIBI's syllabi. (c) If you want TIBI credit toward TIBI's certificates, follow these instructions to enroll in TIBI's courses.

To enroll in TIBI courses and work towards TIBI certificates, simply contact the Institute or any TIBI faculty member. Applicants will specify their goals and their prior contact, if any, with courses and degree programs having behaviorological content. (Transcripts, available course descriptions and/or syllabi, products completed during the coursework, and/or a complete and up-to-date vita may need to be supplied.)

Based on that information, applicants will consult with TIBI faculty regarding which certificate they may wish to work toward first, and which course should be their first course. Then they can pay the tuition-like fees (hereafter, simply "fees") and begin their first course.

Substitute Credit from Other Sources

Before, or while, working to fulfill requirements for one of the Institute's certificates, a student may cover behaviorological content in one or more of the courses of other institutions or in self-study. Upon receiving a written request, the Institute may consider whether or not that work would be an adequate substitute for Institute work. (Remediation to "A" level may be required.)

If deemed adequate, the Institute may list that work as fulfilling the requirements of one or another, or part of one or another, of its own courses. The consideration will be made by two to three TIBI faculty members of whom at least one is a member of the Board of Directors.

The information usually contained in course descriptions and syllabi, along with the products completed during the work, if available, will be among the materials that need to be submitted along with the request for substitute credit. Any further information needed for the consideration will be supplied by the student requesting the consideration.

In addition, a processing charge of 10% of the fee value of the coursework to be replaced by the outside work will accompany the request. (This amount will be determined by consulting a TIBI faculty member—who will serve as one of the faculty members considering the matter, and who will organize the other faculty to con-

sider the matter—prior to preparing the written request.) Half of this charge will be refunded if the request is denied. (The Institute's *Policies and Procedures* contain an appeals process if one is needed.)

The Institute has already approved some college and university courses as acceptable substitutes for TIBI work. Students who provide documentation on having taken such courses will automatically receive fee-free credit toward TIBI certificates.

Recognition of Previously Acquired Repertoires

Students, or professionals who are behaviorological scientists and practitioners with official degrees in other disciplines or fields, may request an evaluation from TIBI to see at what Institute certificate level their previous training and experience would place them. The request will be in writing and will be accompanied by a complete and up-to-date vita and a non-refundable fee of \$20 (free to TIBIA members). Should other information be needed (e.g., course descriptions or syllabi) it will be supplied by the student or professional requesting the evaluation. Non-TIBIA members who request and pay for an evaluation, and later either (a) join TIBIA, or (b) enroll in an Institute course to further their behaviorological education, will have the \$20 credited toward either the cost of membership or the fee cost of their first course. Those for whom this evaluation has been done will receive the TIBI certificate for which their prior training and experience qualifies them, and/or a description of what is necessary to complete the next certificate level. (Details are in the Institute's *Policies and Procedures*.)

Fees

The Institute's courses are generally conceived as three-credit courses, each to be completed in the standard time frame of four months *or less* (although some courses can be taken concurrently). When certificates are completed in a timely manner, the Institute's fee rates, which are applicable to everyone regardless of geographical home, become essentially equivalent to \$67 per credit hour for its undergraduate courses (i.e., \$200 per course) and \$100 per credit hour for its graduate courses (i.e., \$300 per course). (This [a] is about half of the typical 1998 "resident" [i.e., in-state] rate at a state university such as SUNY [using 1998 figures], and [b] is much less costly than the non-resident, out-of-state rate.) Here are details:

The level of the certificate for which a course is required determines the fee level for that course.

Undergraduate Level Fees. The official fee for undergraduate certificate courses is \$300 per course. However, successful course completion within the standard time frame generates a \$100 credit toward the \$300 fee for the next course (essentially making undergraduate fees become equivalent to \$67 per credit hour).

Upon completion of the requirements for an undergraduate certificate, and if at least one full-undergraduate-fee Institute course has been completed for this certificate, the earned certificate will be delivered accompanied by a completion award in the form of a check for \$100 (which may, if so desired, be applied to the fee for the first course of a further certificate).

Graduate Level Fees. The official fee for graduate certificate courses is \$450 per course. However, successful course completion within the standard time frame generates a \$150 credit toward the \$450 fee for the next course (essentially making graduate fees become equivalent to \$100 per credit hour).

Upon completion of the requirements for an graduate certificate, and if at least one full-graduate-fee Institute course has been completed for this certificate, the earned certificate will be delivered accompanied by a completion award in the form of a check for \$150 (which may, if so desired, be applied to the fee for another course).

Refunds

If a student will not finish a course and requests a refund, a refund will be provided. If requested within the first week of the course, 100% of the fee paid will be refunded. If requested in the second or third week of the course, 50% of the fee paid will be refunded. If requested later than the third week of the course, 10% of the fee paid will be refunded.

Student Files

TIBI faculty will regularly come into possession of materials that a student produces as part of her or his In-

stitute training courses. These materials are kept until one year after the course or certificate, for which those materials were produced, has been completed. Then those materials are returned to the student by shipment to the student's last known address for disposition at his or her discretion. (The address *will* be current if the student has maintained TIBIA membership.)

How to Cover Course Contents

The Institute's courses are offered asynchronously. These courses are better called "asynchronous" instead of "online" because you do not really work "online." Rather, you work on your own at home at times that fit your personal schedule; you use a computer mainly to find, read, and print out the course syllabus. That is, these courses work more like sophisticated correspondence courses than like a series of engagements or exercises that require scheduled time online.

The syllabus for each of these courses contains all the information you need to work your way completely and successfully through the course. This includes: (a) what texts and other materials you need to obtain, and how to do so; (b) how grades are computed, and earned; (c) what the course assignments are, and how to complete and submit them; (d) what order you should complete the assignments in; and (e) what minimum schedule you should follow for submitting the assignments (although you certainly can work faster than the supplied schedule).

Most assignments concern reading sections of the text and writing out, and sending in, the answers to a set of study questions over each assigned section. Completing the series of assignments within the specified time frame completes the course. *Details* on how each course works are in its syllabus. ☺

