

BCaBA®

BOARD CERTIFIED ASSISTANT BEHAVIOR ANALYST® HANDBOOK

ABOUT THIS HANDBOOK

This handbook describes the requirements for obtaining and maintaining BCaBA certification, including the eligibility requirements that went into effect on January 1, 2022. Applicants and certificants must comply with the requirements outlined in this handbook. Failure to do so may result in the BACB taking summary action (e.g., suspension, revocation, invalidation) against your eligibility or certification and/or submitting a Notice of Alleged Violation to the BACB Ethics Department.

This handbook contains clickable images that link directly to BACB documents and web pages. To assist with navigation, it also includes PDF bookmarks and a clickable Table of Contents icon (📖) in the corner of each page.

New versions of the BCaBA Handbook will be published quarterly as needed. Applicants completing requirements in a future year should take note of upcoming implementation dates for revised requirements, as they must meet the requirements in place at the time of application and take the version of the examination in effect when they schedule their examination appointment.

Throughout the handbook, the (📅) will be displayed where notable changes in the next iteration of the eligibility requirements occur. Clicking the icon will take you to the relevant page for more information about the upcoming change.

Additionally, please refer to the BACB Newsletter and the Upcoming Changes web page for the most up-to-date information on future certification requirements.

The BACB does not discriminate against any individual because of race, ethnicity, gender, age, creed, disability, religion, marital status, sexual orientation, or national origin. Allegations of discrimination can be reported via our Administrative Appeal Request Form.

For a complete list of updates included in this version of the BCaBA Handbook, please see page 71.

The BACB reserves the right to amend the procedures outlined in this handbook.

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Overview

About the Behavior Analyst Certification Board

The Behavior Analyst Certification Board, Inc.® (BACB®) has been the leader in behavior analyst certification for over two decades. The BACB is a nonprofit corporation that was established in 1998 to meet professional certification needs identified by behavior analysts, governments, and consumers of behavior-analytic services. The BACB's mission is to protect consumers of behavior-analytic services by systematically establishing, promoting, and disseminating professional standards of practice.

In the profession of applied behavior analysis, the BACB's primary role is to operate certification programs, which involves responsibilities similar to regulatory boards. In this role, the BACB establishes practice standards, administers examinations, and provides ethics requirements and a disciplinary system for each of its certification programs. To learn more about our role and limitations, read our blog post, The BACB: What It Is, What It Does, and Why, and listen to Episode 11 of our podcast, *Inside the BACB*.

Jurisdiction

The BACB currently accepts certification applications from individuals who reside in the following countries:

Country	Upcoming Changes
United States (US)	None
Canada	Ontario residents can no longer apply for RBT or BCaBA certification. Those holding RBT and BCaBA certification in Ontario have had their certification placed on voluntary inactive status. RBTs and BCaBAs who relocate to Ontario should contact the BACB to be placed on voluntary inactive status. Ontario residents will no longer be able to apply for BCBA/BCBA-D certification as of June 30, 2026. Those holding BCBA/BCBA-D certification in Ontario will be able to maintain their certification.
Australia	Residents of Australia will no longer be able to apply for BACB certification as of January 1, 2027. Those holding BACB certifications in Australia will be able to maintain their certification.

Existing certificants may maintain certification and reside in any country.

What Is a Board Certified Assistant Behavior Analyst?

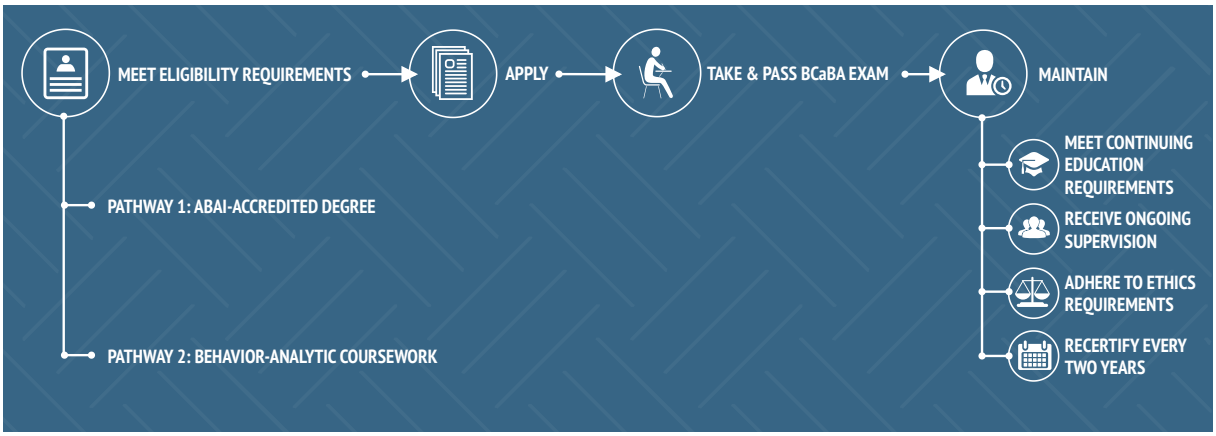
The Board Certified Assistant Behavior Analyst® (BCaBA®) is an undergraduate-level certification in behavior analysis. Professionals certified at the BCaBA level provide behavior-analytic services under the supervision of a Board Certified Behavior Analyst® (BCBA®).

Professionals certified at the BCaBA level may not provide behavior-analytic services without the supervision of a BCBA. BCaBAs may supervise the work of Registered Behavior Technician® (RBT®) certificants. They may also function in the role of an RBT. Certificants may hold only one BACB certification at a time. When a certificant obtains a higher-level certification, their lower-level certification will expire after 180 days. If the lower-level certification expires during this 180-day period and the certificant wishes to recertify while they are waiting for their new certification to be recognized by relevant stakeholders, they may submit a recertification application to maintain their lower-level certification throughout the 180-day period.

Note: In the interest of consumer protection and to ensure that the BACB certification mark is only used to accurately represent certification status, the BACB may seek legal and other remedies to address any misrepresentation of BACB certification (and/or any misuse of other BACB trademarks and logos) that constitutes trademark infringement. For more information about the use of BACB certification marks, see the September 2008, October 2013, and July 2021 BACB Newsletters.

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Overview of Becoming and Maintaining BCaBA Certification



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Reasons for Becoming a BCaBA

There are many benefits to obtaining BCaBA certification, including:

- BCaBA certification is the leading assistant behavior analyst credential and is required by many funders and licensure boards. BCaBA certification is offered by the first certifying entity in behavior analysis, the BACB, which has been certifying behavior analysts for over 20 years.
- BCaBA certification shows that you have met certain requirements that are critical in providing behavior-analytic services under the supervision of a BCBA.
- BCaBA certification provides increased consumer protection since you must meet certain eligibility and maintenance requirements to obtain and maintain certification.
- BCaBA certification makes it easier for employers, funders, and consumers, among others, to verify that you have certain knowledge, skills, and abilities and are not under disciplinary sanctions.

Accreditation

ACCREDITED CERTIFICATION PROGRAM NCCA BY ICE

The BCBA, BCaBA, and RBT certification programs are accredited by the National Commission for Certifying Agencies (NCCA), the accreditation body of the Institute for Credentialing Excellence (ICE). NCCA's Standards for the Accreditation of Certification Programs were the first standards developed for professional certification programs to help ensure the health, welfare, and safety of the public. NCCA standards articulate the essential elements of a high-quality certification program. Consistent with these standards, the BACB's certification requirements, examination content, and procedures undergo regular review by subject matter experts in the discipline. To learn more about accreditation, see ICE's video, Value of Accreditation: Why it Matters.

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You Want to Pursue Certification… Now What?*

So, you are interested in pursuing BCaBA certification. What should you do now? Although the BACB cannot instruct you on how to meet our requirements, the content in this section is intended to provide some guidance that might be helpful as you start this journey.

A Few Tips Before Getting Started

First, carefully review both the eligibility and maintenance requirements that are detailed in this handbook. Second, determine which eligibility pathway you plan to pursue. Once you have selected a pathway, determine when you might apply, as it may take a few years to meet all of the requirements, and the eligibility requirements may change.

Third, you will want to create a BACB portal account using these tips:

- **Enter your full legal name** exactly as it appears on your government-issued identification. If it does not match *exactly*, you will not be able to take the examination. Name changes require review by BACB staff, so a name change could delay your ability to take the examination.
- **Use a personal email address** and not a work or school email address. Important notifications and reminders are sent to this address, so if you switch employers or lose access to your school email address, you will not receive reminders, correspondence, or password resets.
- **Set up the profile yourself** and do not share your account information with anyone else, including your employer. This is *your* certification—no one else should be managing it for you. The contact information you provide must include your current address and phone number. It is very important that you list your **current** address, as your residence must be under the BACB's jurisdiction.
- **Update your information** in your BACB portal account as soon as changes occur (e.g., name change, address change, email address change).
- **Do not create more than one account.** If you are having trouble getting into your account, please use the Contact Us Form for assistance.

