

California Association for Behavior Analysis

Professional Standards Committee Chairperson **Position Description**

Term: Two years (July 1, 2010 – June 30, 2012)

Estimated Time Commitment: approximately 5 hours per month, but up to 10 hours per week when reviewing conference presentation submissions and prior to the annual conference

General Overview:

According to the CalABA Bylaws, the Professional Standards Committee Chairperson coordinates the implementation and monitoring of activities related to professional practice and professional development, such as continuing education and other training offered by CalABA, primarily at the annual conference.

Specific Responsibilities:

1. Forms and presents a Professional Standards Committee to the Board for approval.
2. Works collaboratively with the Conference Committee to review submissions to the Call for Papers to determine eligibility for continuing education.
3. Works collaboratively with CalABA's conference management association, CalABA's Administrative Director, and the Conference Committee to ensure that continuing education forms, certificates, evaluations and other documents are prepared prior to, during and after the annual conference as appropriate.
4. Maintains CalABA's status as a continuing education provider for various entities (e.g., BACB, BBS, MCEP, SLP).
5. Works with presenters to obtain and submit materials as required for continuing education approval of annual conference presentations (e.g., MCEP).
6. Assist Administration Director with maintaining CEU documents and responding to questions regarding CEU credits from conference attendees following the annual conference.