

BEHAVIOR ANALYST CERTIFICATION BOARD, INC.®

Application to Qualify for Exam via Previous Certification

Before completing an application, you must:

1. Review the BACB website (www.bacb.com) to ensure that you have the *CURRENT* fees and have reviewed the *CURRENT* version of the application, and all of the *CURRENT* standards;
2. Complete the required sections of the Application Form (pages 1-4 are application policies and instructions only – return only the necessary forms, beginning on page 5);
3. Submit the required documentation that you have met the eligibility requirements;
4. Submit the proper current fees (application fees are not refundable);
5. Do not tape or staple any materials together; and
6. Maintain a copy of the entire application packet for your records. Once you submit an application packet to the BACB, it becomes the property of the BACB and will not be returned to you.

FEES – US DOLLARS

Application to Qualify for Exam via Previous Certification	\$100
(must be included with this application)	
Standard Exam Application Fee – BCBA	\$230
(submitted only after this application is approved)	
Standard Exam Application Fee – BCaBA	\$165
(submitted only after this application is approved)	
Exam Appointment Fee	\$125
(paid to Pearson VUE when scheduling)	
Insufficient Funds/Returned Check Fee	\$45

All fees must be paid in United States currency. Personal checks, money orders, or cashier's checks must be made out to the Behavior Analyst Certification Board and included with this application. Credit card payments can be arranged via the "Payment" section on the application form. Please do not send cash.

Application fees are not refundable.

Your application must be mailed to:

BACB – Exam Applications
7950 Shaffer Parkway
Littleton, CO 80127

If you have any questions while completing your applications, please contact us at applications@bacb.com or 720-438-4321.

You should mail your application by a verifiable method of delivery that includes tracking and delivery confirmation. The BACB will respond to your application when it is *processed*. However, we receive a large volume of mail and cannot confirm receipt of individual packages. The BACB requires original signatures on paper applications. The BACB will not accept applications that are sent by fax or e-mail.

BACB certification provides standards for behavior analysts practicing in the United States and worldwide. We seek to include certificants from throughout the world in our job analysis updates to help ensure that our standards are international in scope. However, the BACB does not assure or guarantee consistency with the standards (educational content, training, and laws) for any country, province or region outside of the United States.

APPLICATION POLICIES & GUIDELINES

Qualifying for examination via previous certification is available to former BCBA-Cs and BCBA-Cs whose certification expired 5 or fewer years ago. Requirements for examination for these individuals are:

1. Continuing Education:
 - a. Former BCBA-Cs must obtain 16 CEUs for each year that has elapsed since their certification expiration date (prorated to the month).
 - b. Former BCBA-Cs must obtain 10 CEUs for each year that has elapsed since their certification expiration date (prorated to the month).
 - c. Standards outlined at www.bacb.com/continuing-education apply to continuing education used to qualify for examination via previous certification, including the minimums for ethics and supervision CEUs, as well as maximums on certain categories of continuing education. Any revisions to these standards will also apply to former certificants qualifying for examination.
 - d. Type 6 CEUs (retaking examination) are not acceptable for this purpose.
 - e. CEUs must be earned during the expired period. CEUs earned prior to expiration may not be used.
 - f. CEUs are assessed at the time this application is submitted. This application may only be submitted once all of the required CEUs have been earned.
2. Supervision (BCBA-Cs only):
 - a. Former BCBA-Cs must have been up-to-date on all supervision requirements at the time of expiration.
3. Application fee of \$100 for this application to qualify via previous certification
4. Standard Exam Application:
 - a. Upon approval of this application to qualify via previous certification, the former certificant must then submit a standard examination application.
 - b. Standard eligibility requirements, such as coursework and experience, will not apply.
 - c. Standard examination application fees will apply, including late fees.
 - d. The examination application must match the applicants former level of certification (e.g., former BCBA-Cs may only apply to take the BCBA exam).
5. Examination
 - a. Upon approval of the standard exam application, the former certification must take and pass the appropriate exam.
 - b. All standard exam policies and procedures apply, including the standard two-year window of eligibility, as well as retake policies.