Creating a BACB portal account will give you a BACB ID, which you will need to add to documents as you work toward certification. Having a BACB portal account also means that you will receive important updates from the BACB.

Considerations When Exploring Training Options

You only receive your initial training once. If possible, don't pick your training out of convenience, expense, or geography. We recommend thoroughly researching the trainings before committing to one. While we can't provide guidance on where to receive your behavior-analytic coursework, here are some things to consider.

Ideally, you should obtain your education in behavior analysis from a behavior-analytic degree program. There are many benefits to this option. For instance, in most cases, you can meet all BCaBA eligibility requirements in one place while also having engaging, non-classroom interactions with behavior-analytic faculty and students that will greatly enhance your education and begin to develop your behavior-analytic social networks. Even if you don't receive all of your supervised fieldwork through the degree-granting program, your faculty will likely help you identify where you can accrue your hours in an immersive behavior-analytic environment. If completing your education in a behavior-analytic degree program is a possibility for you, here are a few things to consider as you research programs.

First, research the faculty members and determine whether the program's interest(s) align with yours (see the ABA Subspecialty Resources on the About Behavior Analysis web page for some of the areas in which behavior analysis has been applied). Second, identify the program's structure to determine how much time you will have with your faculty and fellow students. Third, confirm that the program has a pathway to meet the BACB's coursework requirements.

** This is not a comprehensive resource for all activities you will need to or should complete as you prepare for certification.*

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You may obtain your behavior-analytic coursework in one of the following ways:

- **ABAI-Accredited Undergraduate Program (Pathway 1):** Behavior-analytic undergraduate programs that have been accredited by ABAI have met ABAI's accreditation standards, which include standards for the curriculum, faculty, and resources, among other areas. Accredited programs may be found on ABAI's Accredited Programs web page. *Note:* If you receive an undergraduate degree from an ABAI-accredited program, both the coursework and degree eligibility requirements will be met.
- **Behavior-Analytic Coursework (Pathway 2):** The other option is to complete behavior-analytic coursework at a university that offers coursework meeting the pathway 2 coursework requirements and has a qualifying Pathway 2 Program Contact.

Finally, when determining where to obtain your coursework, you might also want to consider:

- **Program Focus:** Do you have any existing areas of interest? If so, does the program align with your professional goals? Is the program led by faculty with similar interests? Will the program help facilitate experience in areas that are meaningful to you?
- **Program Size:** Find out the size of each cohort and determine if the size is a good fit for you as a learner. This information can usually be found on the program's website. Our university pass rate documents also give an idea of program size by looking at the number of candidates who took the examination from an institution each year (see the Sort by Volume section of the document).
- **Program Structure:** Courses are usually taught on campus, online, or in a combination of online and on-campus experiences (again, this information should be available on the program's website). Consider what structure is the best fit for you as a learner. You might want to consider what has worked for you in the past. Were you successful in online courses? Did you need or value in-person experiences? In what setting did you learn the most and feel the most engaged?
- **Number of Faculty:** Determine how many part- and full-time faculty are on staff, especially in relation to the program size, to understand the student-to-faculty ratio.
- **University Pass Rates:** The BACB annually publishes examination pass rate data for universities with pathway 2 behavior-analytic coursework programs and ABAI-accredited programs. Passing the BCaBA examination is not the most important part of your training, but, at a minimum, your training should prepare you to pass the examination.

Once you have identified where you will get your behavior-analytic coursework, your faculty mentor/advisor, program chair, and/or Pathway 2 Program Contact will be your resource(s) to help you meet the BACB's requirements along the way.

Considerations When Identifying Practical Fieldwork Opportunities

Hold on! Remember that qualifying behavior-analytic coursework needs to begin before fieldwork, so make sure you get your coursework situation figured out beforehand. Once you have started your coursework, determine where you want to accrue your structured fieldwork hours and whether it will give you the applied experience that will prepare you to practice after you are certified. For instance, consider the population(s) and setting(s) where you want to ultimately provide behavior-analytic services. The BACB cannot provide this guidance, so you should reach out to your Pathway 2 Program Contact, advisor, or employer for guidance about where to accrue fieldwork in your chosen area.

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When identifying supervisor(s) to oversee your fieldwork hours, ensure that they are qualified to be your supervisor (see the Fieldwork Requirements section). In addition, you should focus on finding supervisors who have a successful track record of BACB supervision. You could do this in a number of ways, but here are a few ideas:

- Check on their certification status in the Certificant Registry to ensure that they are qualified to supervise and to see if they have any disciplinary sanctions.
- Look at how long they have been certified. We recommend identifying supervisors who have been certified for at least a year, if not longer. *Note:* BCBAs in their first year of certification who are supervising fieldwork must have a consulting supervisor.
- Gather information from the supervisor and past supervisees about the supervisor's style to make sure they are a good fit for you.
- Ask about their time and document-management systems. *Caution:* If you can't produce all of the necessary documents to support your fieldwork in the event of an audit, you might lose fieldwork hours, so you will want a very organized supervisor!
- Determine whether they are familiar with the BACB's requirements.
- Consider whether they could customize the fieldwork to your interests (while still meeting their ethical obligations as a BCBA to stay within their area of competence).

Once you have identified fieldwork site(s) and supervisor(s), complete the Fieldwork Checklist and Tip Sheet before you get started with each fieldwork site/supervisor. The BACB is not able to provide guidance beyond what is in our fieldwork requirements, as each situation is unique (e.g., whether a specific activity will qualify toward your fieldwork hours). Work together with your supervisor(s) to ensure that you are meeting the fieldwork requirements while also meeting your professional goals.

A Few Final Tips

- Keep this handbook close by. We will update the handbook quarterly as needed, so always make sure that you are reviewing the most current handbook to see what has changed since the last version. It is also important that you become familiar with all applicable licensure requirements in your area.
- Frequently check the BACB website for new resources, including videos, blogs, and podcasts. For example, the Tips for New Certificants blog shares valuable information for newly certified individuals, and The Professional Infrastructure of Applied Behavior Analysis video describes the various organizations within the ABA profession.
- Get involved and engaged with your behavior-analytic community! This might include joining or volunteering with your local, regional, or national professional associations and groups focused in your area(s) of interest. You will likely learn a lot and have an opportunity to contribute to behavior analysis and its consumers. Having professional support is helpful at every stage of your career, so create opportunities to identify trusted colleague(s), mentors, and/or groups now.
- As you pursue certification, ensure that you do not represent yourself as a BCaBA trainee or applicant to prevent consumers from being confused about your qualifications. For more information about use of the BCaBA certification mark, see the September 2008, October 2013, and July 2021 BACB Newsletters.

Eligibility Requirements

Eligibility Pathways

You may apply for BCaBA certification through one of the following pathways. Each pathway requires a degree, behavior-analytic content, supervised fieldwork, and passing the BCaBA certification examination.

Overview of Eligibility Pathways		
	Pathway 1: Degree from ABAI-Accredited Program	Pathway 2: Behavior-Analytic Coursework
Degree	Bachelor's degree or higher from an ABAI-accredited program	Undergraduate degree
Behavior-analytic content		Behavior-analytic coursework
Fieldwork	Practical fieldwork in applied behavior analysis	Practical fieldwork in applied behavior analysis

The following pages provide further details for each eligibility pathway.

ELIGIBILITY REQUIREMENTS

Pathway 1: Degree from Association for Behavior Analysis International (ABAI) Accredited Program

To apply for BCaBA certification via this pathway, you must have a bachelor's degree or higher from an ABAI-accredited program and have completed supervised fieldwork.



Degree

You must have obtained a bachelor's degree or higher in 2015 or later, **and** the degree must have been obtained while the program was accredited. For example, your degree would meet the degree requirement if you received your bachelor's degree in 2018 from a program that was accredited from 2016 to 2022.

Does the BACB use primary source verification of degrees and coursework?

Yes! Under every eligibility pathway, we rely on official transcripts to verify that an applicant's degree and coursework meet our requirements.

Demonstrate that you meet this requirement when you apply by submitting an official transcript with a conferral date for your qualifying degree.

Supervised Fieldwork

You must complete supervised fieldwork in applied behavior analysis. You may accrue your fieldwork hours under one or more fieldwork types: Supervised Fieldwork or Concentrated Supervised Fieldwork. The following table provides a general overview of the requirements for fieldwork; however, your fieldwork must meet all of the requirements in the Supervised Fieldwork Requirements section.

