



APPLICATION PACKET

FOR

AMERICAN BOARD

OF

DISABILITY ANALYSTS

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ABDA is a member driven interdisciplinary professional association dedicated to serving the interests and promoting the welfare of its members and the diverse populations they serve.

STATEMENT OF PURPOSE

ABDA is a professional multidisciplinary education and credentialing organization whose members provide evaluation, consultation and treatment to physically and/or mentally disabled persons of all ages. While some individuals are born with such disabilities as cerebral palsy, blindness, deafness, seizure disorders and musculoskeletal disorders, it should be recognized that accidents (e.g., work related, motor vehicle), disease and war contribute to the largest proportion of today's disabled population.

The mission of ABDA is to contribute to understanding the etiology, diagnosis and rehabilitation of disabling conditions. ABDA supports technological advances that make employment, education, transportation, independent living and leisure pursuits more accessible to the disabled. ABDA is composed of professionals in medicine, rehabilitation, psychology, nursing, physician assistants, insurance claims and risk specialists, physical therapy, nurse practitioners, occupational therapy, speech therapy, respiratory therapy, epidemiology, osteopathy, chiropractic medicine, counseling, education, case management, public health, administration, applied economics, social work, public health, forensic sciences and other allied health professions.

Through its various activities, publications and training functions, ABDA seeks to establish a standard threshold of knowledge and professional competence for those who work with disabled individuals. Through its credentialing review process, ABDA offers both the public and private sectors a process for identifying well qualified professionals trained and experienced in the assessment, treatment, funding and rehabilitation of disabled persons. Professionals whose work engages them with mental and/or physical disabilities are eligible. ABDA supports research on disabilities resulting from birth, accidents, disease, war and aging. ABDA and its affiliates sponsor technological innovation to promote independent living and the enhancement of activities of daily living and quality of life for disabled individuals. ABDA supports the Americans with Disabilities Act (1990), the provisions of which became binding in 1993, that extends comprehensive civil rights protection to the disabled.

There are two levels of certification: 1) Disability Analyst and Fellow; 2) Senior Disability Analyst and Diplomate. Each requires a degree in an appropriate field of study, three professional letters of reference, one representative work sample (e.g., report, presentation, case study, publication, etc.), completed application form and vita. The Diplomate credential will be awarded only to those with nine years or more of actual post-degree work experience while those applying at the Fellow level must have at least four years of professional work experience with disabled persons. Application materials will be carefully reviewed by the Credentials and Certification Committee.

Following the time limited grandfathering period a written and/or oral examination will be necessary to qualify. Those applicants who have been approved as board certified Fellows may re-apply for Diplomate status after a period of no less than six months if at that time requirements have been met.

To retain board certification at any level by ABDA one must strictly adhere to local, state and federal laws and regulations which apply to the individual as a person and professional. One must also carry out his/her professional practice in accordance with the highest ethical standards and codes available within one's profession, both at the state and national levels. If no written Code of Ethics or established standard of professional conduct is available to the individual through professional affiliations it will be that person's responsibility to adhere to appropriate ethical standards developed by the most closely related professional field and to report any difficulties to the ABDA Central Office. Failure to comply with any policy requirement or regulation of ABDA may result in a warning, reprimand, suspension or revocation of board certification. It is also understood that ABDA and its affiliates assume no responsibility for the activities or actions of those whom it certifies.

- FEATURES OF MEMBERSHIP -

1. By joining at this time, you may identify yourself as a *charter member*.
2. Members are eligible to receive an appointment as a faculty member of the American College of Disability Analysts if they make presentations regularly at an ABDA sponsored educational event in the U.S. or elsewhere.
3. Attendance at ABDA meetings qualify one to receive continuing education unit certificates from both ABDA and the American Board of Medical Psychotherapists and Psychodiagnosticians (ABMPP) at no additional cost.
4. Members receive all ABDA publications at no cost, listing in the ABDA National Directory at no cost, and an opportunity to publish your work and/or announcements in ABDA publications at no cost. An annual renewal fee (currently \$80) is required.
5. Upon receiving board certification, ABDA will send letters announcing the event to newspapers, hospitals, agencies or other sources designated by the recipient (at no cost).
6. Our Program and Planning Committee recognizes how hard professionals in our field work and will be making arrangements to hold meetings in some unusual and very appealing locations including Latin America, the Caribbean, Europe, Asia, and Africa as well as resort locations in the U.S. Such events provide opportunity for quality time with colleagues and family away from the customary distractions which occasionally detract from conventional meetings.
7. In the future, we plan to designate at least one Scholar-In-Residence available to members as a resource for excellence.
8. Members will qualify for reduced registration fees for ABDA sponsored events (as will any of your guests).
9. ABDA will grant co-sponsorship of workshops led by members and provide CEU certificates to those who attend at cost (currently \$4.00 per registrant).
10. ABDA has a close working relationship with several academic institutions and will assist those interested and qualified in pursuing further study and/or adjunct faculty status.
11. ABDA will assist those interested in establishing a computer network of shared professional interests and will grant permission at no cost for ABDA members to use assessment forms specifically designed and developed for evaluation of the disabled.
12. In addition to enjoying all of the benefits of membership in this organization, you may avail yourself of advantages of membership of the American Board of Medical Psychotherapists and Psychodiagnosticians (ABMPP).
13. Once membership objectives have been met priority will be given to those new applicants nominated or supervised by current members in good standing.
14. ABDA Central Office will serve as a referral source for inquiries received in all geographical locations. Special training workshops are offered to help members expand their skills and professional practice (e.g., forensic consulting)

