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**BEHAVIOR
CHANGE**

Continuing Education (CE) Approval Handbook

A guide for organizations, programs, and
educators seeking CE approval through the
Academy for Behavior Change.

Released 2026



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About ABC Continuing Education Approval

The Academy for Behavior Change (ABC) offers continuing education (CE) approval for learning activities that support professional growth in behavior change, coaching, and related practice areas. The approval process is intended to protect quality while creating a process that is workable for both organizations with ongoing CE activity and applicants seeking approval for a single course.

For CE Approval, ABC uses a hybrid model. Organizations with recurring CE activity may pursue Approved Provider Status, while organizations, programs, single-member companies, and independent educators may apply through the Individual Course pathway. The pathways are different in structure, but they are governed by the same quality standard. Every course must be reviewed and approved before it is advertised as ABC CE-approved.

ABC CE Approval Pathways and Key Concepts

ABC offers two pathways for CE approval. Applicants should choose the pathway that best matches how they intend to offer CE.

Topic	Explanation
Approved Provider Status	For organizations that expect to offer CE on an ongoing basis and want a more efficient review pathway for future courses. The applicant must be an ABC organizational partner and must submit one provider application with three initial courses for comprehensive review.
Individual Course CE Approval	For organizations, programs, single-member companies, or independent educators seeking approval for one or more specific courses. The applicant must be an ABC professional or organizational member. Each course receives a comprehensive review.
Course-specific approval	Approval is always course-specific. Even an Approved Provider must receive course approval before advertising a course as ABC CE-approved.
Review types	ABC uses comprehensive review for new individual-course submissions and for the initial Approved Provider submission, including the comprehensive review of the first three courses. Approved Providers may use abbreviated review for future courses when the submission is complete, clear, and within the provider's established scope.

Annual limits

Approved Providers may offer up to 30 ABC-approved CE credits per year under the standard annual provider fee. An additional annual fee applies for 31-60 approved credits. No more than 60 ABC-approved CE credits may be offered in a year under provider status.

Important clarifications

- Provider status is organizational and non-transferable. It does not automatically move to another entity, subsidiary, parent organization, purchaser, or partner organization.
- Provider status changes the review pathway, not the approval standard. Future courses still require review and approval before they may be marketed as ABC CE-approved.
- The annual 60-credit cap applies to ABC-approved credits actually offered during the approval year, not only to courses submitted for review.
- Significant changes may trigger additional review. Examples include major objective changes, substantial content revision, new faculty, expanded course length, or a major delivery-format change.
- ABC retains final authority to request clarifying materials, condition approval, deny approval, place a provider on probation, revoke approval, or convert an abbreviated review to a comprehensive review when necessary.



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Obtaining ABC CE Approval

How the approval system works and
what applicants should expect

ABC CE Course Requirements

All CE activities are reviewed against the same core standards regardless of pathway. Applicants should submit materials that are complete enough for the review team to understand exactly what will be offered, how the CE hours were calculated, and how participant completion will be determined. Applicants should take note of the following requirements:

- The course must be professionally relevant to behavior change, coaching, or a closely related practice area and team-based, integrative, human-centered care.
- Learning objectives must be clear, specific, and measurable enough to show what participants will learn or be able to do.
- Course content must be current, accurate, and evidence-informed when appropriate to the topic.
- Requested CE hours must align with actual instructional time and learning activities. Breaks, meals, unrelated promotional content, and non-instructional time do not count toward CE hours.
- The agenda must clearly show the structure of the learning activity and the basis for the CE hour calculation.
- Instructors must be qualified to teach the content based on education, credentials, training, and/or experience.
- The delivery format, participation expectations, and completion requirements must be clearly described.
- The course must include a participant evaluation process appropriate to the format.
- References, source materials, or another reasonable evidence base should be included when needed to support the course content.
- The course must be educational rather than promotional. Commercial support, financial relationships, and conflicts of interest must be disclosed and appropriately managed.
- Content must be respectful, inclusive, and appropriate for a diverse professional audience.

Instructional Time and CE Hour Calculation

ABC awards CE credit only for qualified instructional time, sometimes referred to as contact time. Instructional time includes time during which learners are actively engaged in a planned educational activity led, facilitated, or meaningfully structured by the course provider.