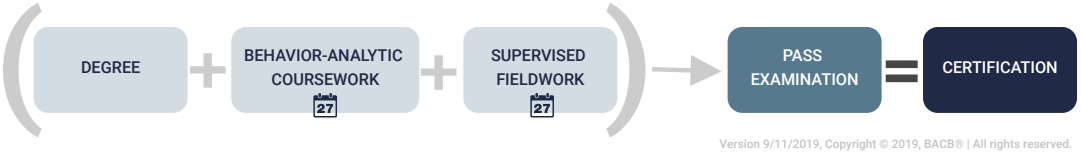
Overview of Fieldwork Requirements		
	Supervised Fieldwork	Concentrated Supervised Fieldwork
Fieldwork hours required to qualify	1,300	1,000 27
Supervisor qualifications 27 *(see the Supervised Fieldwork Requirements section for additional supervisor requirements)*	Supervisors must meet one of the following criteria: • be an active BCBA with no current disciplinary sanctions, certified for at least one year, and meeting the ongoing supervision CEU requirement; • be an active BCBA with no current disciplinary sanctions, certified for less than one year, and receiving monthly consultation from a qualified consulting supervisor.	
Supervision hours per supervisory period	5% of hours	10% of hours

Demonstrate that you meet this requirement when you apply by submitting your signed Final Fieldwork Verification Form(s) (F-FVF). *Note:* If your fieldwork is audited, you may need to submit an audit log and other documents, such as your supervision contract, Monthly Fieldwork Verification Forms (M-FVFs), and/or documentation system, to support the information entered in your audit log. All current fieldwork requirements must be met.

ELIGIBILITY REQUIREMENTS

Pathway 2: Behavior-Analytic Coursework

To apply for BCaBA certification via this pathway, you must have an acceptable bachelor's degree from a qualifying institution, have completed acceptable undergraduate-level or higher coursework in behavior analysis, and have completed supervised fieldwork.



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Degree

You must have a bachelor's degree or higher from a qualifying institution (see glossary for the definition of qualifying institution by country) in any field. The degree may have been earned at any time. Any degree earned outside of BACB jurisdiction must undergo a degree equivalency evaluation to demonstrate that it is equivalent to a US bachelor's degree or higher. The BACB only accepts degrees that have undergone the degree equivalency evaluation process that it oversees at its expense. As of September 2021, the BACB no longer allows applicants to refute its determinations using another degree evaluation service.

Demonstrate that you meet this requirement when you apply by submitting an official transcript with a conferral date for your qualifying degree.

Behavior-Analytic Coursework

You must complete behavior-analytic coursework that meets the following requirements:

- The coursework was undergraduate level (i.e., bachelor's) or higher and from the qualifying institution at which you were enrolled.
- The coursework was obtained within 10 years of the year the application was submitted (e.g., to apply in 2026, only coursework completed in 2016 or later will be applied).
- You received academic credit for the coursework.
- The coursework was completed at an institution that has a Pathway 2 Program Contact.
- The coursework reflects that you received a passing grade ("C" or higher in a graded course or "pass" in a pass/fail system) in each course.
- The coursework covers all of the content areas and number of hours specified in this table:

Coursework Content Requirements 27	
Content Areas	Hours*
BACB Ethics Code and Code-Enforcement System; Professionalism *Note:* 15 hours must be taught in one or more freestanding courses, meaning that the BACB's ethics code and code-enforcement system and professionalism must constitute the majority of each course's content.	30 hrs
Philosophical Underpinnings; Concepts & Principles	45 hrs
Measurement, Data Display, and Interpretation; Experimental Design	30 hrs
Behavior Assessment	45 hrs
Behavior-Change Procedures; Selecting and Implementing Interventions	60 hrs
Personnel Supervision and Management	15 hrs
Total	225 hrs

** For the purpose of establishing instructional requirements that can be applied globally, 1 semester credit hour will represent 15 hours of classroom instruction, and 1 quarter credit hour will represent 10 hours of classroom instruction. This conversion is based on US Federal Rule.*

Check out the You Want to Pursue Certification... Now What? section for guidance on where to get your behavior-analytic training.

ELIGIBILITY REQUIREMENTS

Demonstrate that you meet this requirement by submitting an official transcript for your qualifying coursework and by having your Pathway 2 Program Contact submit a BCaBA Pathway 2 Coursework Attestation.

How is my coursework evaluated?

You may only apply for BCaBA certification if the institution has a designated Pathway 2 Program Contact who will complete the pathway 2 coursework attestation to confirm that all pathway 2 behavior-analytic content hours were completed. If you had a VCS Coordinator Coursework Attestation on record as of December 31, 2025, it may be used to demonstrate that you meet the pathway 2 coursework requirements until December 31, 2026, when the coursework requirements change.

When you apply, you must demonstrate that you meet the coursework requirements by submitting official transcript(s) for all qualifying behavior-analytic courses. Please note that if you transferred schools while completing your coursework, you must submit a transcript from each institution.

Supervised Fieldwork

You must complete supervised fieldwork in applied behavior analysis. You may accrue your fieldwork hours under one or more fieldwork types: Supervised Fieldwork or Concentrated Supervised Fieldwork. The following table provides a general overview. You should thoroughly review the Supervised Fieldwork Requirements section to ensure that you meet all of the detailed requirements.

Overview of Fieldwork Requirements		
	Supervised Fieldwork	Concentrated Supervised Fieldwork
Fieldwork hours required to qualify	1,300	1,000
Supervisor qualifications *(see the Supervised Fieldwork Requirements section for additional supervisor requirements)*	Supervisors must meet one of the following criteria: • be an active BCBA with no current disciplinary sanctions, certified for at least one year, and meeting the ongoing supervision CEU requirement; • be an active BCBA with no current disciplinary sanctions, certified for less than one year, and receiving monthly consultation from a qualified consulting supervisor.	
Supervision hours per supervisory period	5% of hours	10% of hours

Demonstrate that you meet this requirement when you apply by submitting your signed Final Fieldwork Verification Form(s) (F-FVF). *Note:* If your fieldwork is audited, you may need to submit an audit log and other documents, such as your supervision contract, Monthly Fieldwork Verification Forms (M-FVFs), and/or documentation system, to support the information entered in your audit log. All current fieldwork requirements must be met.

ELIGIBILITY REQUIREMENTS

Qualification for Examination via Past Certification

If your BCaBA certification expired within the last five years, you may be able to requalify as a BCaBA by sitting for and passing the BCaBA certification examination. Qualification via past certification applications are only accepted from individuals residing in countries in which the BACB accepts new certification applications.

To be eligible for this option, you must also meet the following continuing education requirements:

- You obtained 10 continuing education units (CEUs) each year since the date your BCaBA certification expired (prorated to the month you submit a Qualify for Examination via Past Certification Application).
- The CEUs you earned must meet the BACB's current CEU requirements and be entered into your BACB portal account before you submit your application. CEU documentation may include your previous certification number solely to connect it to a prior certification for this purpose.

If you become certified again via this option, you will receive a new certification number and recertification cycle. You must also adhere to the same requirements as a new certificant (e.g., 8-hour supervision training). Additional CEUs may be required if there is a delay in the application requirements (e.g., payment, documents received).

Applying via Past Certification

If you want to apply for BCaBA certification via this option, you must complete and enter the required CEUs in the Continuing Education tab of your BACB portal account and then submit a Qualify for Examination via Past Certification Application in the Applications tab. If your application is approved and you are authorized to sit for the BCaBA examination, you must pass the current version of the examination within a two-year authorization period (see the Examination section for more details).

ELIGIBILITY REQUIREMENTS

Supervised Fieldwork Requirements

Introduction

One of the core eligibility requirements for those pursuing BCaBA certification ("trainees") is completion of supervised fieldwork in applied behavior analysis. This experience allows trainees to apply what they have learned in coursework to real-world settings under the ongoing guidance and supervision of a qualified BCBA supervisor. Supervised fieldwork not only strengthens technical skills but also helps trainees learn to collaborate and communicate effectively with consumers, supervisors, and families while maintaining high ethical and professional standards.

Individuals accruing their fieldwork hours must complete either 1,300 hours of **Supervised Fieldwork** or—when the more intensive supervision requirements are met—1,000 hours of **Concentrated Supervised Fieldwork**. Trainees will complete all of these hours under the supervision of a qualified supervisor, typically someone working at the organization or university where they are completing their coursework. Although trainees may accrue some of their fieldwork hours by directly implementing existing assessments and interventions with clients (i.e., restricted hours), at least 40% of the total hours must be spent conducting activities for their clients that more closely represent the tasks they will perform after earning BCaBA certification. These hours are referred to as *unrestricted hours* and may include a variety of activities, including, but not limited to, conducting client observations and analyzing the data, developing programs for their clients, training staff and caregivers on behavior-analytic procedures, and meeting with clients to discuss behavior-analytic services.