BIOGRAPHICAL INFORMATION

RETURN THIS PORTION TO ABDA CENTRAL OFFICE.

WITH BOTH SIDES COMPLETED

Please type or print legibly

Please return to:

Alexander E. Horwitz, M.D., ABDA Executive Officer Emeritus

American Board of Disability Analysts, 4525 Harding Road, Nashville, TN 37205

Fax # (615) 327-9235

I am applying for (check one):

____ Certification as **Disability Analyst and Fellow**

____ Certification as **Senior Disability Analyst and Diplomate** (requires minimum of 9 years relevant professional work experience).

First Name, Middle Initial, Last Name

Street

City, State, Zip Code

Office- _____

Fax- _____

E-mail- _____

Telephone(s) including area code _____

Present Affiliation (title/institution/or independent practice) _____

College Degree(s) (date awarded/institution) _____

Current Valid License and/or Certification (state) if applicable _____

Area(s) of Primary Specialty _____

Professional Membership(s) _____

Relevant Experience (be specific regarding disability work) _____

Writings (published or in progress), Research, Relevant Teaching/Training, Administrative, Forensic or Consultative Experience _____

Professional References (Please print clearly the name and address of at least three; attach additional sheet if necessary):

Have you ever had a certificate, license, or other professional credential restricted, suspended or revoked?

(check one): YES ____ NO ____

If yes, please explain on separate sheet.

I, the undersigned, hereby make voluntary application to the American Board of Disability Analysts (ABDA),. I understand and agree that in making application to, and/or accepting certification by the American Board of Disability Analysts that I will first honor and comply with all local, state, and federal laws and regulations which apply to me as a person and as a professional and that I will conduct myself in a manner consistent with the highest level of professional ethics. I agree to be bound by the regulations of ABDA if I am awarded certification and that failure to do so may result in suspension or revocation of my ABDA certificate. I affirm the information I have provided to ABDA is true and accurate. I agree to function within the limits of my training and competence. I further understand and agree that ABDA and its affiliates assume no responsibility for any of my activities or actions.

Signed: _____

Date: _____

Type or print name as you wish for it to appear on registered certificate, if awarded:

Please enclose current curriculum vita or resumé.



COMPLETED APPLICATION CHECKLIST

(please review carefully before returning)

- ___ Completed application materials
- ___ Curriculum vita or professional resumé
- ___ Three professional references (please include complete addresses) to be sent a brief form by ABDA Central Office.
- ___ A representative brief work sample (e.g., case study, report, settlement proposal, publication, original training document, labor market research, course taught, transcript of treatment session, etc.) relevant to your professional activities as a Disability Analyst.
- ___ **Application fee of \$375 U.S. issued to ABDA** (or with credit card by completing information below). **Alternatively, a single lifetime membership fee of \$980 will serve both as application fee and exempt one from all future annual renewal fees.**

Type of card: (check one) Mastercard _____ Visa _____

Card # _____

Expiration date: _____ Amount to be charged: _____

Name on card (print or type) _____ Signature: _____

- ___ Add \$125 if you wish to purchase a copy of **The Catastrophic Injury Handbook** (2003) (approx. 400 pp) (includes S/H).
- ___ Add \$125 if you wish to purchase a copy of **The Disability Analysis Handbook: Tools for Independent Practice (1996) (Fourth Printing)**. Limited supply remains (396 pp) (includes S/H).
- ___ Add \$150 if you wish to reserve a copy of the **The International Directory of Disability Analysts** (on disk) (includes S/H).
- ___ Add \$125 if you wish to purchase a copy of **Disability Analysis in Practice: Framework for an Interdisciplinary Science** (428 pp) (includes S/H). Limited supply remains.
- ___ Add \$475 for all of the above (includes S/H). **All fees are in U.S. dollars.**