In general, instructional time may include:

- Synchronous or asynchronous teaching or facilitation
- Faculty-led discussion
- Structured interactive learning activities
- Supervised skills practice or applied learning directly tied to course objectives
- Assessment activities when they are part of the instructional design and directly related to the learning objectives

Instructional time does not include non-contact or passive activities. Examples of time that is not eligible for CE credit include:

- Independent reading
- Homework
- Self-study assignments not included as structured instructional contact
- Breaks
- Meals
- Registration or check-in time
- Introductions, housekeeping, or announcements not tied to learning objectives
- Networking time
- Unstructured reflection
- Travel time
- Exhibit hall or vendor time
- Optional activities that are not part of the instructional program

ABC calculates CE credit based only on the portion of the course that meets the definition of instructional time. Applicants must clearly distinguish instructional time from non-instructional time in the course agenda and in the requested CE hour calculation.

Non-instructional activities may support learning, but they are not counted toward CE hours unless they involve direct, structured instructional engagement that meets ABC requirements.

Steps to CE Approval: Approved Provider

Approved Provider Status is intended for organizations that anticipate frequent and recurring CE activity and want a streamlined process for course submissions. Importantly: It is not blanket approval for all future programming. Rather, it is a process by which organizations may demonstrate readiness and competence in meeting the requirements of CE and be permitted more abbreviated reviews of CE activity over time.

The steps to becoming an Approved CE Provider include.

1. Confirm that your organization is an active ABC organizational member.
2. Prepare one provider application with three complete course submissions for comprehensive review.
 - a. Submit required organization-level materials, such as contact information, oversight structure, faculty review process, and relevant compliance or disclosure practices.
 - b. Submit full course materials for each of the three initial courses, including learning objectives, slides and any participant-facing materials, agenda, requested CE hours, instructor information, and participant evaluation process.
 - c. Submit review fee.
3. Respond promptly to any questions, revision requests, or requests for additional documentation from ABC.
4. Receive provider approval only when the provider application is approved after all three initial courses meet ABC requirements.
5. Submit and sustain provider approval annual fees.
6. Submit each future course for abbreviated review before marketing it as ABC CE-approved.
7. Disclose significant changes and understand that ABC may require comprehensive review when a future submission is substantially new, incomplete, unclear, or outside the provider's established scope.
8. Renew each course and Approved Provider status annually if continued approval is desired.

What Provider Status Allows

- A more efficient pathway for future course submissions after the organization has demonstrated readiness and competence through comprehensive review.
- Use of abbreviated review for future courses that are complete, clearly documented, and within the provider's established scope.

What Provider Status Does Not Allow

- Automatic approval of future courses.
- Transfer of provider status to another organization or related business entity.
- Offering more than 60 ABC-approved CE credits within an approval year under provider status.

Steps to CE Approval: Individual Course CE Approval

The Individual Course pathway is designed for applicants seeking approval for one or more specific courses without applying for provider status. Each course is reviewed on its own merits and approved separately.

The steps to obtaining individual course approval include

1. Confirm that you are an ABC professional or organizational member.
2. Prepare a complete application for each course to be reviewed. Multiple courses may be submitted together, but each course remains a separate review decision.
 - a. Submit complete course materials, including learning objectives, slides and participant-facing materials, agenda, requested CE hours, instructor qualifications, disclosure information, and participant evaluation process.
 - b. Submit review fee for each course being reviewed.
3. Respond to any questions or requested revisions from ABC during review.
4. Receive approval only for the specific course version submitted and approved.
5. Submit and sustain approved course annual fees.
6. Renew each approved course annually if continued ABC CE approval is desired.



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Submitting an ABC CE Application

What is submitted, what is the cost, how
review works, and how decisions are made

Application Process

ABC reviews each application to confirm that the applicant, the course materials, and the requested CE hours meet handbook requirements. A complete and well-organized submission helps reduce delay and improves review efficiency.

Applications Include:

- Applicant and organization contact information.
- Identification of the application pathway (provider or individual) and the course or courses included in the submission.
- Key information for each course submitted:
 - » Course title
 - » Delivery format
 - » Target audience
 - » Date or anticipated offering period.
- Learning objectives and a timed course agenda showing course structure, instructional time, non-instructional time, and total requested CE hours based only on eligible instructional time.
- Instructor information and qualifications.
- Participant evaluation process and completion requirements.
- References, source materials, or evidence base when appropriate.
- Disclosure information related to commercial support or conflicts of interest.
- Any provider-level materials required for organizations applying for Approved Provider Status.