Upon passing the appropriate examination, a new certification will be awarded, subject to all BACB policies in place at that time. Please note, individuals previously certified as BCBA-Ds will not be reissued the doctoral designation. If desired, the individual will need to reapply for the doctoral designation under the then-current standards after becoming certified as a BCBA again.

Checks included with applications are typically deposited right away. Your check will probably be deposited before your application is reviewed. If your check has cleared your bank, it is a likely indication that your application has been received. You should allow at least two weeks for processing beyond the date your application is received. If your application is not approved for any reason, such as incomplete documentation, you will not be permitted to submit an exam application.

Email is the BACB's primary communication mode with applicants. If additional materials are needed to complete your application, we will notify you via email as soon as possible. Checking and responding to your email frequently can expedite your application approval. The BACB is not responsible for messages that are not received in a timely manner due to the applicant's failure to check email or due to the applicant's failure to notify the BACB of an email address change. To ensure that important messages from the BACB are not blocked by SPAM and junk email filters, add applications@bacb.com to your address book and BACB.com to your list of safe domains.

PART A: APPLICANT PROFILE

Complete all parts of this application. Incomplete applications may not be processed.

Former Certification Number: _____

Check One: Mr. Ms. Mrs. Dr.

Legal Last Name

First Name

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PLEASE PRINT OR TYPE LEGIBLY. YOU WILL BE REQUIRED TO SHOW PHOTO ID THAT EXACTLY MATCHES THE NAME LISTED ABOVE IN ORDER TO BE ADMITTED TO THE EXAM. THE SPELLING OF YOUR NAME ON THIS APPLICATION WILL ALSO BE USED ON YOUR CERTIFICATE SHOULD YOU PASS THE EXAM. – ALWAYS VERIFY THAT THE BACB HAS SPELLED YOUR NAME CORRECTLY ON CORRESPONDENCE AND NOTIFY THE BACB OF ANY NAME SPELLING ERRORS IMMEDIATELY.

Email is the PRIMARY communication mode with you regarding needed additional materials.

The BACB is not responsible for messages that are not received in a timely manner due to the applicant's failure to check email or applicant's failure to notify the BACB of a change in their email address.

Email address: _____

(Print clearly; use "Ø" to distinguish from the letter O, capitalize L and I to distinguish from 1.)

Address where the BACB may send official correspondence. You must notify the BACB immediately if your address changes

Street Address

Apt/Suite #

City/Town

State (USA)

Zip Code (USA)

Non-USA County/Parish/State

Country

Non-USA Postal Code

Telephone Number:

Primary (_____) _____ - _____ Secondary (_____) _____ - _____

Payment:

____ I have included a check, money order, or cashier's check for \$100 (US dollars).

____ I would like to pay via credit card. (If you select this option, a BACB staff member will create an online invoice in your BACB Gateway account and notify you when it is ready for payment. This application will not be complete until the payment is successfully processed.)

PART B: CONTINUING EDUCATION

Indicate the number of CEUs per category that you have earned since the date your certification expired. The BACB reserves the right to audit your application and request documentation of the CEUs reported here at anytime. See www.bacb.com/continuing-education for complete details of acceptable types of continuing education.

TYPE	DESCRIPTION	LIMIT	# OF CEUs EARNED
1	College or university coursework	None – all CE can come from this type	
2	CE issued by approved continuing education (ACE) providers	None – all CE can come from this type	
3	Non-approved events	25% can come from this type*	
4	Instruction of Type 1 or Type 2	50% can come from this type*	
5	CE issued by the BACB directly	25% can come from this type*	
7	Scholarly Activities	25% can come from this type*	

*A maximum of 75% of the total required CE may come from categories 3, 4, 5 and 7. At least 25% must come from Type 1 or Type 2. Type 6 continuing education is not acceptable for the purposes of this application.

PART C: ELIGIBILITY AFFIDAVIT

MANDATORY QUESTIONS

1. Have you read, are you in compliance with, and do you agree to continued compliance with all Behavior Analyst Certification Board (“BACB”) rules and regulations, as may be revised, including, but not limited to, the BACB educational and experiential requirements, application standards, application FAQs, disciplinary and appeal standards, renewal, recertification, reentry rules, fees and application requirements?

YES ____ **NO** ____ . **Applications with “NO” responses will not be processed.**

2. Do you have a physical or mental condition or addiction to any substance that could impair competent and objective professional performance of behavior analysis services and/or jeopardize public health and safety?

