

FORM A

Use for:
CAS

Office Use Only
#: _____
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International Institute of Education Standards, Inc.
CERTIFIED AUTISM SPECIALIST APPLICATION FORM

PLEASE PRINT OR TYPE: (Full name must match drivers license)

Title (circle one): Mr. Ms. Dr. Prof. Other___

Last_____First_____Middle_____

Date of Birth: _____

Home Address: Street/P.O. Box _____ City _____ State _____ ZIP _____

Home Phone No.: _____

Employer: _____Supervisor_____

Business Address: Street/P.O. Box_____ City_____ State_____ ZIP _____

Business Phone No.:_____ Ext._____

Send mail to: _____Home Address _____ Business Address (Home address will be default address if no box is checked)

Nine Areas of Competency that your Autism Continuing Education can address :

- Autism Overview: Characteristics/Red Flags/Related Conditions/Transitioning
- Communication Competency
- Behavior Competency
- Social Skills Competency (Includes Play Therapy)
- Environment Competency (Includes Self-Care)
- Emotional Awareness Competency (Mental Health/Bullying)
- Sensory Competency (Sensitivity, Overstimulation, Movement Therapy)
- Program Development Competency (IEP, ABA programs)
- Aptitude Competency (Academics)

CAS Code of Ethics

- Respect and bring honor to all family members we inform about ASD
- Acknowledge that stress may be present in the lives of family members
- Be aware that individuals with ASD experience things differently
- Recognize our own learning curve and be open to learning more from each experience
- Inform audiences in a manner with kindness and clarity
- Educate others to be gentle yet assertive when working with someone with Autism
- Protect the confidentiality of those you encounter
- Appreciate and respect others in the industry

Certified Autism Specialist™ is defined as a professional who is responsible for the support and/or services provided to an individual on the autism spectrum that directly relates to the professionals specific scope of practice.

Qualifications:

- Received a Masters Degree ideally in Special Education, Educational Psychology, Psychology, Applied Behavior Analysis (ABA) Human Development, Education, Early Childhood Education, Speech/Language Pathology, Occupational Therapy, Physical Therapy, Social Work, closely related field OR is a Board Certified Behavior Analyst (BCBA)
- Two years consistent experience working in your field (500 clock hours working with someone on the autism spectrum)
- Must maintain 14 CEU hours relating to autism or ABA every 2 years.

Certified Autism Specialist-BA is defined as the person who is responsible for carrying out the majority of the instruction based on the program development.

Qualifications:

- 1. Person has earned an Bachelor's Degree ideally in Education, Educational Psychology, Psychology, Social Work, Family Studies, Human Services, Human Development, Early Childhood Education OR closely related field.
- 2. Person has 2 years experience (500 hours) in direct service supporting an individual with autism: school, organization, caretaker, program, education workshops or completed an autism training track from a qualified professional.
- 3. Person must maintain 14 CEU hours relating to autism or ABA every two years.

Continued Field Experience: Must maintain 100 clock hours of direct service supporting individuals with autism per year.

If you are already licensed with a professional board and you are applying for a certification you may send a copy of your state license number. If you are renewing and your qualifying license number is on file, you do not need to resubmit another copy. CAS is not associated with state licensing boards. Professionals should seek the laws pertaining to their practice due to varying regulations from state to state. Submit a copy of your official college transcripts along with the application!

INSTITUTION ATTENDED	LOCATION	DATES ATTENDED	DEGREE	NAME ON TRANSCRIPT	License # (If Licensed)
Number of Years in Related Field	EMPLOYER	EMPLOYER	EMPLOYER		

Professional references: List the name and address of two individuals familiar with your two years experience and professional qualifications.

NAME	ADDRESS/PHONE
1.	
2.	
3. (Optional)	

Experience with individuals on the autism spectrum as it relates to your scope of practice?

If your Master's Degree is in Special Education, Educational Psychology, Psychology, Applied Behavior Analysis (ABA): include your experience with behavioral intervention in young children? Please Include a sample IEP if this is the role you will have.