After Submission

ABC reviews each application for completeness and compliance with handbook requirements. ABC may request clarification, additional documentation, or revisions before a decision is made. Review does not begin until all required materials and applicable fees have been received.

Possible Outcomes

Applications may be approved, approved with conditions, returned for revision, or denied. Applications that are incomplete, unclear, or inconsistent with ABC requirements may be delayed or denied.

Conditions for Denial

ABC is committed to supporting applicants in meeting the requirements to earn approved CE status; however, meeting the requirements and rigor of CE status will not be compromised in any circumstance.

The following conditions are reasons a course or provider application may be denied:

- Applicants have two opportunities to integrate feedback from reviewers to meet CE requirements. If a course returned with feedback from the CE review team is resubmitted for a third attempt and continues to fail to meet requirements, the application will be denied.
- ABC is committed to providing evidence-based and expert-led continuing education opportunities and CE faculty must demonstrate this level of competency through documented experience, training, or education. If the applicant or organization cannot provide sufficient documentation of credentials, experience, and/or qualifications for the subject matter being provided in the CE, an application may be denied.

Applicant Attestation

By submitting an application, the applicant affirms that all information provided is accurate, complete, and not misleading, and agrees to comply with ABC CE requirements, conditions of approval, and ongoing maintenance obligations.

Application and Approval Fees

ABC charges fees for the review of CE applications and for the annual maintenance of active CE approval. Fees differ depending on whether the applicant is applying as an **Approved Provider** or seeking **Individual Course CE Approval**. Fee amounts may be published separately by ABC and may be updated without revising this handbook. Key information about each pathway to CE approval is outlined below.

Fees for Approved Providers

Organizations applying for **Approved Provider** status pay an initial application and review fee based on the total number of CE credits **they plan to offer during the approval year**.

Approved Provider Application and Review Fee	Amount
Up to 30 CE credits	\$250
31–60 CE credits	\$500

The initial Approved Provider fee includes review of the provider application and up to **three comprehensive course reviews** required for provider approval.

Once Approved Provider status is granted, an annual maintenance fee is required to keep Approved Provider status active.

Approved Provider Annual Maintenance Fee	Amount
Up to 30 CE credits (total across all approved courses)	\$150
31–60 CE credits (total across all approved courses)	\$250

Approved Providers may not exceed **60 approved CE credits** during an approval year.

After provider approval is granted, any additional courses submitted for approval are subject to an additional course review fee based on the CE value of the course.

Approving Additional Courses (Approved Providers only)

Once Approved Provider status has been granted, additional courses may be submitted for review and approval. ***All courses must be reviewed, and an additional course review fee applies for each course reviewed beyond the initial three.*** These fees reflect an abbreviated review process for each additional course and are based on the CE value of the course submitted. Additional course review fees are separate from the annual provider maintenance fee, which is required to maintain Approved Provider status.

Payment of additional course review fees does not change the annual provider maintenance fee or extend the provider approval term. Additional courses that are approved are covered under the annual maintenance fee and not subject to a separate renewal fee.

Additional Course Review Fee for Approved Providers	Amount (per course)
Fewer than 10 CE credits	\$30
10–20 CE credits	\$40
21–30 CE credits	\$50
31–40 CE credits	\$60
41–50 CE credits	\$70
51+ CE credits	\$80

In general, the Approved Provider pathway is often the better value for organizations planning to offer multiple CE courses during the year.

Fees for Individual Course CE Approval

Applicants seeking **Individual Course CE Approval** pay an application and review fee for each course submitted for approval.

Individual Course Application and Review Fee	Amount
Fewer than 10 CE credits	\$125
10–20 CE credits	\$145
21–30 CE credits	\$185
31–40 CE credits	\$235
41–50 CE credits	\$285
51+ CE credits	\$375

Once a course is approved, an annual renewal fee is required for each approved course that remains active under ABC approval.

Individual Course Renewal Fee	Amount
Annual renewal, per active approved course	\$75

An approved course is considered **active** when the applicant wishes to continue holding ABC approval for that course during the next approval period.

In general, the Individual Course pathway is often the better fit for a one-time or occasional CE offering.

