



# 2025 RBT Application Update: Overview and Resources

The RBT certification application will be updated on **January 2, 2025**. The update will result in a more streamlined application with fewer steps to facilitate processing. The update is also designed to reflect the more common scenario in organizations where the BACB certificant involved in the applicant's onboarding differs from the person who will provide ongoing supervision once the applicant is certified as an RBT.

## What is Changing

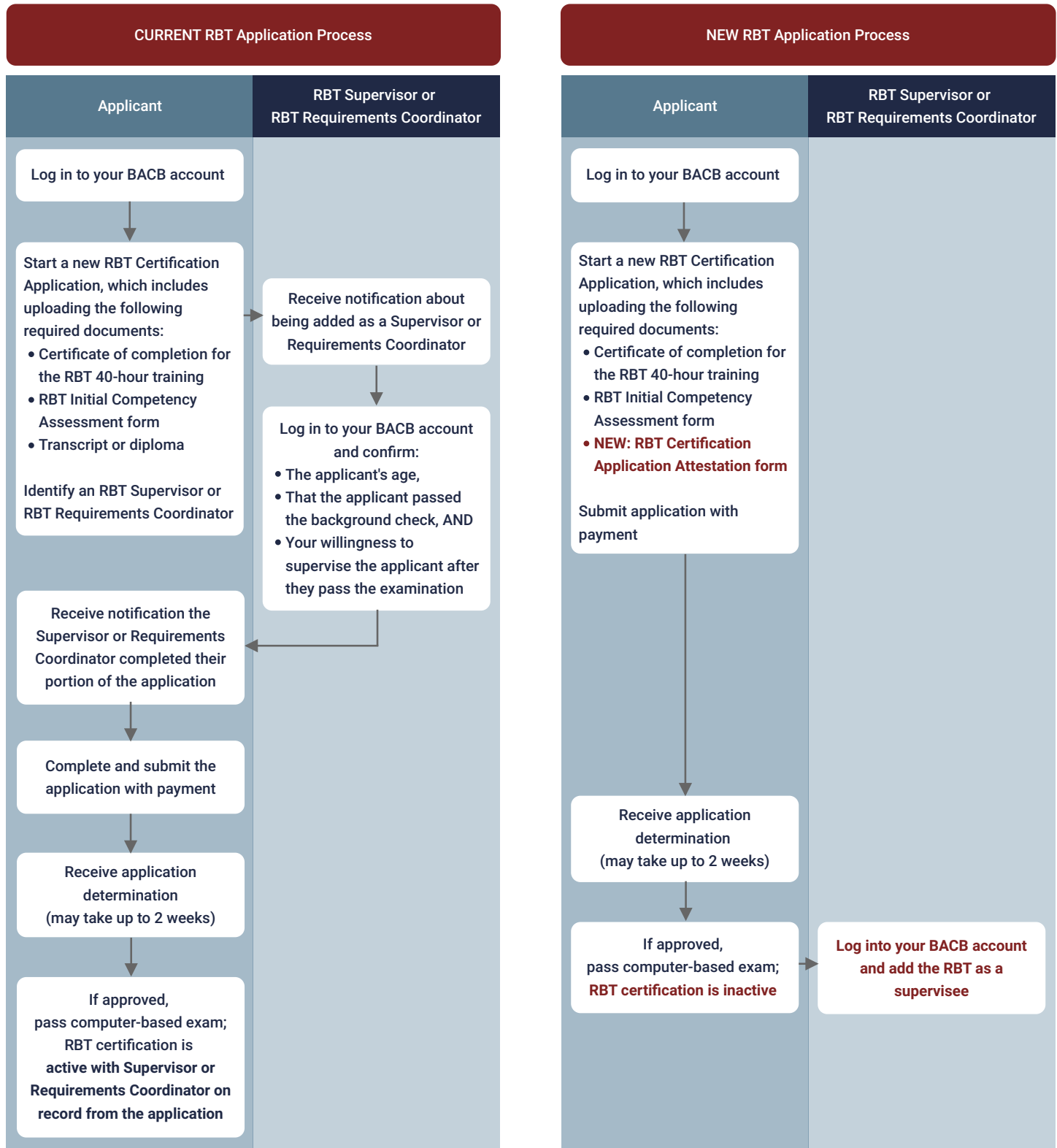
- The application will change from a three-part application involving two parties to an application that can be completed in one sitting by the applicant.
- The RBT Supervisor or Requirements Coordinator will no longer need to log into their account as part of the application. Instead, a certified attester will complete the [RBT Certification Application Attestation form](#), attesting that the applicant meets the age, background check, and education requirements. The applicant will then upload this form in the application when they apply.
- Applicants will no longer need to upload evidence of a high school diploma or higher as part of their RBT certification application. A certified attester will confirm that they meet this requirement and attest to it on the [RBT Certification Application Attestation form](#).
- Applicants will no longer identify their RBT Supervisor or RBT Requirements Coordinator in the application. After passing the RBT examination, the RBT's certification will be inactive until an RBT Supervisor or RBT Requirements Coordinator has added them as a supervisee in their BACB account.

