



August 5, 2024

Caldwell University  
120 Bloomfield Avenue  
Caldwell, New Jersey 07006

Dear Dr. Ken Reeve,

On behalf of the Association for Behavior Analysis International (ABAI) Accreditation Board, I am pleased to inform you that the Board has granted **full accreditation through December 31, 2029**, to the Ph.D. in Applied Behavior Analysis program in the Department of Applied Behavior Analysis at Caldwell University. The program's accreditation status is granted based on a calendar year with expiration occurring at the end of the year.

The accreditation process is specifically designed to convey information about a training program's comprehensiveness, rigor, quality, and transparency. Its purpose is to promote quality control and continuous improvement. The Board extends its sincere appreciation to you and your colleagues for your success in helping to preserve the integrity of training in behavior analysis.

The board provided several commendations for the doctoral program and noted that it exceeds many of the accreditation standards. Specifically, the program has high student engagement as documented by the numerous conference presentations and co-authorships over the past five years. The board is impressed with the program's ability to provide significant financial support to students through fellowships and part-time assistantships. Additionally, faculty provide high quality advising and mentoring and work closely with students to set them up for success upon graduation.

The board raised questions about the stability of the program in the face of many changes, including decreased student enrollment, faculty departures, and turnover of upper-level administration. The board is concerned about the lack of robust professional development funds and the increased requirements for faculty to market and fundraise to maintain the program's financial viability. The board is encouraged to see the program has maintained its student to faculty ratio, in light of fewer faculty. Given the high caliber of the program, the board encourages university administration to strongly support this program to full carry capacity, so more students can be trained by its exemplary faculty. The board recommends hiring additional faculty or more actively involving doctoral students in the mentorship of master's students and increasing resources for professional development, marketing resources, and fund raising to ensure the integrity and longevity of the program.



The Board appreciates the collegial nature of your response to the site visit report. It is clear this exemplary program provides a valuable service to its students, the university, and the field at large.

During this grant of accreditation, the program is required to pay an annual sustaining fee as described in Title VII Section 7-1-104 of the *Accreditation Handbook*, and to remain in compliance with the Board's policies and procedures. I would like to call special attention to three important policies related to public disclosure (Standard 8). Your program is required to:

1. share the program's accreditation status and display the Board's doctoral-level accreditation seal on the program's website. (See the Board's *Policy on Public Disclosure of Accreditation Status*.)
2. display on your website a prominent link to the aggregate report of the program's student outcomes that is posted on the Board's website. The link to your program's aggregate report is: <https://accreditation.abainternational.org/apply/accredited-programs/caldwell-university.aspx> See Title IX, Chapter 3 of the *Accreditation Handbook*.)
3. submit an annual report and annual fee, normally due April 1 of each year, as described in Title VII of the *Accreditation Handbook*, using the form posted at <https://forms.gle/hjStiMjAu2FduRp79>. We received your 2023 annual report information – thank you.

The aforementioned policies can be found via the "Documents" tab at <https://accreditation.abainternational.org>.) As program administrator, you should familiarize yourself with the materials in this section of the Board's website.

If your program applies for re-accreditation, please note it is the responsibility of the program to submit the self-study with the appropriate fees by April 1 of the last year of the current grant of accreditation. If your program wishes to apply for re-accreditation, the self-study, supporting documents, and application fee will be due April 1, 2029 with a site visit occurring prior to September 30, 2029. I will reach out to you the year prior to your final year of accreditation to notify you of this process.

Additionally, if your program assigns a new program administrator during this period, please notify me immediately so I can update our records. If you have any questions, please do not hesitate to contact me – I am available to help.



**Important Dates:**

- **Annual Reports and Annual Sustaining Fees Due:** April 1, 2025, April 1, 2026, April 1, 2027, and April 1, 2028
- **Updated Self-Study, Application Fees, and Annual Report Due:** April 1, 2029
  - **Note:** if your program would like to have a spring site visit, please submit the self-study by February 15.
  - **Note:** Only the annual report is due in 2029, ABAI does not charge a sustaining fee the year a program is applying for re-accreditation.
- **Site Visit for Re-accreditation Due:** September 30, 2029

We look forward to the continued developments and improvements of the program.

Sincerely,

A handwritten signature in cursive script that reads "Alyssa McElroy".

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Alyssa McElroy, Ph.D., BCBA, LBA  
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Association for Behavior Analysis International  
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cc: Ben Witts, Ph.D., IBA, BCBA-D  
ABAI Accreditation Board Coordinator