Fee Expectations

Application and review fees are separate from annual maintenance and renewal fees.

Applicants seeking **Approved Provider** status should expect an initial application and review fee during the approval process, an annual maintenance fee once approved, and an additional course review fee for each new course submitted after provider approval is granted. All approved courses are covered under the annual maintenance fee and not subject to a separate renewal fee.

Applicants seeking **Individual Course CE Approval** should expect an application and review fee for each course submitted and an annual renewal fee for **each** approved course they wish to keep active.

All required fees must be paid in accordance with ABC policies and deadlines. Failure to pay required fees may delay review, prevent issuance or renewal of approval, or interrupt active approval status.

Review Process

Types of Reviews

Topic	Explanation
Comprehensive review	A full review against all ABC requirements. This applies to all individual-course applications and to the initial provider application with three courses.
Abbreviated review	A streamlined review available only to Approved Providers for future courses. It confirms key course requirements and checks that the submission remains complete, clear, and within the provider's established scope.
<i>When is an abbreviated review converted to a comprehensive review?</i>	ABC may require comprehensive review when the topic is substantially new, the instructional method raises additional questions, documentation is incomplete or unclear, prior compliance concerns exist, or the course reflects significant changes from previously approved materials. An additional fee will apply for abbreviated reviews converted to comprehensive reviews.

What is Reviewed?

Topic	Explanation
Educational quality	Clear objectives, logical structure, accurate content, sound instructional design, and a credible basis for the learning activity.
Operational clarity	Enough detail to understand what will be offered, how participation will be tracked, how completion will be determined, and how CE hours were calculated.
Faculty readiness	Instructors whose education, training, experience, or credentials appear reasonably aligned with the subject matter and delivery method.
Participant protection	Transparent disclosures, absence of misleading claims, and a process that supports a fair and appropriate learner experience.

Review expectations:

- ABC may request clarification, missing materials, or revisions before a final decision is issued.
- Applicants are responsible for ensuring that all submitted materials are current and consistent with the course they intend to offer.
- Advertising a course as ABC CE-approved before approval is granted is not permitted.
- ABC may attach conditions to approval when minor corrections are needed before the course is offered.

Review Outcomes, Delays, and Denials

A complete application does not guarantee approval. ABC issues decisions based on the submitted record and may request revisions before finalizing a result.

Outcome	Meaning
Approve	The course or provider submission meets ABC requirements as submitted.
Approve with minor revisions	Approval is granted subject to limited corrections or clarifications that must be completed before the course is promoted or offered.
Revise and resubmit	The submission shows potential but requires additional development, clarification, or documentation before approval can be considered. One revision and resubmission is permitted per application submission without incurring additional fees.
Deny	The submission does not meet ABC requirements or the deficiencies are too substantial to resolve through minor revision. A new application must be submitted with all relevant fees.

Common reasons for delay or denial

- Missing or incomplete materials.
- Vague, overly broad, or non-measurable learning objectives.
- Insufficient agenda detail or unsupported CE hour calculation.
- Instructor qualifications that do not clearly align with the topic.
- Course content that appears promotional, outdated, inaccurate, or inadequately supported.
- Unclear completion requirements, evaluation process, or disclosure information.
- Significant changes submitted without adequate explanation.



