



8.0 QABA Procedure: Credentialing Process Narrative

The purpose of this policy is to ensure that the QABA® as a defined process for credentialing an ABAT®

Phase One - Registration and Eligibility Verification

ABAT® Applicant creates an account and enrolls into the ABAT® Credentialing Program. ABAT® Candidate enters all of their personal information and pays the \$75 application fee.

The ABAT® will then upload eligibility requirements; coursework certificate, transcript, degree, background check, government issued photo ID.

The COR will review the eligibility requirements, if there are any questions the COR will reach out to the candidate. (3 – 10 business days)

Phase Two - Additional Eligibility Requirements - Recommendations and Supervised Fieldwork Verification

The ABAT® Applicant enters in two people to complete their recommendations and one person to complete their fieldwork verification. These forms are emailed immediately to the recipients. Once completed, they are submitted back to the QABA® Credentialing Board for review. If approved, they will go onto their next step to pay for their exam and schedule their exam with Examity. (If any questions about areas not checked off or not an approved person completed it, this will take time to correct). On average, the time to complete these can take 3 – 10 business days.

Phase Three - Payment for Online Examination

Once a ABAT® Applicant has been cleared to schedule the examination they are moved to an ABAT® Candidate status.

Once the COR has confirmed all above phases have been successfully completed, the ABAT® Candidate will pay for their exam. Once the payment has been confirmed, the candidate will receive an email from Examity to schedule their exam. (Timing – time it takes for the candidate to schedule the examination. Could be immediate or up to several weeks.

Phase Four – Examination and Proctoring

Candidate will be set up for Proctoring by Examity. Once the candidate has been set up in Examity system, an email will go out to Candidate to set up ABAT on-line examination. Once the candidate has set up the day and time to sit for the exam. the candidate will be proctored by Examity. The online examination can be taken at a time and place designated by the candidate.. At the completion of the on-line examination, the candidate is informed of the examination results. This information is provided by Examity to the QABA after proctor has uploaded video to dashboard for review. (COR reviews the video for accuracy and the time to review 5 - 10 business days).



Phase Five – Criminal Background Check

Once the candidate has successfully passed the ABAT exam, all requirements and eligibility will be reviewed again for accuracy. After confirmation on a successful candidate's application for the credential, the COR will pass the candidate.

Note: If a 3rd party background check is necessary, the Background check application will open for the candidate to complete. This background check is conducted by third party CSS (Comprehensive Screening Solutions). (This process can take anywhere from 3 – 30 business days. Average time to get results is 7 business days.)

Phase Six – Registry Agreement

Registry Agreement – the Credentialed candidate verifies agreement to be listed in the QABA online registry. (Timing to be added to the registry, 1-5 business days)

Phase Seven (if necessary) – Review of any Exam Discrepancies, Criminal Background Check Flags

If COR questions any of the results from Examiity reports or if any flags on background checks, the COR will contact the President of the QABA Credentialing Board.

Phase Eight – QABA® Credentialing Board Approval, Denial or defer for Further Review

A Review and Approval Process Package is distributed to QABA board members and a board meeting is scheduled. At the board meeting a decision is made to:

- Approve
- Reject
- Defer for further review

Notification – within 24 hours of the QABA board decision, the Candidate is informed of the decision. If the decision is to reject the candidate the reason(s) for the decision are provided. If the decision is to defer for further review, the candidate is informed about why the decision was made and provided procedures they need to take for a decision to approve.

Average time to complete Credentialing process: 15 - 45 days