- ABDA CERTIFICATION PROCESS -

1. A complete set of application materials must be submitted (including professional resumé, work sample, and the names and addresses of at least three professional references). The Board reserves the right to request additional information.
2. A fee of \$375 (issue payment to ABDA) must accompany application. If for any reason application is not approved \$365 will be refunded. Written examination is not required of those who complete application within ninety days. Subsequently, an examination may be required at the Board's discretion. **A one time lifetime fee of \$980 is an option that exempts one from all future annual renewal fees.**
3. Those approved will receive the following:
 - A. A registered and numbered certificate and pin attesting to the individual's national board certification status.
 - B. Reduced fees for all conferences and continuing education programs sponsored by ABDA and its affiliates conducted in the U.S. and elsewhere.
 - C. Free listing in each volume of the widely distributed *ABDA National Directory of Disability Analysts* which includes e-mail addresses.
 - D. Free mailings of ABDA and access to publications at a member discount.
 - E. Permission to use disability assessment forms and techniques developed specifically for ABDA members.
 - F. Persons nominated for board certification by current ABDA members will be given special consideration.
 - G. Eligibility to serve as a supervisor/member for future applicants.

Those who are approved as board certified Disability Analyst and Fellow may reapply for Senior Disability Analyst and Diplomate status after a period of no less than six months by providing well-documented evidence addressing any deficiencies or other areas in need of remediation or additional experience and training. A nominal re-application fee for processing is required.



HISTORICAL PERSPECTIVE

For most of the twentieth century, evaluation and treatment services for the disabled and handicapped person have been dominated by the public sector. In recent years, the private sector has come to play a major role in shaping the systems for delivering such services.

An interdisciplinary team of disability consultants and insurance specialists from both the public and private sectors as well as major universities, medical and professional schools under the sponsorship of the American Board of Medical Psychotherapists and Psychodiagnosticians conducted a six year study to determine specific measures to best mobilize an effective multidisciplinary strategy to serve the disabled for the twenty-first century. The Disability Study Group gathered at meetings and research conferences in the U.S. Virgin Islands, Tennessee, British Columbia, Mexico, Puerto Rico, New Mexico, California, Florida, Georgia, Pennsylvania, Washington, DC, Arizona, Louisiana, Ohio, South Carolina, Michigan and New York and arrived at several programmatic conclusions. In view of the lack of uniform standards for professional functioning and continuing education, it was decided to establish the American Board of Disability Analysts (ABDA), in 1989. ABDA was created to build interdisciplinary harmony, promote methods for empowering the disabled and independent living and to reduce the disparity of training and credentialing standards found among professionals who evaluate and/or treat the disabled.

One of the objectives ABDA has designated for the near future is to have identified at least one or more Board Certified Disability Analysts for every community in the U.S. and Canada. By doing so, it will insure that each disabled individual, his/her family, as well as the agencies and treatment teams working with that person, will have access to a qualified resource person to assist in coordinating whatever services may be needed to achieve a desirable quality of life. In sparsely populated areas, a single Disability Analyst may be called upon to provide coverage for multiple communities while in densely populated urban areas a large number of disability analysts will be sought for membership in the American Board of Disability Analysts.

Board certification has become an institution revered by the public, the judicial system, insurance and business organizations, professional societies and individuals who desire formal acknowledgment and recognition of demonstrated mastery of particular bodies of knowledge and skill application. The certification process also serves as a gate-keeping mechanism to insure the professionals who earn certification have actually demonstrated a high degree of post-graduate professional competence and integrity. Such individuals are viewed as seriously committed to their careers and willing to subject themselves and their work to the scrutiny and ongoing review of their peers. Consequently board certification is regarded as a means of accountability and standards enforcement to promote the highest level of professional skill attainment and services provided.

