

Behavior Analyst Certification Board, Inc.®
Application for Coursework Evaluation

Board Certified Assistant Behavior Analyst® (BCaBA®) Level

1. Review the “BCBA Requirements” section of the BACB website at www.bacb.com to ensure that you have the *CURRENT* fees, are submitting the *CURRENT* version of this application, and are submitting the correct application for the LEVEL of certification you will ultimately pursue;
2. Complete the required sections of the Application Form (do not include application policies, instructions or samples)
3. Submit the required documentation of your coursework only (degree & experience information will not be reviewed with a coursework evaluation);
4. Submit the proper current fees (BACB 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.
7. Ensure you submit all of the necessary course content documentation with your initial submission. The BACB will evaluate your coursework based on your initial submission.

Fee: \$100.00

Note: This fee can be applied toward an exam application, on a one-time basis. Please contact the BACB when you are ready to apply for the examination to have your evaluation fee credited to your application.

There are two options for application submission:

- Payment by check

Mail your completed application and fee to

BACB – Coursework Evaluations
7950 Shaffer Parkway
Littleton, CO 80127

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 via telephone or email.

- Email, payment by credit card

Email coursework@bacb.com to request an invoice be created. After it has been created, you can pay for your application online through your BACB Gateway account. Once paid, you can send your completed application as a PDF to coursework@bacb.com.

The BACB requires original signatures on paper applications or online submission, and applications sent via fax will not be accepted. Please contact coursework@bacb.com with questions or concerns.

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

BACB coursework evaluation applications are accepted on a continuous basis. Coursework evaluations are intended to provide preliminary determinations on the coursework portion of the BACB's eligibility requirements only. Other requirements required for examination eligibility, such as degree and experience, will not be reviewed as part of a coursework evaluation application.

Coursework evaluations are available to potential applicants, subject to the terms and conditions of the Mandatory Certification Processing Agreement included in all applications for BCBA and BCaBA certification. The BACB reserves the right to modify its rules at any time. **It is the responsibility of individuals making a request to remain informed of current BACB requirements.** If you have not yet applied for certification, any BACB determination regarding your coursework is subject to final determination upon submission of your full certification application to the BACB.

Full requirements for BACB exam eligibility are described in detail in the Becoming Certified section of www.BACB.com.

Applications are processed in the order in which they are received. The Review process often involves multiple interactions between the candidate and BACB Program Specialists. As such, candidates should submit coursework for evaluation 90 calendar days before they plan to submit an exam application. **The BACB cannot guarantee that your application will be reviewed by a specific date.** If you would like your evaluation completed prior to a specific date, such as a university registration deadline, it is your responsibility to ensure that your application is complete and received by the BACB well in advance of your deadline. If you are submitting more than 8 courses for review, please allow additional time for processing.

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.

Email is the BACB's primary communication mode with applicants. If additional materials are needed to review your application, we will notify you via email as soon as possible. Checking and responding to your email frequently can expedite your evaluation. 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 coursework@bacb.com to your address book and BACB.com to your list of safe domains.

ACCEPTABLE COURSEWORK

All coursework used to qualify for BACB certification must be college or university coursework taken for academic credit at an institution that is:

1. A United States or Canadian institution of higher education fully or provisionally accredited by a regional, state, provincial or national accrediting body; or
2. An institution of higher education located outside the United States or Canada that, at the time the applicant was enrolled and at the time the applicant graduated, maintained a standard of training equivalent to the standards of training of those institutions accredited in the United States.

Coursework must be behavior analytic in nature and cover the content areas specified on the Course Content Verification form. Coursework must be passed with a grade of "C" or better. Audited coursework will not be accepted. Non-university training will not be accepted. Continuing education workshops will not be accepted.

ACCEPTABLE DOCUMENTATION

In order to evaluate your coursework, the BACB requires documentation that the content of the courses submitted for review are behavior analytic in nature **and** meet the content requirements. The preferred documentation is a full syllabus for each course to be evaluated, including a calendar of course topics covered. The BACB reserves the right to request additional documentation, which may include correspondence with professors.

The BACB requests transcripts of all coursework taken be included with this application. Unofficial transcripts may be submitted for this application. However, please note that the BACB will require official university-issued transcripts (in unopened envelopes) in order to verify all courses before you will be allowed to sit for an examination. These transcripts may be submitted with this coursework evaluation or you may wait to submit them with your application for examination.

Any discrepancies between the coursework submitted with this application and the courses as they appear on your transcripts may cause your coursework not to be accepted. Please ensure that the course names and numbers provided in this application and on your documentation of course content (syllabi) correspond to the course names and numbers on your transcripts.

PART A: APPLICANT PROFILE

Complete all parts of this application and include all required documentation and attachments. Incomplete applications may not be processed.

Original Application – Complete all parts of application.

I am applying for: **Board Certified Assistant Behavior Analyst coursework evaluation**
Board Certified Behavior Analyst–INCORRECT FORM–see form for BCBA

Check One: _____ Mr. _____ Ms. _____ Mrs. _____ Dr.

_____ Legal Last Name _____ First Name _____ MI

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 EXAMINATION. THE SPELLING OF YOUR NAME ON THIS APPLICATION WILL ALSO BE USED ON YOUR CERTIFICATE SHOULD YOU PASS THE EXAMINATION. – ALWAYS VERIFY THAT THE BACB HAS SPELLED YOUR NAME CORRECTLY ON CORRESPONDENCE AND NOTIFY THE BACB OF ANY NAME SPELLING ERRORS IMMEDIATELY.

Address where the BACB will send all 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: WORK (_____) _____ - _____ x _____ FAX (_____) _____ - _____

HOME (_____) _____ - _____ International Dialing Code_

Email is the PRIMARY communication mode with you on 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.)

I have enclosed the following required materials:

- Application Fee of \$100
- A syllabus for each course I would like evaluated
- A transcript

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, reentry 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 disciplinary standards, 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 candidate 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
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 examination, 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. Upon review of this request for evaluation, the BACB will provide the applicant with a summary of the coursework that can be accepted and, if applicable, a summary of coursework hours still needed to meet the coursework portion of the BACB's eligibility requirements. The determinations made based upon this application will be used toward future applications, subject to final verification upon submission of a full certification application to the BACB.

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: _____

PRINTED NAME: _____

DATE: _____