## What is Not Changing

- All current RBT requirements will remain the same, including timelines and fees.
- The RBT certification application will still be completed through the applicant's [BACB account](#).
- The process for RBT Supervisors and RBT Requirements Coordinators to manage ongoing supervision for RBT supervisees in their BACB accounts will stay the same.

The remainder of this document includes a [side-by-side comparison](#) of the current and new application process, anticipated [questions and answers](#), and a [checklist for organizations](#) to use when preparing for the upcoming change.

## Side-By-Side Comparison



## Frequently Asked Questions

**Q: Will the eligibility requirements change with the new process?**

**A:** No. All current RBT eligibility requirements, including how long applicants have to complete the background check, RBT 40-Hour Training, Initial Competency Assessment, and application, will remain the same when the application is updated. Please refer to the [RBT Handbook](#) for details.

**Q: When can attestors start using the RBT Certification Application Attestation form?**

**A:** The [form](#) is available to view on the [RBT](#) web page and can be used for those applying on or after January 2, 2025. Applications submitted prior to January 2, 2025 will not require or allow submission of the attestation form.

**Q: Who can complete the RBT Certification Application Attestation form?**

**A:** The Attesting Certificant must be able to attest that they confirmed the age, background check, and education requirements are met for the applicant by either reviewing the relevant documentation directly or confirming with the organization employing the applicant. The Attesting Certificant must hold an active BCaBA or BCBA (BCBA-D) certification and be employed at the same organization as the applicant or have a contractual relationship with the organization that employs the applicant. *Note:* In the new process, the Attesting Certificant does not need to be the RBT Supervisor or RBT Requirements Coordinator if the person obtains RBT certification.

**Q: Why does the Attesting Certificant need to hold a BCaBA or BCBA certification?**

**A:** The Attesting Certificant must hold a BCaBA or BCBA certification as they are required to adhere to the [Ethics Code for Behavior Analysts](#).

**Q: Does the RBT Certification Application Attestation form expire?**

**A:** Yes. Forms older than 90 days will not be accepted. In addition, as is currently the case, background checks may not be completed more than 180 days before submitting an application and payment.

**Q: When can qualified RBT Supervisor(s) and/or RBT Requirements Coordinator add RBT supervisees to their BACB account?**

**A:** RBT Supervisors and RBT Requirements Coordinators may add a supervisee as soon as they have passed the examination. We recommend that the organization and applicant stay in close contact as the applicant is going through the certification process so they have a qualified supervisor on record as soon as possible. See the checklist below for recommended steps to prepare of the upcoming changes in the application process.

**Q: Will supervisors and/or attestors be notified if the applicant passes the examination?**

**A:** No. Only the RBT will be notified when they pass the examination, but the RBT will appear in the BACB Certificant Registry with their certification listed as inactive. Organizations might want to encourage applicants to frequently communicate with those involved in the certification process at their organization, as their certification will be considered inactive until a qualified supervisor adds them as a supervisee in their BACB account.