While trainees complete their fieldwork hours, supervisors observe them working with clients and meet with them regularly throughout the month to support the development of their behavior-analytic, professional, and ethical repertoires, while also ensuring their clients receive high-quality services. Supervisors must provide fieldwork supervision and guidance in accordance with the requirements while adhering to the Ethics Code for Behavior Analysts ("Code").

Although trainees may hold an RBT certification while completing their fieldwork hours, many of the tasks completed as part of RBT and RBT ongoing supervision requirements may not count toward fieldwork. See the 7 FAQs for RBTs Pursuing BCBA or BCaBA Certification blog post for more information.

The following table provides a high-level overview of the requirements:

Overview of Fieldwork Requirements		
	Supervised Fieldwork	Concentrated Supervised Fieldwork
Fieldwork hours required to qualify	1,300	1,000 27
Supervisory period	1 calendar month	
Fieldwork hours per supervisory period	Minimum of 20 hours–maximum of 130 hours 27	
Number of contacts with supervisor per supervisory period 27	4 contacts	6 contacts
Observations with client per supervisory period	1 observation 27	1 observation 27
Supervision per supervisory period	5% of hours	10% of hours
Individual supervision hours per supervisory period	At least 50% of supervised hours must be individual (i.e., group supervision may not exceed 50%).	
Unrestricted activities	At least 40% of overall supervised fieldwork must be spent engaged in unrestricted activities.	

ELIGIBILITY REQUIREMENTS

The following sections—**Fieldwork Requirements**, **Supervision Requirements**, and **Documentation of Fieldwork**—describe the requirements for supervised fieldwork (hereafter referred to as "fieldwork") in detail. Applicants applying for BCaBA certification must meet all requirements at the time they apply, regardless of when their hours were earned. If any of these requirements are not met, trainees may lose qualifying fieldwork hours, and a Notice of Alleged Violation (NAV) may be filed against the supervisor. As a result, trainees and supervisors need to stay up to date by reviewing the BACB Newsletter, Recent & Upcoming Changes to BACB Requirements, and by checking the Version History and Updates section at the end of the Handbook for any updates.

Fieldwork Requirements

Supervisors must ensure that trainees are engaged in meaningful, real-world activities during fieldwork before applying for certification. Trainees are strongly encouraged to receive supervision from a variety of supervisors and work across various settings throughout their fieldwork experience to broaden their skills.

This section summarizes fieldwork requirements, including when fieldwork may begin, the specific fieldwork hour requirements, and which activities may and may not count as fieldwork.

Starting Fieldwork

Trainees may not begin accumulating fieldwork hours until they have:

- secured a qualified supervisor (see the Supervisor Qualifications section);
- developed and signed a supervision contract with each supervisor (see Supervision Contract section); **AND**
- started qualifying behavior-analytic coursework. (They may begin accruing hours after attending the first class meeting. For fieldwork hours to count, a passing grade of "C" or higher in a graded course or "pass" in a pass/fail system must be earned in this initial behavior-analytic course.)

Trainees should complete the Fieldwork Checklist and Tip Sheet and share it with the supervisor at each fieldwork setting before starting fieldwork.

Hour Requirements

Trainees must complete a specific number of fieldwork hours.

Number of Hours by Fieldwork Type: To meet the fieldwork requirement, trainees must complete either 1,300 Supervised Fieldwork hours, 1,000 Concentrated Supervised Fieldwork hours, or a combination of the two (see the Combining Fieldwork Types information highlighted in the box below for more details). These totals include both independent hours (supervisor not present) and supervised hours (supervisor present). Each fieldwork type has different monthly requirements, so trainees and supervisors should review the Supervision Structures section for more information. Hours can only be accrued under one fieldwork type per month, per supervision structure, and all requirements of that fieldwork type must be met for the hours to count toward the fieldwork requirement.

Combining Fieldwork Types to Determine Total Hours

If hours are mixed across fieldwork types, trainees can estimate how close they are to meeting the total fieldwork hour requirement by following these steps:

1. Sum the total hours accrued under the Concentrated Supervised Fieldwork type.
2. Multiply the sum of the Concentrated Supervised Fieldwork hours by 1.3.
3. Add the total hours accrued under Supervised Fieldwork.
4. Ensure the combined total is at least 1,300 hours before applying for certification.

Note:

- The 1.3 multiplier is only (a) applied to Concentrated Supervised Fieldwork hours and (b) used to reach the minimum combined total of mixed hours (i.e., Concentrated Supervised Fieldwork + Supervised Fieldwork).
- When documenting hours on the M-FVF, F-FVF, and in the certification application, trainees should record only the actual hours accrued, not the adjusted total with the multiplier.
- In the event of an audit, trainees must indicate in the Fieldwork Audit Log which hours have been adjusted to meet the requirements.

ELIGIBILITY REQUIREMENTS

Accrual of Fieldwork: Trainees must accrue no fewer than 20 and no more than 130 hours of fieldwork per calendar month.

Duration of Fieldwork: Fieldwork must be completed within five continuous years (e.g., May 1, 2020, to April 30, 2025). *Note:* The five years are calculated by calendar month, not date-to-date.

Multiple Settings and/or Supervisors: Trainees may accrue hours in multiple settings to reach the total hour requirements; however, they must meet all relevant requirements for each organized fieldwork experience (i.e., for each Monthly Fieldwork Verification Form (M-FVF) and Final Fieldwork Verification Form (F-FVF)) for every month of accrual. For example, if a trainee is accruing some hours with an individual supervisor in one setting and some hours with multiple supervisors in another setting, the trainee must independently meet the requirements at each site.

Fieldwork Activities

The trainee's primary focus should be on acquiring the skills necessary to demonstrate competence in behavior-analytic practice and the skills necessary to interact effectively with consumers, supervisors, families, and others. The following sections describe appropriate clients for fieldwork as well as acceptable and unacceptable fieldwork activities (and examples) to ensure trainees receive experience and supervision in activities that prepare them to become BCaBAs.

Appropriate Clients: Any person (or group of people) for whom behavior-analytic services are appropriate may be a client. The trainee and supervisor must have a formal relationship with the client who is receiving services as part of the fieldwork activities. This may occur in one of the following situations:

- The trainee and supervisor are working at the same organization where the client is receiving behavior-analytic services.
- The trainee and supervisor each have a service contract with a specific client.
- The trainee and supervisor have a contractual relationship with the organization where the client is receiving services.

However, the trainee may not be related to the client, be the client's primary caregiver, or be related to the client's primary caregiver.

Acceptable Activities: All fieldwork hours must be related to specific client programming. Trainees must work with, be observed by, and receive feedback from their supervisor for multiple clients over the course of their fieldwork hours. In addition, trainees are strongly encouraged to have multiple experiences (e.g., different settings, populations), work with multiple supervisors, and gain experience in each of these areas:

- conducting assessments related to the need for behavioral intervention (e.g., stimulus preference assessments, functional assessments, staff performance assessments) or for evaluating behavioral interventions;
- designing, implementing, and systematically monitoring skill-acquisition and behavior-reduction programs;
- writing behavior plans, progress summaries, clinical notes, transition summaries, and professional correspondence;
- overseeing the implementation of behavior-analytic programs by others;
- training others, designing behavioral systems, and managing performance;
- communicating and collaborating effectively with stakeholders and other professionals;
- engaging in other activities typically performed by behavior analysts that are directly related to behavior analysis, such as attending planning meetings for a behavior-analytic program or researching literature relevant to a current client's programming.

Unacceptable Activities: Only behavior-analytic activities that are specific to a client may be counted toward fieldwork requirements. Non-behavior-analytic activities, while valuable, may not be counted. Examples of activities that will not count as fieldwork include:

- attending professional conferences, workshops, or university courses;
- completing didactic-course assignments (e.g., homework assignments, readings) and quizzes;
- attending meetings with little or no behavior-analytic content;
- providing interventions that are not based in behavior analysis;
- performing non-behavior-analytic administrative activities;
- participating in non-behavior-analytic trainings related to service delivery (e.g., crisis management, CPR, billing systems);
- completing non-behavior-analytic assessments (e.g., diagnostic or intellectual assessments), paperwork, documentation, billing, or any other activities that are not directly related to behavior analysis;
- listening to podcasts;
- role-playing behavior-analytic procedures that are not client related.

Can the BACB tell me if an activity counts toward my fieldwork hours?

Because every trainee's goals are unique—and we cannot possibly know or anticipate all of the situational variables, populations, and settings in which they may be working—we cannot provide guidance beyond our certification requirements. However, your supervisors should review these requirements closely to determine whether the activities are in line with all of the requirements and best support the clients' needs and trainees' goals.

Types of Fieldwork Activity

To ensure trainees obtain skills in the activities most representative of tasks performed by BCaBAs, at least 40% of their total fieldwork hours must be accrued from times when trainees are engaged in "unrestricted activities." This 40% requirement does not need to be met each calendar month (i.e., the supervisory period), but must be satisfied across the total accumulated fieldwork hours.