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Ongoing CE Approval

What organizations must do after approval to stay in good standing

CE Approval Agreement and Conditions of Approval

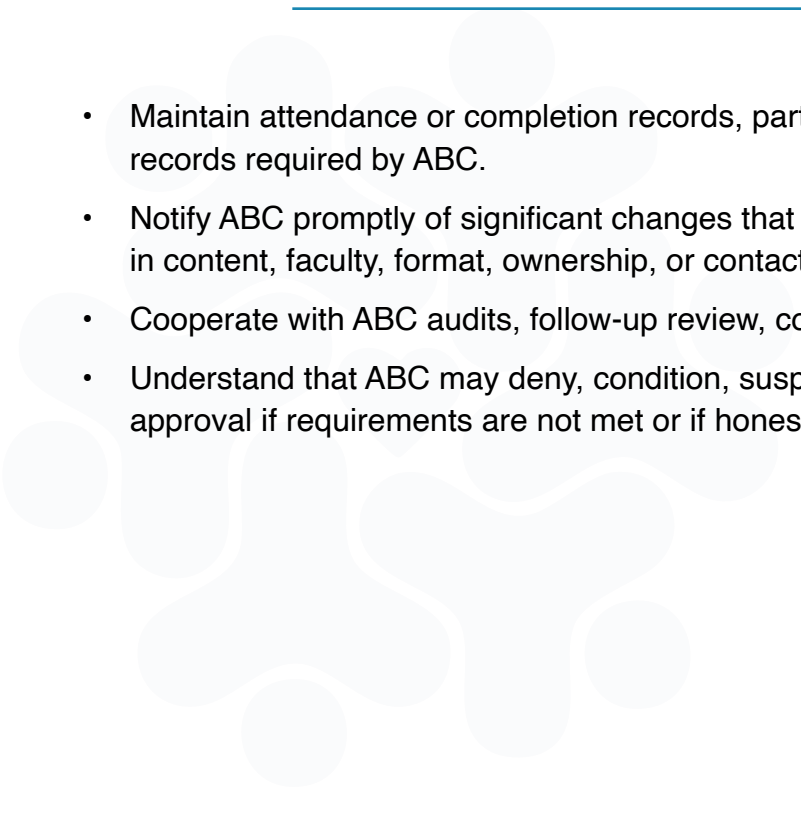
Every applicant must accept the ABC CE Approval Agreement as part of the application. The agreement applies to organizations, programs, and individual educators and continues for as long as CE approval remains active.

ABC approval is granted based on the materials submitted and reviewed. It does not automatically transfer to another organization, automatically approve future courses, or remain in effect if the approved activity changes substantially without disclosure and any required review.

By signing the application, the applicant confirms that an authorized representative accepts these conditions and understands that continued approval depends on ongoing honesty, integrity, and compliance with ABC requirements.

Applicants agree to:

- Provide complete, current, and truthful information in all applications, renewals, disclosures, and supporting materials.
- Represent ABC CE approval honestly and accurately and only after written approval has been granted.
- Avoid misrepresentation of approval status, CE hours, faculty qualifications, course outcomes, ownership, or the scope of approval.
- Deliver the course substantially as approved unless ABC has been notified and any required review has been completed.
- Comply with all handbook requirements, review conditions, deadlines, and renewal expectations.
- Pay all applicable application, review, renewal, and other required fees in accordance with ABC policies and timelines.
- Understand that ABC may delay review, withhold approval, or suspend continued approval if required fees are not paid.
- Disclose commercial support, relevant financial relationships, conflicts of interest, and other information required for ABC review.

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- Maintain attendance or completion records, participant evaluations, and other compliance records required by ABC.
 - Notify ABC promptly of significant changes that could affect approval, including changes in content, faculty, format, ownership, or contact information.
 - Cooperate with ABC audits, follow-up review, corrective action, and complaint processes.
 - Understand that ABC may deny, condition, suspend, place on probation, or revoke approval if requirements are not met or if honesty, integrity, or compliance concerns arise.

Ongoing CE Maintenance

Approval brings continuing responsibilities. Providers and course applicants must keep information current, maintain approved quality standards, and complete annual renewal requirements on time.

To remain in good standing, approved providers and course applicants must:

- Renew provider status or course approval annually, including timely submission of required fees.
- Submit updated organizational and contact information at renewal.
- Verify faculty information and instructor qualifications at renewal.
- Provide a current course list and disclose significant changes.
- Maintain records related to attendance or completion, evaluations, instructor information, and final approved course materials.
- Notify ABC when significant changes occur, such as major learning objective changes, new faculty, expanded course length, substantial content revision, or a major delivery-format change.
- Understand that significant changes may require additional review before the course may continue to be offered as ABC CE-approved.
- Comply with corrective action requirements if ABC identifies quality or compliance concerns.

Good standing and compliance

Continued approval depends on accurate reporting, timely renewal, payment of required fees, and continued alignment with ABC requirements. If standards are no longer met, ABC may require corrective action, place a provider on probation, revoke provider status, or discontinue a course approval.

Appendix A: Checklists for Success

Eligibility Checklist

Use this checklist to decide whether you are ready to apply and whether your course or organization appears to meet ABC's basic CE approval requirements.

I have identified the correct application pathway: **Approved Provider** or **Individual Course CE Approval**.