The deliberately planful growth of ABDA is reflected by the persons identified in the ***National Directory of Disability Analysts***. ABDA has met with success because of the willingness of so many practitioners in various disciplines to support the need for the establishment of a central clearinghouse and interdisciplinary credentialing body. *Voluntary, grassroots involvement by the constituency of ABDA has been essential to its formation, momentum and effectiveness in reaching those who both directly and indirectly serve the disabled through rehabilitation, teaching, training, research, supervision, assessment, therapies, consultation, administration, advocacy and related fields.*



TRAINING MODEL FOR THE CAREER PATH OF DISABILITY ANALYSIS

Disability Analysts represent a wide range of fields including medicine, nursing, rehabilitation, insurance professionals, psychology, occupational therapy, physical therapy, osteopathy, chiropractic medicine, program administration, case management, forensic economics, life care planning, educators, counselors, pain specialists, social work, speech/language therapy, alternative therapies, allied health professionals and others. ABDA certifies persons at two levels:

1. Disability Analyst and Fellow: Eligibility required—A degree in an appropriate field and at least four years of professional experience.
2. Senior Disability Analyst and Diplomate: Eligibility required —A degree in an appropriate field and at least nine years of professional experience.

Persons with background and experience in teaching, research or supervision may also be eligible for appointment to the American College of Disability Analysts and to serve as Faculty at ABDA conferences. To retain faculty status once conferred, one will be expected to be a presenter regularly at an ABDA conference scheduled for the U.S. or elsewhere and to maintain a record of scholarly productivity.



GENERAL ETHICAL GUIDELINES

A series of ethical guidelines has been developed by the Credentials and Certification Committee which are interdisciplinary in nature and should complement each individual's own primary profession's ethical standards. Monitoring our own ranks and rigorously adhering to these standards will not only serve to strengthen the effectiveness and value of services provided to our constituencies but also enhance the credibility and accountability for Disability Analysts from within and outside our fields of practice.

1. *Professional Disability Analysts do not discriminate on the basis of race, color, religion, national origin, gender, age, disability or marital status.*
2. *Professional Disability Analysts will accurately present themselves according to training, knowledge and professional experience.*
3. *Professional Disability Analysts accept responsibility for accurately presenting their findings, analyses and conclusions, reasonably, lucidly and succinctly. Conflicts of interest and even the appearance of impropriety are to be avoided.*
4. *Professional Disability Analysts disavow methods which could potentially violate or diminish the rights of clients or others who may be unfavorably affected by their actions.*
5. *Professional Disability Analysts support expanding the scientific database of knowledge regarding prevention, epidemiology and treatment outcome for disabling conditions upon which professional opinions are based.*
6. *Professional Disability Analysts render only those services they are competent and qualified to perform. Moreover, they assume responsibility for clarifying or correcting any misconception or misrepresentation of their qualifications by others and accurately represent their credentials and maintain a current curriculum vita revised regularly and which is made available at no charge upon request.*
7. *Professional Disability Analysts recognize the need for continuing education throughout their careers and maintain appropriate records of their experiences.*
8. *Marketing and advertising of professional services and products are done in an appropriate manner. Services or results are neither promised nor offered unless they can be adequately delivered.*
9. *Fees will be set at a reasonable level and commensurate for what is charged for comparable services in that region. A reasonable fee structure will be adopted that does not limit accessibility by the public.*
10. *Matters of confidentiality will be carefully addressed with any circumstances that constitute an exception explained carefully.*
11. *When a consumer is not benefiting from a service, it will be discontinued and, if appropriate, referral elsewhere will be made.*
12. *If a Professional Disability Analyst violates the standards of the profession, colleagues who know first hand of such activities should attempt promptly to rectify the situation directly by bringing it to the individual's attention. Feedback to a fellow Professional Disability Analyst should be constructive and collegial. Failing an informal solution, the questionable activities should be brought to the attention of the appropriate local, state and/or national committee on professional standards.*
13. *Professional Disability Analysts are strongly encouraged to commit approximately one percent or twenty hours of their work schedule on an annual basis to providing scheduled pro bono services to the community.*
14. *Professional Disability Analysts withdraw from professional relationships which could result in violation of professional standards, lead to conflict of interest or otherwise compromise the integrity of the specialization.*
15. *Professional Disability Analysts adhere to all applicable federal, state and local laws establishing and regulating their professional practices.*

Retention of board certification at all levels requires proof of eight hours of appropriate continuing education credit (or equivalent formal self-study) each year from a recognized educational institution, hospital or organization. Sufficient continuing education programs will be made available to members of ABDA through its meetings, conferences and other affiliated training programs.

The American Board of Disability Analysts is dedicated to the prevention and alleviation of human suffering and enhancement of quality of life, independent living and activities of daily living for disabled persons. It is our objective to fulfill these goals through maintaining rigorous standards for our professional credentialing and training procedures and encouraging interdisciplinary collaborative excellence in the performance of evaluation, treatment, consultation, funding and rehabilitation services and related methods of intervention and research to promote independence and empowerment of the disabled.