

**Checklist and Instructions for Completing  
The Behavior Analyst Certification Board Renewal Application Form**

- Complete the application form (see detailed instructions below and the BACB Renewal, Recertification, and Reentry Requirements at [www.BACB.com](http://www.BACB.com)).
- Obtain a money order, certified check, or personal check in the appropriate amount (\$65 for Board Certified Associate Behavior Analyst and \$100 for Board Certified Behavior Analyst) made out to "Behavior Analyst Certification Board".
- Send all of the above (return receipt requested or other delivery method that provides you with verification of delivery) 45 days prior to the end date of your annual renewal period to:

**BACB c/o PTI**

**1705 Metropolitan Blvd., Ste. 102**

**Tallahassee, FL 32308**

The Behavior Analyst Certification Board agrees to process your application for renewal subject to your continued agreement to the following terms and conditions.

1. To be bound by and comply with all BACB rules relating to eligibility, certification, renewal and recertification, including, but not limited to, payment of applicable fees, demonstration of educational and experiential requirements, satisfaction of renewal and continuing education requirements, compliance with the BACB disciplinary (professional conduct) standards, and compliance with all BACB documentation and reporting requirements, as may be revised from time to time.
2. To authorize the BACB to publish and/or release your certification or recertification status and 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 your application, or eligibility for certification, renewal, recertification or reinstatement, conduct of the examination, or issuance of a disciplinary (professional conduct) sanction or decision.
4. 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.

**Please use these instructions when completing the application form. These instructions are keyed to the numbered items on the application form.**

Please DO NOT fold, staple or alter the application form in any way.

1. **Certification Type:** Write in the acronym for the type of certification that you are renewing – BCABA or BCBA.
2. **Certification Number:** Write in the number of your certificate, which is located on the certificate issued to you. If you do not know your certificate number write “unknown”. You may email the BACB to obtain it.
3. **Date of Issuance:** Enter the date of issuance as shown on your certificate at the bottom left hand corner. If you do not know your date of issuance write “unknown”. You may email the BACB to obtain it.
4. **Name:** Enter your first name, initial and last name using block letters as shown at the top of the application form. Note: There is a box for you to check if your name changed since the initial certification or last renewal.
5. **Number & Street Address:** Please enter your address indicating apartment numbers as appropriate and city, state and zip code. There is a box for you to check if your address changed since the initial certification or last renewal.
6. **(Area Code) Telephone Number:** Please provide the number that you would like to be contacted regarding certification.
7. **E-Mail Address:** Enter the e-mail address at which you would like to be contacted regarding certification. **THIS IS EXTREMELY IMPORTANT, AS IT IS THE MAIN MODE OF COMMUNICATION USED BY THE BACB.**

**Mandatory Questions and Attestation:** You must accurately complete the questions appearing in this Section. Provide additional documentation whenever you believe it would be helpful. Carefully read the attestation statement provided and sign and date your application. Unsigned or incomplete applications will not be processed.

**Certificant Information Release:** If you do NOT wish to be included in the Registry, receive emails from the registry, or to receive information about educational or job opportunities, you must check the appropriate box and return this page with your application for renewal. Failure to check either “yes” or “no” to these questions will result in a default answer of “yes.”