**Q: What happens if an RBT starts billing for services before a qualified supervisor adds them as a supervisee in their BACB account?**

**A:** This would be a problem because their certification is considered inactive due to not having a supervisor on record with the BACB. Those with an inactive RBT certification cannot bill as an RBT. To prevent this scenario, supervisors and/or attestors should stay in close communication with the RBT and double-check their current certification status in the [BACB Certificant Registry](#).

**Q: If someone completes an application prior to January 2, 2025, but does NOT submit their payment, will they need to create a new application when the updated process begins?**

**A:** Yes. Applications must be submitted and paid prior to January 2, 2025; otherwise, the application will expire, and applicants must complete a new application and submit it with payment.



**Q: If someone applies (i.e., submits an RBT certification application with payment) before January 2, 2025, but has not received approval, do they need to reapply under the new process?**

**A:** No. Their application will be processed in the current system, so they would just need to check their email to proceed to the next steps. If it is **not** approved within 90 days of submission, it will expire, and they must reapply under the new process.

**Q: If a group of new employees is being onboarded now (i.e., before the new process takes effect), should they be encouraged to complete and submit their application before the implementation date?**

**A:** No. It is not necessary to rush through the eligibility requirements to apply under the current process. Please see the previous questions for more details.

**Q: Can applicants apply under the new process, rather than waiting until January 2, 2025?**

**A:** No. The process does not take effect in the BACB system until January 2, 2025, so all applications received prior to that date will be processed using the current system.

## Checklist for Organizations Employing RBTs during the January 2, 2025 Application Change

The following checklist may be a helpful resource for organizations that employ RBTs as they prepare for the upcoming change on January 2, 2025. As each organization is unique, this list is not exhaustive and is not required, but it may be a helpful preliminary resource to start the discussion and planning.

**Onboarding Process Review.** Review your onboarding processes to determine whether any changes will need to be made with the updated process, including the following:

**Determine whether updates need to be made for how the age, background check, and education requirements will be confirmed.** For instance, does human resources already confirm that the new hire has at least a high school level education during the hiring process or does that need to be added to the process? If the Attesting Certificant is not the one who reviews the age, background check, and education documentation because it is confirmed by another individual within the organization employing the applicant, how will the Attesting Certificant confirm the applicant met the requirements and get the supporting documentation if audited by the BACB?

**Determine whether the qualified BACB certificant who is currently attesting that applicants meet the background check and age requirements in the RBT certification application is still the best person to serve as the Attesting Certificant to complete the RBT Certification Application Attestation form.** In the current process, the person attesting to these requirements also needs to attest that they will be providing ongoing supervision to the RBT. In the updated process, the supervision relationship will be established after the applicant passes the examination, so organizations will need to determine if the person who completes the RBT Certification Application Attestation form will be the same as the person providing ongoing supervision once they are certified.

**Determine whether any changes need to be made to guidance provided to new hires as they apply to become an RBT.** For instance, do any internal hiring materials, job aids, checklists, etc. need to be updated to reflect the changed process so new hires are receiving consistent information from the BACB and the organization? Some organizations have staff help applicants gather their materials, ensure that all the information is complete (e.g., the Initial Competency Assessment has all the necessary initials and signatures), and provide support while the applicant sets up their own BACB account and completes their RBT certification application. Do any of their materials need to be updated to align with the new process?

**Supervision Process Review.** Review your scheduling and supervision processes to determine whether any changes will need to be made because of the updated process, including the following:

**Determine whether there needs to be a new process to ensure the RBT Supervisor and/or RBT Requirements Coordinator is added in a timely manner as soon as the applicant passes the examination and before they bill for services.** For instance, would it be helpful to have guidance for RBT applicants around who to notify immediately when they pass the examination, documentation that the RBT needs to provide to the organization before they can bill for services showing their certification is “active,” or regular checks of the BACB’s Certificant Registry to determine whether a person’s certification is active?

Once all of these changes have been identified and planned for, determine how the changes will be rolled out within the organization by January 2, 2025.