Name of assessment tool(s) used when working with an individual that relates to your scope of practice and service:

Experience working with young children, special populations or supervision of a team:

How do you plan to assure anti-bullying measures are in place? (i.e. present a bullying education program, adopt a protocol/disciplinary action plan, anonymous method for students to report bullying)

1. Have you ever been convicted, pled guilty, or pled no lo contendere to any misdemeanor or felony other than juvenile offenses or misdemeanor traffic violations?..... Yes___ No___
2. Have you ever been found in violation of laws or rules pertaining to professional practice or settled such charges prior to a formal finding in an administrative proceeding? Yes___ No___
3. Have you ever had a judgment against you or settled prior to such a finding in a civil proceeding related to professional practice? Yes___ No___
4. Are charges pending against you for any of the above?..... Yes___ No___
5. Have you had a professional license or certification denied, probated, suspended, or revoked? Yes___ No___

“Please note: Applicants must provide all information relating to criminal history, professional license complaint history and civil liability suit history. Discovery of any of these past circumstances not disclosed may result in denial of your designation and disclosure of discovered information to other boards.” If you answered YES to any of the preceding questions, you must attach a detailed explanatory statement. Additional information may be requested.

New Certification applicant only:

6. I have successfully completed the required prerequisite training and have enclosed the certificate of completion. Yes___ No___

List all professional licenses or certifications that you have held within the last 10 years.

Professional License Held/Expiration Date	License Number	Issuing Board / State

Professional License Held/Expiration Date	License Number	Issuing Board / State

AFFIDAVIT

I hereby certify that I have accessed and read a copy of the laws and regulations pertaining to my certification. (A copy may be accessed at www.certifiedautismspecialist.com) I understand that I must observe and comply with all applicable laws and rules, including a code of conduct and standards of practice set forth in the rules and within my licensed scope of practice. Under penalties of perjury, I declare and affirm that the statements made in the application, including accompanying statements and transcripts, are true, complete and correct. I understand that any false or misleading information in, or in connection with my application may be cause for denial or loss of designation.

Signature of Applicant

Date

First Time Certification Shall Check All Boxes Prior to Submitting Your Application

- Enclosed is the \$299.00 fee: Certified Autism Specialist payable to IIES. (Includes Certification and ID Card) OR
 - Enclosed is the \$299.00 fee: Certified Autism Specialist-BA payable to IIES. (Includes Certification and ID Card) .
- I have included a copy of my official transcripts and that includes proof of my Master's degree
- I have included a sample IEP (Applies only to Special Education, Educational Psychology, Psychology, Applied Behavior Analysis (ABA) professionals
- I have initialed and signed the IIES-CAS Industry Standards of Practice Agreement Form found on the following pages.
- I understand certification renewal is on a two year basis and a fee of \$99.00. If your certification expires you must reapply.

Mail To:
IIES-CAS
15825 S. Hallet St.
Olathe, KS 66062



IIES-CAS Industry Standards of Practice Agreement Form Certified Autism Specialist

Initial on each Line

22-2012. Purpose.

Since professionals that work with individuals on the autism spectrum profoundly affects their life it is the purpose of the CAS program to protect individuals and their families by setting standards of qualification, training and experience for those who seek to work or volunteer with individuals with autism spectrum disorders. IIES promotes high standards of professional performance for those working with individuals with autism.

22-2013. Definitions.

As used in this act, unless the context clearly requires otherwise, the following words and phrases shall have the meaning ascribed to them in this section:

- (a) "IIES" means the International Institute of Education Standards. IIES has *not* been funded by a third party and operates as an independent accrediting body to professionals in the area of Family Studies and Human Services. IIES's mission is to establish an industry standard for autism professionals. CAS standards are practical and attainable.
- (b) "CAS" represents "Certified Autism Specialist" and is a professional that meets pre-qualifications, career experience and earns continuing education every two years. The term CAS signifies that the professional has invested in a lifetime of learning in order to better the lives of those with autism.
- (c) "Reliable Research" means research that is creditable in nature and that written resource materials are accurate, clear, fair, researched based. Research dimensions shall include creditable research, verification of credentials, verification of authorship, competencies of researchers and verify the limitations of the research. CAS suggests that resource information that is distributed to clients and families in both verbal and written form be from www.nih.gov. or CDC. The CDC and National Institute of Health (NIH) and NIH Institutes provide a wide variety of information that is written in the public domain and available at no cost. The IIES-CAS program is not associated with the CDC or NIH and does not receive funding from either party.
- (d) "Continuing Education" means the continued study for current information. CAS continuing education is required for a more effective practice and encourages the center to remain knowledgeable about current issues. Conferences and other education experiences presented by professionals with a Master's degree, Ph.D. , individual or parent of a child with autism qualify for CAS continuing education. Conference or workshops that hold a continuing education provider number that directly relate to autism qualify for CAS continuing education. Topics may include but are not limited to the areas of competency
- (e) "Areas of Competency"
- Autism Overview: Characteristics/Red Flags/Related Conditions/Transitioning
 - Communication Competency
 - Behavior Competency
 - Social Skills Competency (Includes Play Therapy)
 - Environment Competency (Includes Self-Care)
 - Emotional Awareness Competency (Mental Health/Bullying)
 - Sensory Competency (Sensitivity, Overstimulation, Movement Therapy)
 - Program Development Competency (IEP, ABA programs)
 - Aptitude Competency (Academics)
- (f) "Diagnose" Only qualified professionals may diagnose and treat mental disorders specified in the edition of the diagnostic and statistical manual of mental disorders of the American psychiatric association designated by the board by rules and regulations.