Unrestricted Activities: Activities that are unrestricted are those that are most likely to be performed by a BCaBA. Unrestricted activities must comprise at least 40% of the total fieldwork hours (e.g., at least 520 hours of unrestricted activities out of 1,300 hours of Supervised Fieldwork). Examples of unrestricted activities include:

- observation and data collection;
- training staff and caregivers on behavior-analytic programs or content;
- conducting assessments related to the need for behavioral intervention;
- meeting with clients about behavior-analytic programming and services;
- conducting behavior-analytic assessments (e.g., functional analyses, stimulus preference assessments);
- data graphing and analysis;
- researching the literature relevant to a current client's programming;
- writing and revising behavior-analytic programs.

Restricted Activities: There is a restriction on the overall number of hours trainees may spend delivering therapeutic and instructional procedures during fieldwork. This restriction is designed to ensure that trainees have sufficient time to acquire the other skills necessary for practice as a BCaBA. Restricted activities may comprise no more than 60% of the total fieldwork hours. There is no minimum requirement for restricted hours. This restriction does not necessarily refer to all time spent working with clients. For example, data collection could be a restricted activity if a trainee collects data solely as part of a client's treatment program.

ELIGIBILITY REQUIREMENTS

Supervision Requirements

Because fieldwork supervisors shape the behavior of future behavior analysts and are critical to ensuring that the trainees' clients receive high-quality services, they play a vital role in fieldwork supervision. This section describes who may provide fieldwork supervision and the requirements they must follow.

Note: *A supervisor may have been either (a) a licensed, registered psychologist certified by the American Board of Professional Psychology, or (b) a non-certified Verified Course Sequence Instructor prior to January 1, 2026. Fieldwork hours accrued under these supervisors may be used toward fieldwork requirements until December 31, 2031.*

Supervisor Qualifications

Supervisors must meet one of the following criteria:

- be an active BCBA with no current disciplinary sanctions, certified for at least one year, and meeting the ongoing supervision CEU requirement; **OR**
- be an active BCBA with no current disciplinary sanctions, certified for less than one year, meeting the ongoing supervision CEU requirement, and receiving monthly consultation from a qualified consulting supervisor.

All supervisors must also:

- complete an 8-hour supervision training (trainees may confirm their supervisor has completed this training by looking up their supervisor in the BACB Certificant Registry) and upload the certificate to their BACB portal account before signing a supervision contract. Trainees should confirm the date on which the supervisor completed the training before signing a supervision contract.
- ensure that they are not related to, subordinate to, employed by, or in a multiple relationship (e.g., personal or business relationship) with the trainee during the fieldwork period. Employment does not include compensation paid to the supervisor by the trainee for supervision services.
- abide by the Code, including the Responsibilities to Supervisee and Trainees section. *Note:* An NAV may be submitted against a supervisor for not providing supervision in accordance with these requirements.

Looking for a supervisor?

Choosing the right supervisor is essential and should be based on your specific situation. You can start by inquiring whether there is someone at your organization who is qualified and willing to supervise your fieldwork hours. Additionally, consider asking faculty members at your university for guidance. You may also use the BACB Certificant Registry to identify individuals who are willing to supervise trainees. Keep in mind that all of your hours must be connected to direct client services, so it's important that your supervisor has a direct relationship with, or oversight of, the clients with whom you will be working.

Supervision Structures

A supervisor may either provide all of the supervision to a trainee each month (Individual Supervision) **or** collaborate with other supervisors at their organization to meet the fieldwork requirements for a trainee (Multiple Supervisors at One Organization). The following section describes the requirements for each structure.

Individual Supervisors: An individual supervisor must ensure that all of their trainees' fieldwork requirements are being met during their supervision. In this situation:

- the supervision contract must clearly outline the roles, responsibilities, and expectations of both the trainee and the supervisor (see the Supervision Contract section);
- all supervision must be related to specific client programming;
- the supervisor must have written permission to receive client information and must be well informed about the organization's values, practices, and personnel; AND
- the person signing the M-FVFs and F-FVFs for Individual Supervisors must be able to agree to all of the relevant attestations, including that all fieldwork requirements were met.

Multiple Supervisors at One Organization: When multiple supervisors work within the same organization, they may coordinate to oversee a trainee's fieldwork. For example, a service organization may have multiple supervisors providing supervision, or a university may coordinate all on- and off-campus activities under one system. The supervisors must work together to ensure that all of their trainees' fieldwork requirements are met (e.g., all hours provided by the supervisors are used to calculate the supervision percentage). One supervisor must ensure that the activity is well organized and coordinated. In this situation:

- the supervision contract must list all supervisors and clearly outline the roles, responsibilities, and expectations of each supervisor and the trainee (see the Supervision Contract section);
- all supervisors must sign the contract;
- all supervision must be related to specific client programming;
- the supervisor(s) must have written permission to receive client information and must be well informed about the organization's values, practices, and personnel; AND
- the person signing the M-FVFs and F-FVFs for Multiple Supervisors at One Organization (i.e., the responsible supervisor) must be able to agree to all relevant attestations, including that all fieldwork requirements were met. *Note:* The Responsible Supervisor must meet all supervision requirements for the entire duration of the M-FVF or F-FVF they sign.

Supervisor Responsibilities

When behavior analysts are functioning as supervisors, they must take full responsibility for all facets of the supervisory experience. Therefore, it is the supervisor's responsibility to ensure that the trainee abides by all ethical and legal requirements. Responsibilities of the supervisor include:

- being proficient in and compliant with all BACB requirements relating to fieldwork;
- confirming that the trainee has met all requirements before the outset of supervised fieldwork;
- consistently demonstrating technical, professional, and ethical behavior for the trainee;
- ensuring that fieldwork activities are in the best interest of the client rather than solely for the purpose of meeting the fieldwork requirements;
- providing supervision only within their areas of defined competence;
- taking on a volume of supervisory activity that is commensurate with their ability to be effective;
- delegating to their trainees only those responsibilities that trainees can reasonably be expected to perform competently, ethically, and safely—or providing the conditions for trainees to acquire those skills in an ethical and safe manner;
- ensuring that supervision, fieldwork activities, and trainings are behavior-analytic in content, are effectively and ethically designed, and meet the requirements for licensure, certification, or other defined goals;
- providing a clear written description of the purpose, requirements, evaluation criteria, conditions, and terms of supervision before the onset of supervision (i.e., behavior analysts are responsible for developing and executing the supervision contract). See the Supervision Contract section;
- designing and implementing feedback and reinforcement systems in a way that improves trainee performance;
- providing documented, timely feedback regarding the trainee's performance on an ongoing basis; AND
- designing systems for obtaining ongoing evaluation of their own supervision activities.

Amount of Supervision

Based on the type of fieldwork hours accrued, the trainee must have 5% (Supervised Fieldwork) or 10% (Concentrated Supervised Fieldwork) of their hours supervised by a qualified supervisor each calendar month. The supervision percentage is calculated by dividing supervised hours by total fieldwork hours (i.e., independent and supervised hours).

Nature of Supervision

The purpose of supervision is to improve and maintain the behavior-analytic, professional, and ethical repertoires of the trainee and to facilitate the delivery of high-quality services to the trainee's clients. Effective behavior-analytic supervision includes:

- monitoring the skills of the trainee throughout the supervised fieldwork;
- developing and communicating performance expectations to the trainee;
- conducting behavioral skills training for the trainee;
- observing the trainee's performance with clients and delivering feedback;
- modeling technical, professional, and ethical behavior;
- guiding the development of behavioral case conceptualization, problem-solving, and decision-making repertoires;
- reviewing the trainee's written materials (e.g., behavior programs, data sheets, reports) and delivering related feedback on these products;
- overseeing and evaluating the effects of the trainee's behavior-analytic service delivery; AND
- evaluating the effects of supervision throughout supervised fieldwork.

Structure of Supervision Interactions

The supervisor must meet with the trainee throughout the supervisory period (i.e., the calendar month) to provide frequent feedback and close oversight of their activities. Supervision may occur in individual or group meetings; however, at least half of the meeting time must be in individual meetings. Additionally, the supervisor must observe the trainee with the client(s) they are serving during each supervisory period. The following section describes these supervision requirements in more detail.

Supervisor-Trainee Contact: A real-time interaction between the supervisor and trainee that takes place in an individual or group format. There must be at least four supervisor-trainee contacts each supervisory period for supervised fieldwork and six contacts per supervisory period for concentrated supervised fieldwork.

Individual Supervision: Individual supervision occurs in one-on-one meetings between a supervisor and trainee. At least 50% of the supervision meeting time must be individual supervision each supervisory period.