I meet the ABC membership requirement for the pathway I plan to use.

My organization or course is professionally relevant to behavior change, coaching, or related practice.

My course has clear learning objectives appropriate for continuing education.

My course includes a timed agenda that clearly separates **instructional time** from **non-instructional time**.

My requested CE hours are based only on **eligible instructional time** and do not include reading, homework, breaks, meals, networking, or other non-contact activities.

My instructor or faculty qualifications are appropriate to the course content.

I understand that ABC approval is **course-specific** and must be obtained before advertising a course as ABC CE-approved.

I understand that provider approval does **not** automatically approve future courses.

If applying for **Approved Provider** status, I understand that I must submit three initial courses for comprehensive review and that future courses still require review and approval before being offered as ABC CE-approved.

I am prepared to disclose any commercial support, relevant financial relationships, or conflicts of interest.

I understand that approved applicants must meet ongoing renewal, recordkeeping, reporting, and compliance requirements.

Submission Checklist

Use this checklist before submitting an application to ABC to help ensure that your materials are complete and ready for review.

Completed application form

Applicant and organization contact information

Identification of the application pathway: **Approved Provider** or **Individual Course CE Approval**

Course title, format, target audience, requested CE hours, and date or anticipated offering period

Learning objectives

Timed course agenda showing course structure, instructional time, non-instructional time, and total requested CE hours based only on eligible instructional time

Instructor qualifications, faculty documentation, or other supporting information about course presenters

Participant evaluation process

Completion requirements, including how participation or successful completion will be verified

Evidence base, references, or source materials, when appropriate

Disclosure information related to commercial support, relevant financial relationships, or conflicts of interest

Provider-level materials, if applying for **Approved Provider** status

Signed agreement, attestation, or acknowledgment of ABC CE Approval conditions

Payment of required fees

Appendix B: Complaint, Review, and Appeals Policy for Continuing Education (CE) Activities

1. Purpose

The Academy for Behavior Change (ABC) maintains a formal process for the receipt, review, and resolution of complaints related to approved continuing education (CE) activities. This process ensures due process, impartiality, and consistency with recognized accreditation and quality assurance standards.

2. Scope

This policy applies to all ABC-approved CE courses, activities, and providers. Complaints may be submitted by participants or other stakeholders regarding:

- Scientific or evidentiary validity of content
- Accuracy or misrepresentation of information, credentials, or qualifications
- Bias, discrimination, or inclusion of offensive material
- Instructor qualifications, conduct, or conflicts of interest
- Misalignment between learning objectives and delivered content
- Misalignment between course content and ABC mission, vision, and values
- Violation of copyright or intellectual property agreements
- Failure to adhere to ABC CE standards or policies

3. Complaint Submission Requirements

Complaints must:

- Be submitted in writing within **30 calendar days** of the CE activity
- Include sufficient detail to support review, including:

- » Complainant contact information
- » CE activity title, date, and provider
- » Description of the issue with specific examples
- » Supporting documentation, when available

- Complaints may be submitted via email to info@academyforbehaviorchange.org.

Anonymous complaints may be reviewed at ABC's discretion but must include adequate evidence to proceed.

4. Review and Adjudication Process

4.1 Acknowledgment

ABC will acknowledge receipt of the complaint within **5 business days**. If the complaint is not acknowledged within 5 business days, the complainant may contact ABC staff via email indicating the nature of their request in the subject line and include the initial submission date in the body of the email.

4.2 Preliminary Review

ABC will conduct an initial assessment to determine whether:

- The complaint falls within scope
- Sufficient information is available to proceed

Complaints deemed out of scope may be dismissed with written notice.

Complaints submitted with insufficient evidence may be followed up with a request for additional information from the complainant. If sufficient information is not received within **5 business days** of the request from the complainant, the complaint will be dismissed.

4.3 Formal Review

If accepted for review:

- The CE provider will be notified and required to respond within **10 business days**
- ABC may request additional documentation, including full course materials, evidence sources, proof of qualifications, and other relevant information
- Subject matter experts (SMEs) may be engaged to support an impartial evaluation

4.4 Determination

ABC will evaluate findings using a **preponderance of evidence standard** and assign a severity tier (see Section 5). A written determination will be issued within **30 calendar days**, unless extended due to complexity.

