



TUITION DURATION TARGET CERTIFICATION

\$4,000 18 weeks Registered Behavior Technician (RBT)  
Certified Medical Administrative Assistant (CMAA)

ISSUING AUTHORITIES



REQUIREMENTS

High School Diploma or GED

### PROGRAM DETAILS

This program offers a unique opportunity that not only prepares the student to perform administrative tasks within a medical office environment, but also gives them the tools and training necessary to become a Behavior Technician.

A Behavior Technician provides direct implementation of behavior-analytic services, but does not design intervention or assessment plans. Students learn about evidence-based Applied Behavior Analysis (ABA) principles and strategies for helping individuals with developmental behavior challenges.

Upon completion of the BT-1000 program, the student will be contacted by MedCerts' BCBA-SME via email. The BCBA-SME will serve as the student's liaison and the main point of contact through the remaining steps of the certification process.

After reviewing the BCBA-SME's email, the student will set up a consultation meeting with the MedCerts' BCBA-SME. This meeting will provide an overview of the next steps:

- Completion of competency assessment
- Completion of background check
- Completion of RBT application with the Behavior Analyst Certification Board

A BCBA must oversee the competency assessment process. The competency assessment involves direct observation of the student demonstrating skills described in the RBT Initial Competency Assessment Form. Per the Behavior Analyst Certification Board guidelines, the student must perform three of the tasks in the Skill Acquisition and Behavior Reduction Section with a client. A client is defined as a direct recipient of behavior analytic services. The MedCerts BCBA-SME will determine who will be considered a client for the student's completion of the competency assessment. Examples of potential clients may be children with or without disabilities. Alternative options may be authorized by the MedCerts BCBA-SME.

- It is the student's responsibility to find a client for the competency assessment.
- The student may choose to complete the competency assessment with any BCBA. The student may prefer to find a local BCBA who can oversee the competency assessment process. If the student is hired by an ABA organization, it is possible to complete the competency assessment on the job.

Once the student passes the competency assessment, the student must show proof of a clear background check. The MedCerts BCBA-SME will share recommended websites/options to complete the background check process. Students who fail the background check will be unable to obtain the RBT credential.

The final step requires the student to apply to take the national RBT exam through the Behavior Analyst Certification Board.

Visit [www.bacb.com/rbt](http://www.bacb.com/rbt) for more information.

### ATTAINABLE CAREERS

- Behavior Technician
- Behavior Health Specialist
- Hospice Staff
- Direct Care Staff
- Patient Centered Care Coordinator
- Medical Office Administration

Throughout the Behavioral Technician and the Medical Office program, students will learn to:

- ✓ Provide direct implementation of behavior-analytic services based on the BCBA's recommendations
- ✓ Teach children language/communication, social skills, daily living/adaptive skills, pre-academic skills, and more while recording and analyzing data along with the BCBA
- ✓ Comply with HIPPA/HITECH, OSHA, CMS and other healthcare regulations and laws, including the BACB
- ✓ Work with a child breaking steps into small skills, teaching one sub skill at a time until mastery
- ✓ Comprehend and define behavior clearly and set a measurement technique

*While MedCerts training and related target certifications may be accepted and/or approved by your state of residency, employers reserve the right to dictate pre-requisite education, experience, or certification/licensure requirements for their positions. These requirements may exclude a MedCerts graduate from eligibility. We strongly advise students to research target job posts from area employers and relevant state requirements, barriers or restrictions to ensure eligibility upon graduation.*

### CAREER SERVICES

For all MedCerts Students that are not affiliated with an employer partner, you also have the added benefit of Job Search Assistance including guidance with resume building, networking, interviewing, and job search tips.



### TARGET CERTIFICATIONS

Certifications	Issuing Authority	Exam Details
Registered Behavioral Technician (RBT)	The Behavior Analyst Certification Board (BACB)	85 multiple choice questions Time limit: 90 minutes
Certified Medical Administrative Assistant (CMAA)	National Healthcareer Association (NHA)	110 multiple choice questions Time limit: 2 hour 30 minutes

Course Code	Title	Hours	Weeks	Course Materials (Included)
PS-1011	Professionalism in Allied Health	32	2	None
HI-1011	Medical Office Procedures and Administration	96	6	eBook
HI-1014	Introduction to Human Anatomy and Medical Terminology	96	6	PDF eBook
BT-3011	Behavior Technician Training	64	4	PDF eBook

### EXPERIENTIAL/CLINICAL COMPONENT:

Experiential/Competency Assessment – Once student completes the Behavior Technician and the Medical Office program there are required steps students will need to take in order to achieve the RBT certification. See program details for outlined next steps.

### CRIMINAL BACKGROUND CHECKS AND DRUG SCREENING POLICY:

MedCerts does not perform criminal background checks, nor do we test students for illicit drug use. Please be advised that while MedCerts does not perform these checks, the student's drug, criminal, or immunization status may prevent clinical/externship placement and future employment as a healthcare or IT professionals. Externship sites, employers, and State Boards of Pharmacy or other regulatory boards have regulations about immunizations, drug use, and criminal backgrounds. Regulatory boards, externship sites, employers, and other organizations that may require these screenings for placement, and adverse results may prohibit you from moving forward in the program. Candidates with a felony conviction are not eligible to participate in ANY MedCerts program that includes the Pharmacy Technician certification as a primary or secondary certification

The student understands that MedCerts does not hold any control over the drug, immunization, criminal, or background screening processes or policies held by any organization outside of MedCerts.



*Upon 100% completion of this program, students will receive a "MedCerts Certificate of Program Completion." This is proof of completion of training but isn't a nationally recognized certification. Students are expected to take and pass the national certification exam through the issuing authority for recognized certification in their field.*