



BACB APPLICATION FOR COURSEWORK EVALUATION

Please complete this application and submit it along with your application documents. A complete, submitted application must include all items indicated in the application checklist. Please maintain a copy of this application and supporting documents for your records.

Applicant Profile

Go to www.BACB.com to create a BACB Gateway account. Fill out the information below to match what you entered when you created your BACB Gateway account.

- I wish to apply for the: Board Certified Assistant Behavior Analyst (BCaBA) examination
 Board Certified Behavior Analyst (BCBA) examination

First Name: _____ Middle Initial: _____ Last Name: _____

BACB ID# (obtained from your BACB Gateway account): _____

Email Address: _____

Please note: Email will be the primary mode of communication for your application, and your determination will be sent to you via email. If more information is needed to evaluate the content of your courses, a member of the Credentialing Department will email you with a request for additional information and outline the steps needed to obtain it. Your coursework evaluation will be placed on hold until the information is obtained.

I would like to have the following courses evaluated:

Course Number

Course Name

Semester, Year

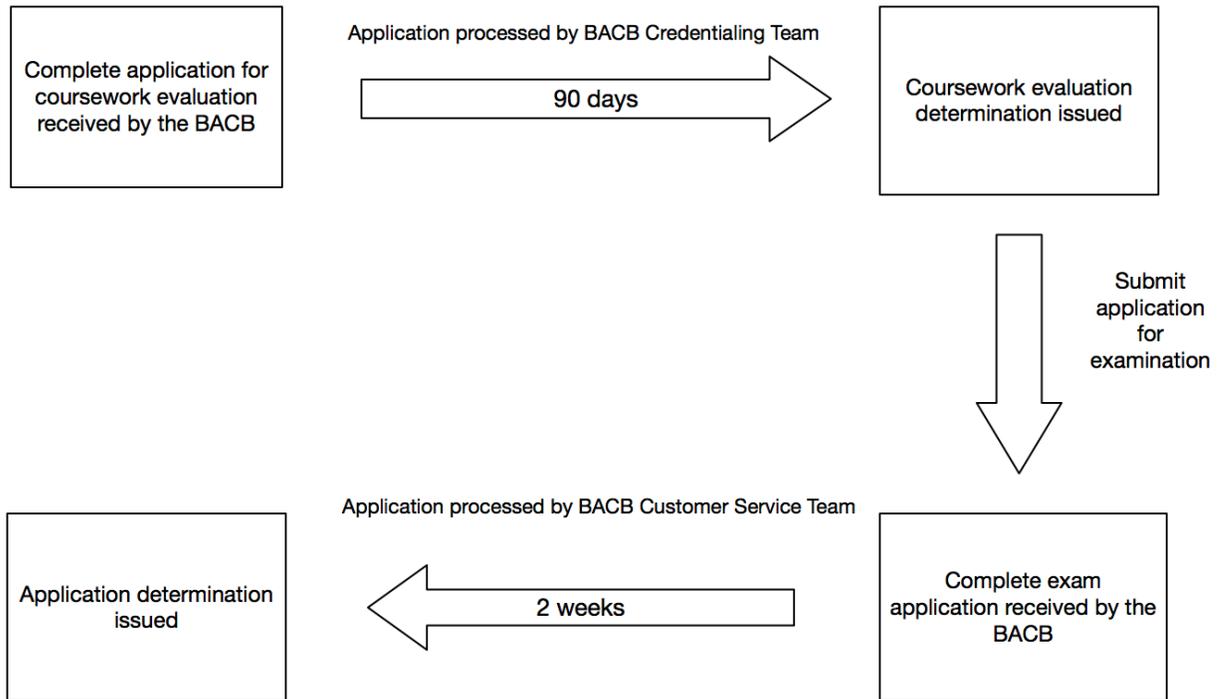
Note: If you have more than 8 courses that require review, please list any additional courses in your supplemental document with this application.

PAYMENT AND SUBMISSION

Payment is required at the time of application. [Contact us](#) to indicate you would like to submit a coursework evaluation application. A \$100 fee will be assessed and added to your BACB Gateway account.

Once you have submitted payment, you may submit your application for coursework evaluation. Complete this application and compile it with all supporting materials into a **single PDF**. Coursework evaluations typically take 90 days to process. You should submit your coursework well in advance of any [applicable deadlines](#).

If you have submitted an application for coursework evaluation, \$100 will be deducted from the cost of your BACB exam application. If you have already submitted and paid for an exam application at the time you are submitting this application, no additional fee is required.



APPLICATION CHECKLIST

I have created a [BACB Gateway account](#)

I have paid the application fee of \$100

Fees are due at the time of application, and the review process will not begin until a fee is paid.

I am sending the following required materials in single PDF:

This form

A transcript indicating a passing grade for all courses to be evaluated.

Transcripts are needed to confirm the semester and year that your courses were completed, and that the courses meet the BACB's current standards for [BCBA](#) or [BCaBA](#) applications.

A syllabus for each course I would like evaluated that was not completed as part of a [Verified Course Sequence](#)

Please note: Practicum courses that were used toward the [experience requirements](#) may not also count toward the coursework requirements, and should not be submitted as part of this application.

Syllabi MUST include the following:

1. *Dates that match enrollment information indicated on transcript.*
2. *Description of instructional contact. Activities that may be counted toward instructional time include typical didactic instruction (e.g., live or recorded lecture), interactive training and role-play, class presentations, and synchronous class discussions. Examples of activities that may not be counted toward instructional time include but are not limited to independent activities (e.g., reading, preparatory assignments), asynchronous discussions (e.g., posting on discussion boards), and time spent engaged in fieldwork activities.*
3. *Required readings. Syllabi should include a list of required textbooks and articles used in the class. The reading list is necessary to demonstrate that the topics covered on the weekly schedule are behavior analytic in nature.*
4. *A weekly schedule and/or course objectives.*
 - *A weekly schedule is needed to accurately assess how many hours of instruction were dedicated to the content outlined in the BACB coursework requirements.*
 - *If no weekly schedule can be obtained, course objectives will be used. Please note, this may result in fewer hours being issued.*

Signed Mandatory Certification Processing Agreement
Located on the next page.

If an official transcript is submitted as part of an application for coursework evaluation, it will be kept on file and you will not need to submit a duplicate when you apply for examination. Similarly, you have transcripts on file as part of an examination application, you do not need to submit a duplicate as part of your application for coursework evaluation.

The more detail a syllabus contains, the better we will be able to identify behavior-analytic content as defined by [Baer, Wolf & Risley \(1987\)](#) and the [current exam content task list](#). Hours will only be issued for content that is explicitly supported by the syllabus. In instances where there is insufficient information to make a determination about behavior analytic content, no hours will be issued.

Once you have all items indicated on this checklist collected, your application is complete and ready to submit. Please note that applications lacking any of the information listed above will be delayed in processing.

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: _____