Group Supervision: Group supervision is an interactive meeting in which 2 to 10 trainees who share similar experiences participate in the supervision activities described earlier (see the Nature of Supervision section). The number of trainees in a group meeting may not exceed 10 at any time, regardless of the number of supervisors present. If non-trainees are present, their participation should be limited, and their presence must not inhibit discussion or interfere with trainee participation. Unless the trainee is receiving supervision at an organization with multiple supervisors, group supervision must be provided by the same supervisor who provides individual supervision. Group supervision hours may not exceed half of the total supervised hours in each supervisory period.

Observation of the Trainee with a Client: At least one supervisor must observe the trainee working with a client in the natural environment during each supervisory period. In-person, on-site observation is preferred; however, the observation may be conducted using asynchronous (e.g., recorded video) or synchronous (e.g., live video conference) formats.

Note: The time a supervisor spends observing a trainee may also count as a *supervision contact* and as *fieldwork hours* if feedback is provided and the interaction occurs in real time. For example, if your supervisor watches an hour-long video of you delivering services but does not provide immediate, real-time feedback, that hour may count toward the observation-with-a-client requirement, but not the supervisor-trainee contact or total supervised hours requirement. However, if you and your supervisor watch the video together, pausing to discuss feedback and behavior-analytic principles, the hour could count toward all requirements at once.

ELIGIBILITY REQUIREMENTS

Documentation of Fieldwork

To show that fieldwork requirements have been fulfilled, specific documentation requirements must be met. Only the F-FVF will need to be submitted as part of the BCaBA certification application; however, the trainee must be prepared to submit all of the information described below in the event that their fieldwork is audited by the BACB. The following sections describe the documentation requirements.

Supervision Contract

Before supervision may begin, the trainee and supervisor(s) must develop and sign a written contract at the outset of the supervisory relationship. The purpose of the contract is to protect all involved parties and align fieldwork activities with the purpose of supervision. The contract should include:

- the responsibilities of the supervisor(s) and trainee, including the completion of the 8-hour supervision training by the supervisor(s) and adherence by all parties to the fieldwork requirements;
- if there are multiple supervisors at one organization, a single contract may be used, but it must outline each supervisor's roles, responsibilities, and expectations, including how documentation and forms will be completed. All parties are required to sign the supervision contract;
- a description of the appropriate activities and training objectives individualized to the trainee;
- the objective and measurable circumstances under which the supervisor(s) will not sign the trainee's M-FVF and F-FVF;
- the consequences if the parties do not adhere to their responsibilities (including proper termination of the relationship);
- a statement requiring the trainee to obtain written permission from their on-site employer or manager, when applicable;
- an attestation that all parties will adhere to the Code;
- a statement declaring that the trainee and supervisor(s): (a) will retain a copy of the contract and supervision documentation for at least seven years from the date of the final supervision meeting, and (b) will provide all documentation to the BACB if requested.

Download our Sample Supervision Contract for BCBA/BCaBA Trainees for guidance in creating your own contract.

Please note that the original supervision contracts may be amended throughout the supervisory relationship; however, each amendment must be signed and dated by all relevant parties.

Ongoing Documentation of Fieldwork

Because fieldwork varies across settings and practice areas, the BACB gives supervisors and trainees the flexibility to develop their own system for documenting ongoing supervision and fieldwork in a way that demonstrates adherence to all relevant requirements and the Code.

Independent Hours	Supervised Hours	Observations
For each session, document:	**For each supervision contact, document:**	**For each observation, document:**
• date	• date	• date
• start time	• start time	• start time
• end time	• end time	• end time
• fieldwork type	• fieldwork type	• fieldwork type
• supervisor name	• supervision type: individual or group	• setting name
• activity category: restricted or unrestricted	• activity category: restricted or unrestricted	• supervisor name
	• summary of supervision activity (e.g., discussion of activities completed during independent hours, feedback provided, progress toward goals discussed)	• activity category: restricted or unrestricted

ELIGIBILITY REQUIREMENTS

In addition to tracking data by day and supervision contact, the documentation system should be regularly reviewed to ensure that all relevant requirements are met each supervision period and across all fieldwork hours. This includes tracking:

- **Each Supervisory Period:** The trainee and supervisor should have documentation that shows they are meeting the quantitative requirements (e.g., minimum number of supervisory meetings and contacts) and qualitative requirements (e.g., a summary of what happened during the supervision meeting).
- **Across All Fieldwork Hours:** The trainee should have documentation showing that they are accruing the minimum number of unrestricted hours and making progress.

Fieldwork Verification Forms

For every supervision structure, the responsible supervisor and trainee must complete either an Individual Supervision Monthly Fieldwork Verification Form (M-FVF) or a Multiple Supervisors at One Organization Monthly Fieldwork Verification Form (M-FVF) (depending on their supervision structure) every month to document the hours that count for that month. The M-FVF must be signed by the last date of the calendar month following the month of supervision.

At the end of the fieldwork experience under each supervision structure, the responsible supervisor and trainee will use the signed M-FVFs to determine the total hours that can be counted for that fieldwork experience and complete the Individual Supervision Final Fieldwork Verification Form (F-FVF) or a Multiple Supervisors at One Organization Final Fieldwork Verification Form (F-FVF) (depending on their supervision structure). *Note:* Taking a break from accruing fieldwork under the same supervision contract constitutes a new supervision experience.

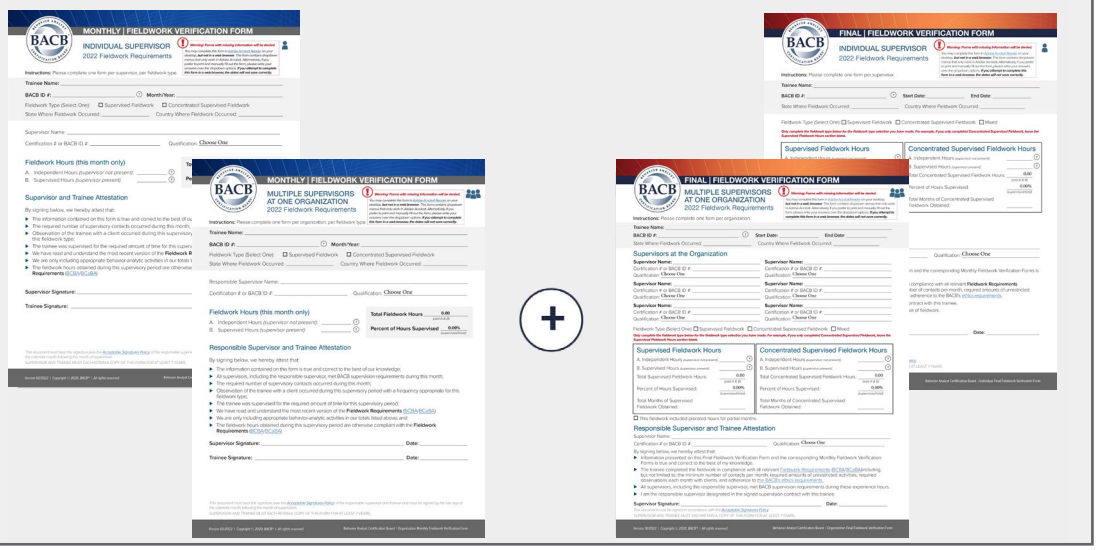
The F-FVF will be submitted in the certification application, and the M-FVFs may be requested if the fieldwork is audited. Multiple F-FVFs can be submitted in an application to demonstrate that the combined fieldwork experiences meet the total required fieldwork hours.

Both parties must retain a copy of the completed fieldwork forms for at least seven years after obtaining certification. Outdated BACB forms or non-BACB forms will not be accepted. To ensure you are using the most current version, refer to the Document Versions section on the Application Processing Updates web page.

Is there a disagreement about signing these forms?