22-2014. Prohibited acts

- (a) no person shall use the CAS mark without authorization
- (b) failing to complete continuing education requirements
- (c) acts of unprofessional code of ethics
- (d) intentionally and knowingly violate one or more CAS practice standards
- (e) refusing to submit requested documentation
- (f) making a false statement in connection with any application
- (g) no professional shall engage in diagnosing or treatment outside of their licensed scope of practice
- (h) no professional shall practice outside the state laws within their jurisdiction
- (i) no personnel shall conduct services outside of their legal scope of practice.
- (j) personnel shall not conduct an IEP or assessment without first stating their credentials to the client. Diagnosis of ASD must come from a Medical Physician or Licensed Psychologist. The client's family shall be informed that an assessment is not a diagnosis. The client's family may be informed to see a physician for further evaluation based on early signs of detection.
- (k) nothing in this act shall be construed to permit a diagnosis by anyone who does not have legal authority to do so.
- (l) nothing in this act shall be construed to prevent qualified persons from doing work within the standards and ethics of their professional scope of practice and callings provided they do not hold themselves out to the public by any title or description that represents a profession they are not. (Name tags and credentials shall be worn)
- (m) any violation of this section shall constitute IIES to suspend or revoke CAS certification

22-2015. Qualifications for CAS

- (a) The CAS program is available to an applicant who:
 - (1) has earned a Masters degree from an accredited university in Special Education Special, Education, Educational Psychology, Psychology, Applied Behavior Analysis (ABA) Human Development, Early Childhood Education, Speech/Language Pathology, Occupational Therapy, Physical Therapy, Social Work, closely related field. *Professionals with a BA Degree and ten years consecutive field experience are eligible to apply that hold a current license.*
 - (2) has two years consistent experience working directly with an individual(s) with the autism
 - (3) operates a center that requires a designated staff to earns 14 hours of continuing education that directly relates to autism spectrum disorders including but not limited to ABA.

22-2016 CAS Standards of Practice

- (1) conduct themselves in a professional manner using reliable research and without fraud or deceit. (CDC, NIH, NIMH are suggested resources)
- (2) takes measures to ensure that the safety of the individual with autism is being met
 - (a) provides education training for direct staff including but not limited to paraprofessionals
 - (b) has a protocol and disciplinary action plan in place when a report of bullying has been made against an individual with autism. (ie. Inform parents, document any witnesses, provide an anonymous way for students to report bullying)
- (3) takes measures to ensure safeguarding privacy and executing confidentiality measures
- (4) requires the CAS to wear name badges that includes personnel credentials
- (5) requires the CAS to abide by the CAS code of ethics
- (6) operates a school, center or practice that maintains records and proof of the staff's resumes, continuing education or training, organization chart, articles of incorporation and bylaws including the tax identification number
- (7) operates a center that has a screening process to for staff that works directly with clients.

22-2017. State and Jurisdictions

- (a) It is the responsibility of each CAS to stay abreast on the laws in one's state and/or jurisdiction. Schools or centers that have legal actions pending may have CAS suspended or revoked.
- (d) A professional who holds CAS status shall inform IIES within 24 hours if they, the school, or center has been found in violation of any law(s)

22-2018. Unlawful acts

Conviction of any of the following shall constitute an unlawful act.

- (a) Obtaining or attempting to obtain CAS renewal by bribery or fraudulent representation;
- (b) Knowingly making a false statement in connection with any application under this act;
- (c) Representing yourself as CAS status without authorization

22-2019. Grounds for suspension, limitation, revocation or refusal to issue or renew CAS

