



10269 NW 46 Street · Sunrise, FL · 33351 (954) 746-0165 www.pcma.com

Professional Crisis Management Association, Inc.

Public Policy Number: ECT04-PUB

Date Originally Approved: 01/05/2009

Current Version as of: 06/07/2012

Title: Certification Criteria

Policies:

It is the policy of PCMA to provide a certification program which is both flexible to customer needs and which upholds appropriately high standards to ensure the competence of trained individuals and the safety of those they serve.

Procedures:

A) The following chart summarizes the criteria for certification in PCMA courses.

PCMA Courses				
Course	Course Duration Minimum	Minimum Test Scores	Required Documents	Other Requirements
<b>PCM Instructor Initial Certification (V, P, S, PS)</b>	28 hrs (4 days)	80% or better written test and no critical items missed, pass practical test	Completed Application Signed License Agreement Completed Skills Checklist Test Question and Answer Sheets	One co-training experience prior to teaching independently
<b>PCM Instructor Recertification (V, P, S, PS)</b>	8 hours (2 days or 1 at discretion of PCMA)	80% or better written test and no critical items missed, pass practical test	Completed Application Signed License Agreement Completed Skills Checklist Test Question and Answer Sheets	Must have a corresponding valid, current certification to be eligible to take this class.
<b>PCM Basic Practitioner Initial Certification</b>	6 hrs 1 day recommended	80% or better written test and no critical items missed	Completed Application Signed License Agreement Completed Skills Checklist Test Question and Answer Sheets	None
<b>PCM Basic Practitioner Recertification</b>	2 hours	80% or better written test and no critical items missed	Completed Application Signed License Agreement Completed Skills Checklist Test Question and Answer Sheets	Must have a corresponding valid, current certification to be eligible to take this class.
<b>PCM Practitioner Initial Certification</b>	14 hrs 2 ½ days recommended	80% or better written test and no critical items missed, pass practical test	Completed Application Signed License Agreement Completed Skills Checklist Test Question and Answer Sheets	None

Continued Next Page

<b>PCM Practitioner 1 Initial Certification</b>	18 hrs 3 days recommended	80% or better written test and no critical items missed, pass practical test	Completed Application Signed License Agreement Completed Skills Checklist Test Question and Answer Sheets	None
<b>PCM Practitioner 2 (P), Practitioner 2 (S), Practitioner 2 (PS) Initial Certification</b>	22 hrs 3 days <u>minimum required</u>	80% or better written test and no critical items missed, pass practical test	Completed Application Signed License Agreement Completed Skills Checklist Test Question and Answer Sheets	None
<b>PCM Practitioner (1, 2P, 2S, or 2PS) Recertification</b>	7 hrs 1 day recommended	80% or better written test and no critical items missed, pass practical test	Completed Application Signed License Agreement Completed Skills Checklist Test Question and Answer Sheets	Must have a corresponding valid, current certification to be eligible to take this class.

<b>BehaviorTools Courses</b>				
<b>Course</b>	<b>Course Duration Minimum</b>	<b>Minimum Test Scores</b>	<b>Required Documents</b>	<b>Other Requirements</b>
<b>BT Basic Instructor</b>	12 hrs	75% or better written test, 90% or better on the practical test & pass the instructor skills checklist	Completed Application Signed License Agreement Completed Skills Checklist Test Question and Answer Sheets 3 Review Sheets (may be blank)	None
<b>BT Basic Instructor Recertification (online)</b>	Self directed, no minimum duration	75% or better on online test	Log in information only	Must have a corresponding valid, current certification to be eligible to take this class.
<b>BT Basic Practitioner Attendance</b>	6 hrs	N/A no test requirement	Completed Application Signed License Agreement Completed Skills Checklist Test Question and Answer Sheets 3 Review Sheets (may be blank)	None
<b>BT Basic Practitioner Competence</b>	6 hrs	75% or better on both the written test and the practical test	Completed Application Signed License Agreement Completed Skills Checklist Test Question and Answer Sheets 3 Review Sheets (may be blank)	None
<b>BT Basic Practitioner Competence Recertification</b>	Self directed, no minimum duration	75% or better on both the written test and the practical test	Log in information only	Must have a corresponding valid, current certification to be eligible to take this class.
<b>BT Instructor</b>	An additional 12 hrs after completion of BT Basic Instructor Course	75% or better written test, 90% or better on the practical test & pass the instructor skills checklist	Completed Application Signed License Agreement Completed Skills Checklist Test Question and Answer Sheets 3 Review Sheets (may be blank)	Must have completed and have a valid, current certification in the BT Basic Instructor Course to be eligible to take this class.
<b>BT Instructor Recertification</b>	Self directed, no minimum duration	75% or better on online test	Log in information only	Must have a corresponding valid, current certification to be eligible to take this class.
<b>BT Practitioner Attendance</b>	An additional 6 hrs after completion of BT Basic Practitioner Course	N/A no test requirement	Completed Application Signed License Agreement Completed Skills Checklist Test Question and Answer Sheets 3 Review Sheets (may be blank)	Must have completed and have any kind of certification in the BT Basic Practitioner Course.
<b>Continued Next Page</b>				

<b>BT Practitioner Competence</b>	An additional 6 hrs after completion of BT Basic Practitioner Course	75% or better on both the written test and the practical test	Completed Application Signed License Agreement Completed Skills Checklist Test Question and Answer Sheets 3 Review Sheets (may be blank)	Must have completed and have a valid, current, competency based certification in the BT Basic Practitioner Course.
<b>BT Practitioner Competence Recertification</b>	Self directed, no minimum duration	75% or better on online test	Log in information only	Must have a corresponding valid, current certification to be eligible to take this class.

Approval Signature:

Neal Fleisig, Executive Director