5. Severity Tier Framework

Findings are categorized to ensure proportional and consistent action:

Tier 1 – Minor Non-Compliance

- Isolated or unintentional issues
- Limited impact on learning integrity
- Examples include outdated reference, minor misalignment with objectives

Action:

- Required correction within defined timeframe
- Monitoring for compliance

Tier 2 – Moderate Non-Compliance

- Substantive issues affecting content quality or learner experience
- Potential misinterpretation of evidence or incomplete disclosures
- Examples: unsupported claims, insufficient evidence base, minor biased language

Action:

- Mandatory content revision within defined timeframe
- Possible temporary restriction on CE offering
- Provider placed under monitoring or probation

Tier 3 – Major Non-Compliance

- Significant deviation from evidence-based standards or ethical expectations
- Content that may misinform, harm, or undermine professional standards
- Examples: dissemination of inaccurate or misleading clinical information, discriminatory or offensive material

Action:

- Immediate suspension of CE approval for the activity
- Required remediation and re-review
- Probationary status or broader provider review

Tier 4 – Critical Non-Compliance

- Egregious or systemic violations
- Willful misconduct, falsification, or repeated major violations
- Content posing risk to public trust or safety

Action:

- Immediate revocation of CE approval
- Possible termination of provider eligibility
- Notification to relevant stakeholders or accrediting bodies, as appropriate

6. Notification and Resolution

ABC will provide written notification of the outcome to both the complainant and CE provider, including:

- Summary of findings
- Assigned severity tier
- Required actions and timelines

7. Appeals Process

7.1 Right to Appeal

CE providers may appeal determinations involving Tier 2–4 findings.

7.2 Appeal Submission

Appeals must:

- Be submitted within **10 business days** of the determination
- Include a detailed rationale and any new or clarifying evidence

7.3 Appeals Review

- Appeals will be reviewed by an independent panel not involved in the initial determination
- The panel will assess whether:
 - » Procedural error occurred
 - » New evidence materially affects the outcome
 - » The severity tier assignment was appropriate

7.4 Final Determination

A final decision will be issued within **30 calendar days** and is binding.

Appendix C: CE Provider Audit and Compliance Policy

1. Purpose

ABC conducts audits to ensure ongoing compliance with CE standards, safeguarding the integrity, independence, and evidence-based nature of approved activities..

2. Authority

ABC reserves the right to audit any CE provider or activity at its discretion, consistent with accreditation best practices.

3. Types of Audit

- **Routine Audit:** Scheduled as part of quality assurance cycles
- **For-Cause Audit:** Initiated in response to complaints or identified risks
- **Random Audit:** Conducted randomly to ensure broad compliance
- **Renewal Audit:** Conducted during reaccreditation or provider renewal

4. Audit Scope

Providers must maintain and provide access to the following:

- Complete instructional materials (slides, recordings, assessments)
- Evidence sources and reference lists supporting all claims
- Faculty qualifications and conflict of interest disclosures
- Marketing and promotional materials
- Learner completion data and evaluation summaries

Records must be retained for a minimum of **3 years**.

5. Audit Process

- ABC will issue written notice specifying scope and required materials
- Providers must comply within **10 business days**
- ABC will evaluate materials against the established CE standards and rubric described above.

6. Audit Findings and Actions

Audit outcomes will align with the **Severity Tier Framework (Section 5 above)**.

- Tier 1–2: Corrective action plans with defined timelines
- Tier 3: Immediate intervention, including suspension of affected activities
- Tier 4: Revocation of approval and potential termination of provider status

Failure to comply with audit requests may result in **automatic escalation to Tier 3 or Tier 4**, depending on severity.

7. Continuous Compliance Obligations

CE providers are required to:

- Ensure continuous alignment with ABC standards
- Implement corrective actions within required timelines
- Cooperate fully with audit and review processes
- Notify ABC of any substantive changes to CE content or faculty



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The Academy for Behavior Change is dedicated to advancing the science, practice, and impact of behavior change in health, wellness, and clinical care. Rooted in the belief that people are whole and capable of change, we bring evidence, equity, and humanity together to shape a new standard for how change is understood and supported.

Through research, training, and professional development, we equip leaders and practitioners with the tools to foster lasting transformation. Our work is about more than skills — it's about reimagining healthcare and wellbeing through partnership, possibility, and shared humanity.

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