- (a) IIES may suspend, limit, revoke, condition or refuse to issue or renew a CAS to anyone upon proof that:
 - (1) has a staff member that has been convicted of a felony and, after investigation, the IIES finds that the individual has not been sufficiently rehabilitated to merit the public trust; (requires a referral letter from a mental health professional)
 - (2) has been found guilty of fraud or deceit in connection with services rendered
 - (4) has been found guilty of unprofessional conduct as defined by rules established in CAS code of ethics
 - (5) has been found to have engaged in a diagnosis of autism without legal authorization
 - (6) has been found guilty of negligence or wrongful actions in the performance of duties; or
 - (7) has had a license to practice revoked, suspended or limited, or has had other disciplinary action taken, or an application for a license denied, by the proper licensing authority of another state, territory, District of Columbia, or other country, a certified copy of the record of the action of the other jurisdiction being conclusive evidence thereof
- (b) Proceedings to consider the suspension, revocation or refusal to renew CAS status shall be determined by IIES

22-2020. Accreditation; effective and expiration dates; renewal; continuing education; ethics, privacy and confidentiality; reinstatement; duplicate

- (a) Accreditation issued shall be effective upon the date issued and shall expire at the end of 24 months from the date of issuance
- (b) (1) CAS may be renewed by the payment of the renewal fee set forth in 22-2021 and submission of a signed statement, on a form to be provided by IIES, attesting that the applicant's certification has been neither revoked nor currently suspended and that center has met the requirements for continuing education established by IIES including not less than three continuing education hours of professional ethics, privacy or confidentiality
- (c) The application for renewal shall be made on or before the date of the expiration, of CAS status, on or before the date of the termination of the period of suspension
- (d) If the application for renewal, including payment of the required renewal fee, is not made on or before the date of the expiration, CAS is void, and no status shall be reinstated except upon payment of the required renewal fee established under 22-2021 and amendments thereto, plus a penalty equal to the renewal fee, and proof satisfactory to IIES the completion of 14 hours of continuing education within two years prior to application for reinstatement. Upon receipt of such payment and proof, IIES shall reinstate CAS status. CAS shall be reinstated under this subsection, upon receipt of such payment and proof, at any time after the expiration of such center
- (e) In case of a lost or destroyed certificate, and upon satisfactory proof of the loss or destruction thereof, IIES may issue a duplicate certificate and shall charge a fee as set forth in 22-2021 and amendments thereto for such duplicate certificate.

22-2021. Fees.

(a) The following fees shall be established by IIES rules and regulations in accordance with the following limitations:

(1) Application review which includes certification for first time is **\$299.00**.

(a) new CAS status shall consist of an interview by means of, telephone interview, or conference interview to discuss CAS standards and CAS code of ethics

(2) Application renewal after 24 months with proof of continuing education is **\$99.00**

(a) CAS reinstatement can be processed on-line and does not require further action unless a complaint has been filed against the CAS during the renewal period

(3) Replacement fee for re-issuance of a certificate due to loss or name change shall be not more than \$40.

CAS Continuing Education Providers Seeking Approval

(4) Application fee for approval as an ARC approved continuing education sponsor shall be as follows:

(A) initial application fee for one year provisionally approved providers shall be not more than \$200;

(B) two-year renewal fees for approved providers shall be not more than \$500; and

(C) application fees for single program providers shall be not more than \$100 for each separately offered continuing education activity for which prior approval is sought

(D) non-profit associations: CAS continuing education providers may be eligible for reduced or waived fees

(7) Fees paid to IIES are not refundable once CAS has been approved

22-2022. Disclosure of information; limitations.

(a) No CAS may disclose any information such person may have acquired from the person's professional capacity or be compelled to disclose such information except:

(1) With the written consent of the client

(2) CAS shall contact a social service worker if: the person is a child under the age of 18 years and the information acquired indicated that the child was the victim or subject of a crime

22-2023. Diagnosis of mental disorders relating to Autism

Only qualified professionals may diagnose and treat mental disorders specified in the edition of the diagnostic and statistical manual of mental disorders of the American Psychiatric Association designated by the rules and regulations.

(a) When a client shows red flags of a mental disorder, (www.nimh.gov) they should be referred to a medical physician, psychologist or psychiatrist to determine an accurate diagnosis

22-2024. Code of Ethics

- Respect and bring honor to all family members we inform about ASD
- Acknowledge that stress may be present in the lives of family members
- Be aware that individuals with ASD experience things differently
- Recognize our own learning curve and be open to learning more from each experience
- Inform audiences in a manner with kindness and clarity
- Educate others to be gentle yet assertive when working with someone with autism
- Protect the confidentiality of those you encounter
- Appreciate and respect others in the industry

By signing below you are agreeing to the IIES-CAS industry standards for professional practice

Applicants Name: _____

Applicants Signature _____ *Date:* _____

Witness (Supervisor)Signature _____ *Contact Phone* _____