YES ____ **NO** ____ . **Explain any “YES” responses on an attached sheet of paper.**

3. Have you been subject to an investigation or disciplinary action by a health care organization, professional association, governmental entity or regulatory or licensing agency or authority, and/or have you ever been convicted, found or entered a plea of guilty, or are you presently being investigated or charged with any felony or misdemeanor directly relating to behavior analysis services or public health and safety?

YES ____ **NO** ____ . **On an attached sheet of paper you must identify ALL investigations, allegations, charges and outcomes. Attach documentation if available.**

Note: If you are currently imprisoned, on probation or parole or a case is being appealed, the BACB may deny certification or recertification until three (3) years following the exhaustion of your appeal, completion of probation or parole, or final release from imprisonment, whichever is later.

YOU MUST NOTIFY THE BACB IMMEDIATELY IF ANY CIRCUMSTANCES ARISE THAT WOULD MODIFY A RESPONSE YOU HAVE PROVIDED ON THIS APPLICATION.

MANDATORY CERTIFICATION PROCESSING AGREEMENT

The Behavior Analyst Certification Board agrees to process this application subject to your agreement to the following terms and conditions:

1. To read, remain current, be bound by and comply with all BACB rules relating to eligibility, certification, renewal, recertification, and conduct, including, but not limited to, payment of applicable fees (which are non-refundable), demonstration of educational and experiential requirements, satisfaction of renewal and continuing education requirements, compliance with the BACB *Professional and Ethical Compliance Code for Behavior Analysts*, compliance with all BACB Terms and Conditions, and compliance with all BACB documentation and reporting requirements, as may be revised from time to time, with notice of revisions to be published in the BACB Newsletter and/or on the BACB website. You are responsible for checking the BACB website regularly for changes, revisions and additions to the standards and you are deemed to have received notice of the changes, revisions and additions within 30 days of the date they are posted on the website.
2. It is the policy of the BACB not to release information provided and contained in BACB applications, unless such information relates to pending or final disciplinary actions and/or is requested by a state or federal licensing authority, agency, court of law, or otherwise properly subpoenaed. The BACB does offer an online Certificant Registry. By applying, you authorize the BACB to publish and/or release your certification or recertification status on the Certificant Registry (along with contact information and your willingness to serve as a supervisor, if applicable) and you authorize the BACB to publish and/or release any final or pending disciplinary (professional conduct) decisions to state licensing boards or agencies, other health care organizations, professional associations, employers or the public.
3. To hold the BACB harmless, and to waive, release and exonerate the BACB, its officers, directors, employees, committee members, panel members and agents from any claims that you may have against the BACB arising out of the BACB's review of this application, or any future applications relating to eligibility for certification, renewal, recertification or reinstatement, conduct of the exam, issuance of a disciplinary (professional conduct) sanction or decision, and/or publication or third-party disclosure in accordance with Clause 2 of this Agreement.
4. To accurately identify to others (including employers and clients) that BACB certification, if granted, acknowledges that you have met the BACB's minimum standards, but does not warrant or guarantee your competence to provide professional services, and to indemnify the BACB from and against any liability that may arise from the BACB's issuance of your certification or recertification and your professional practice.
5. To only provide information in your application to the BACB that is true and accurate to the best of your knowledge. You agree to revocation or other limitation of your certification, if granted, should any statement made on this application or hereafter supplied to the BACB be found to be false or inaccurate or if you violate any of the rules or regulations of the BACB.
6. You attest that, since the date your BACB certification expired, you have not made any representations that you were certified by the BACB.
7. You attest that, since the date your BACB certification expired, you have remained in compliance with the supervision requirements of any state agency, third-party payor, or licensing board that are applicable to your practice of behavior analysis.
8. If your former certification was at the Board Certified Assistant Behavior Analyst (BCaBA) level, you attest that, on the date your BCaBA certification expired, you were up-to-date on the supervision required to maintain that credential at that time.

By submitting this application, you acknowledge and affirm that you have carefully read and understand these rules and requirements and that you agree to abide by these terms.

SIGNATURE: _____ DATE: _____

PRINTED NAME: _____