See the Disputes About Fieldwork Verification Form Signatures *document for guidance.*

Monthly Fieldwork Verification Forms and Final Fieldwork Verification Forms



Adjusting and Documenting Fieldwork Hours When Monthly Requirements Are Not Met

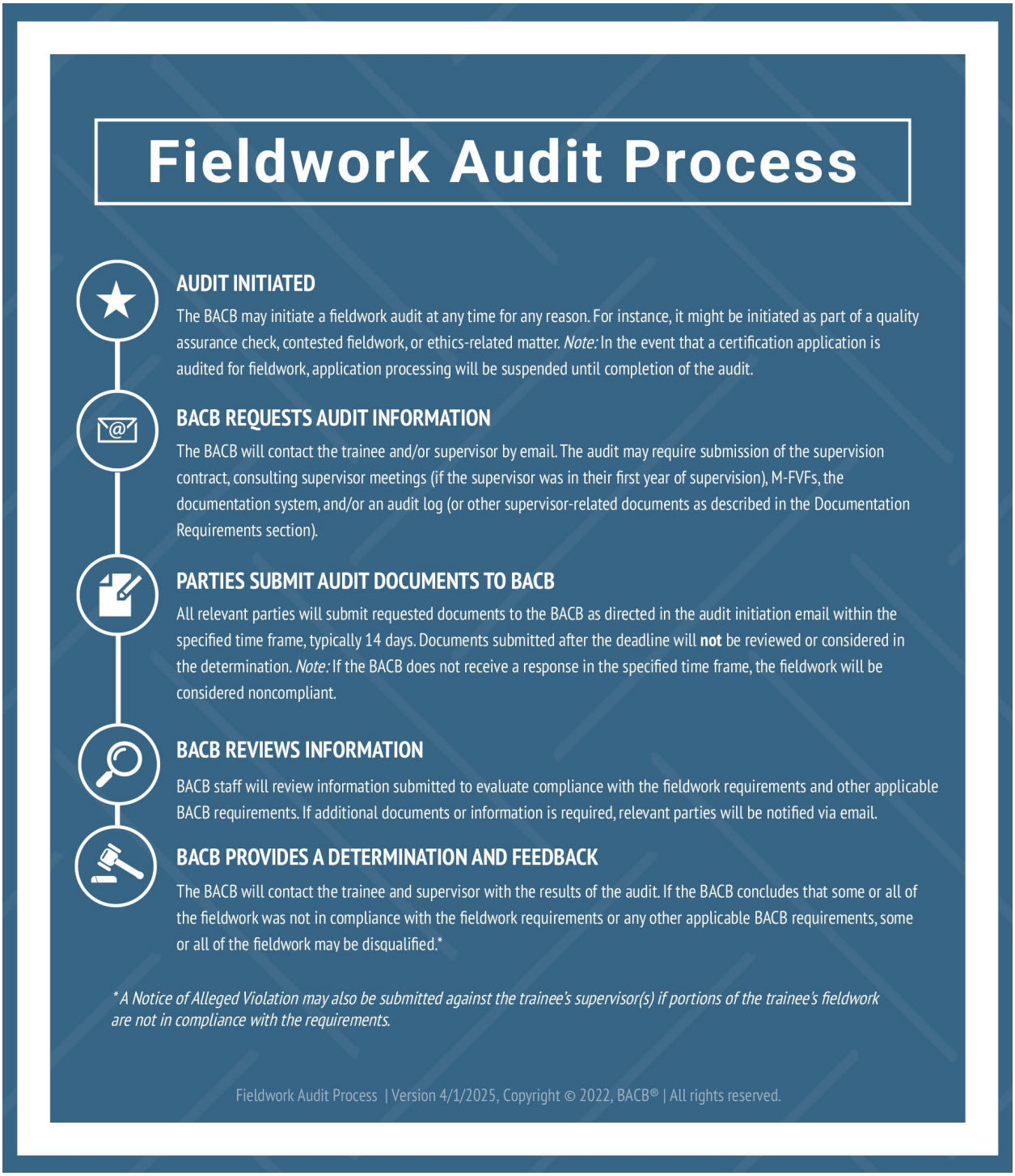
After all fieldwork hours in a month have been documented, the trainee must determine whether they met the minimum requirements before completing the M-FVF. If a trainee does not meet all of the monthly fieldwork requirements (e.g., not enough supervisor contacts, supervision percentage is too low), the trainee will work with their supervisor to determine whether they may systematically reduce their hours to meet the requirements. The following table describes each monthly fieldwork requirement and the associated adjustment if the requirement is not met within a month. Please note that concentrated hours may not be prorated or adjusted.

Once the hours have been adjusted, the trainee will record the adjusted hours on the M-FVF. *Note:* The fieldwork documentation system will still need to include all of the hours accrued for the month (i.e., the unadjusted hours).

Requirement Not Met	Adjustment to the Month's Fieldwork Hours
No observation of the trainee working with a client	No hours are eligible for the month.
Fewer than 20 total hours	No hours are eligible for the month.
More than 130 total hours	Remove independent hours for the month until the total equals 130 hours.
Not enough supervisor-trainee contacts	Take the total hours accrued in the month (up to 130) and prorate the hours based on the percentage of contacts that met the requirement. For example, if 2 out of 4 required contacts occurred (i.e., 50% of the contacts were met) and there were 110 total hours accrued in the month, multiply 110 hours by .50 (i.e., 50%) to determine the total hours that can count (i.e., 55 eligible hours).
Group supervision is more than individual supervision	Reduce the group supervision hours until they equal (or are less than) the individual supervision hours.
% of supervision did not meet the minimum requirement	Decrease the independent hours for the month until the % of supervision meets (or exceeds) the minimum monthly requirement.
Monthly Fieldwork Verification Form (M-FVF) is not signed by the last day of the calendar month following the month of supervision	No hours are eligible for the month.

Audits

The BACB may audit trainees and supervisors at any time to determine compliance with BACB requirements. See the following figure for an overview of the fieldwork audit process.



Fieldwork Resources

- Fieldwork Checklist and Tip Sheet
- Fieldwork Checklist for BCBA and BCaBA Supervisors
- Sample Supervision Contract for BCBA/BCaBA Trainees
- Commonly Asked Questions about BACB Supervised Fieldwork Requirements blog
- Documenting Fieldwork Hours video
- Documenting Fieldwork: Helpful Answers to Your FAQs blog
- Disputes About Fieldwork Verification Form Signatures
- When Supervising Fieldwork Doesn't Go as Planned blog
- 7 FAQs for RBT Pursuing BCBA or BCaBA Certification blog

BCaBA 2027 Eligibility Requirements

2027 Eligibility Requirements

Starting January 1, 2027, individuals can apply for BCaBA certification through two pathways outlined in the table below. Both require a degree, behavior-analytic coursework, supervised fieldwork, and passing the BCaBA certification examination. The following section highlights key differences from the 2022 requirements. Refer to the relevant handbook sections for additional details. If you plan to apply in 2027, please review the Guidance for Meeting the BCaBA Requirements During the 2027 Transition.

Overview of Eligibility Pathways		
	Pathway 1: Accredited Degree Program	Pathway 2: Behavior-Analytic Coursework
Degree	Bachelor's degree or higher from an ABAI-accredited behavior analysis degree program	Bachelor's degree or higher
Behavior-analytic content		Behavior-analytic coursework
Fieldwork	Practical fieldwork in applied behavior analysis	Practical fieldwork in applied behavior analysis

Pathway 1



Degree

You must have obtained a bachelor's degree or higher in 2015 or later, and the degree must have been obtained while the program was accredited by the ABAI. For example, your degree would meet the degree requirement if you received your bachelor's degree in 2018 from a program that was accredited from 2016 to 2022.

ELIGIBILITY REQUIREMENTS

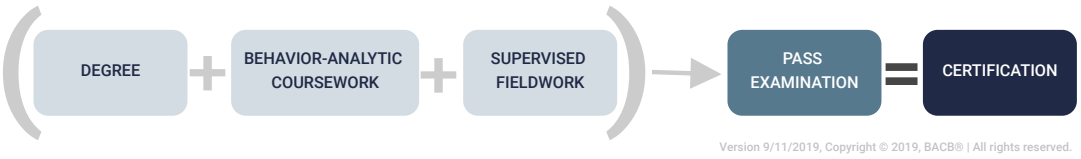
2027 Eligibility Requirements

Supervised Fieldwork

You must complete supervised fieldwork in applied behavior analysis. You may accrue fieldwork hours under one or both of the following fieldwork types: (a) Supervised Fieldwork or (b) Concentrated Supervised Fieldwork. The following table provides a general overview of the fieldwork requirements; however, your fieldwork must also meet all additional requirements described in the Supervised Fieldwork Requirements section of the BCaBA Handbook.

Overview of Fieldwork Requirements		
	Supervised Fieldwork	Concentrated Supervised Fieldwork
Fieldwork hours required to qualify	1,300	800
Supervisor qualifications	Supervisors must meet one of the following criteria: • be an active BCBA with no current disciplinary sanctions, certified for at least one year, and meeting the ongoing supervision CEU requirement; **OR** • be an active BCBA with no current disciplinary sanctions, certified for less than one year, and receiving monthly consultation from a qualified consulting supervisor.	
Supervision hours per supervisory period	5% of hours	10% of hours
Fieldwork hours per supervisory period	Minimum of 20 hours—maximum of 160 hours	
Observations of trainee with client per supervisory period	60 minutes (cumulative)	90 minutes (cumulative)
Individual supervision hours per supervisory period	At least 50% of supervised hours must be individual (i.e., group supervision may not exceed 50%).	
Unrestricted activities	At least 40% of total supervised fieldwork hours must be spent engaged in unrestricted activities.	

Pathway 2



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Degree

You must have a bachelor's degree or higher from a qualifying institution in any field. The degree may have been earned at any time.

Behavior-Analytic Coursework

You must complete behavior-analytic coursework that meets all of the requirements in the pathway 2 section at an institution that has a Pathway 2 Program Contact. The behavior-analytic coursework must cover the following content areas and meet the minimum number of instructional hours specified in the following table:

ELIGIBILITY REQUIREMENTS

2027 Eligibility Requirements

Content Areas and Descriptions	Instructional Hours*
Foundations of Behavior Analysis Course content includes, but is not limited to, the basic concepts and principles of operant and respondent conditioning, as well as the underlying theoretical and philosophical foundations of behavior analysis (i.e., behaviorism).	45 hours (within 1 freestanding course)
Methods of Behavior Analysis Course content includes, but is not limited to, measurement, data display and interpretation, single-case designs, and intervention and program evaluation.	45 hours (within 1 freestanding course)
Behavior Assessment & Intervention Course content includes, but is not limited to, the selection and implementation of behavior assessment and intervention techniques and approaches from applied behavior analysis. Additionally, the course should cover the identification and integration of client-specific cultural, contextual, and personal variables throughout the assessment process and in the selection of goals and interventions.	90 hours (within 2 freestanding courses)
Organizational Behavior Management Course content includes, but is not limited to, performance analysis and management, supervision, staff training, behavioral systems analysis, organizational culture, and leadership. Additionally, the course should cover the identification and integration of client-specific cultural, contextual, and personal variables throughout the assessment process and in the selection of goals and interventions.	45 hours (within 1 freestanding course)
Ethics in Behavior Analysis Course content includes, but is not limited to, ethical principles, the BACB's ethics codes and requirements, the BACB's code-enforcement mechanisms, and professionalism.	45 hours (at least 15 hours must be taught within a freestanding course)
Total	270 hours

**Must constitute the the majority of the course's content.*

Supervised Fieldwork

You must complete supervised fieldwork in applied behavior analysis. You may accrue fieldwork hours under one or both of the following fieldwork types: (a) Supervised Fieldwork or (b) Concentrated Supervised Fieldwork. The following table provides a general overview of the fieldwork requirements; however, your fieldwork must also meet all requirements described in the Supervised Fieldwork Requirements section of the BCaBA Handbook.

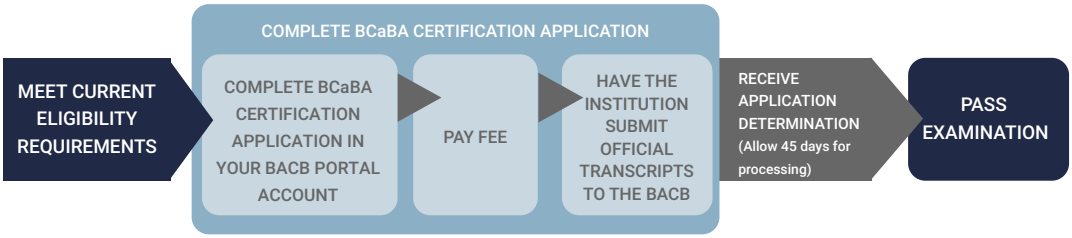
ELIGIBILITY REQUIREMENTS

2027 Eligibility Requirements

Overview of Fieldwork Requirements		
	Supervised Fieldwork	Concentrated Supervised Fieldwork
Fieldwork hours required to qualify	1,300	800
Supervisor qualifications	Supervisors must meet one of the following criteria: • be an active BCBA with no current disciplinary sanctions, certified for at least one year, and meeting the ongoing supervision CEU requirement; **OR** • be an active BCBA with no current disciplinary sanctions, certified for less than one year, and receiving monthly consultation from a qualified consulting supervisor.	
Supervision hours per supervisory period	5% of hours	10% of hours
Fieldwork hours per supervisory period	Minimum of 20 hours—maximum of 160 hours	
Observations of trainee with client per supervisory period	60 minutes (cumulative)	90 minutes (cumulative)
Individual supervision hours per supervisory period	At least 50% of supervised hours must be individual (i.e., group supervision may not exceed 50%).	
Unrestricted activities	At least 40% of total supervised fieldwork hours must be spent engaged in unrestricted activities.	

Applying for BCaBA Certification

To apply for BCaBA certification, complete these steps:



Do not request to have your institution submit official transcripts until you have submitted a certification application.

Submit Your Application

1. Complete the BCaBA Certification Application in Your BACB Portal Account

Once you have met all of the current eligibility requirements, you may apply for BCaBA certification at any time by completing an application in your BACB portal account under the Application tab. Please note that you must choose the pathway under which you are applying. If you are unsure which pathway to choose, check with your training program before selecting your application. If you happen to identify the wrong pathway, you may need to submit and pay for a new application. Additionally, you must upload documentation demonstrating that the requirement has been met. Please note that the BACB accepts PDF and JPEG file formats.

Please also make sure that the personal information in your BACB portal account, application, and application documentation matches and reflects your current official identification (e.g., first and last name). If the information in your application does not match your official identification, your application may be denied, or you may not be permitted to sit for the examination when you arrive at the testing center. If your name has changed since your application documentation was issued, you must complete a Name Change Request in your account by requesting a name change.

When you submit your application, you must disclose whether you have a physical or mental health condition, or a substance use disorder, that could impair your ability to safely and competently work as a BCaBA. You must also report if you have been subject to certain types of investigations or disciplinary actions, or if you have been subject to official actions related to behavior analysis services or public safety. Please read the question carefully and answer truthfully. Answering "yes" to the question will require you to complete and submit an Ethics Self-Reporting Statement. Your application will be placed on hold while your self-report is reviewed by BACB staff.

If you are unsure whether your prior criminal charges, convictions, or disciplinary actions may impact your eligibility for certification, you may request a review of your history by completing the Prior History Review form. This form is intended for individuals who have **not** yet paid for a BACB examination application and are concerned that their criminal or professional disciplinary history may affect their eligibility for BACB certification.

You will be asked if you are requesting an examination accommodation. Please see the Examination Accommodations section for more information.

Note: You may only have one active examination authorization at a time. If you already have an active examination authorization for the BCBA examination, you will need to Contact Us to cancel your authorization before applying for BCaBA certification.

Ensure that the information you submit is accurate and truthful. The BACB reserves the right to invalidate any certification (immediately making the certification null and void) and/or prohibit any individual from taking a BACB examination in the event that the individual submitted falsified, forged, or untrue information (see the Code-Enforcement Procedures for more details). Additionally, documentation submitted for prior applications will not be reviewed in current or future applications.

2. Submit Your Payment

Once you complete your application, you can pay online with a credit card or mail a check to the BACB. You have 90 days from the time of payment to submit your supplemental documents. If you fail to submit your supplemental documents within the allotted 90 days, you will need to submit a new application, pay, and resubmit the application documents.

3. Request Your Institution to Submit Official Transcripts

Transcripts may not be uploaded to the application; they must be submitted by the institution as official records, either electronically to applications@bacb.com or mailed in a sealed envelope to:
BACB Applications
7950 Shaffer Pkwy
Littleton, CO 80127 USA

Incomplete or inaccurate information will delay the processing of your application.

4. BACB Staff Will Review Your Application and Issue a Determination

You will receive an email once the BACB receives your supplemental documents. It may take up to 45 days for staff to review your application and issue a determination from the date your payment and all documents have been received. If missing or updated documentation is submitted, it will require additional time for processing. Applications are processed in the order they are received. For current application processing timelines, please visit the Application Processing Updates web page.

Note: During the application-review process, your fieldwork hours might be audited. If so, additional documentation will be requested (see the Fieldwork Audit Process).

If your application is:

- **Approved:** You will receive instructions via email for scheduling your BCaBA examination.
- **Not approved:** You will receive feedback and guidance on the next steps via email and Action Items in your BACB portal account. These steps can be reviewed and resolved through your portal account under the Action Items widget. If you do not meet the requirements within 90 days of submitting your application, you must submit a new **BCaBA** Certification Application, including payment of another certification application processing fee (see the fee table on the following page). The status of your application will change as you complete the required steps.

** If you believe the decision was made in error, you will need to review the Administrative Appeals Policy and, if appropriate, submit an appeal within 30 days of the determination.*

APPLYING FOR BCaBA CERTIFICATION

Schedule Your Examination Appointment

Within 24–48 hours of your application being approved, you will receive an email with instructions on how to schedule your BCaBA certification examination with Pearson VUE. The examination is continuously available, and results are provided on site immediately upon completion. If you are in BACB jurisdiction, you have two years from the date your application is approved to pass the BCaBA examination. Your BACB portal account will include your specific testing deadlines. During this time, you may take the examination up to 8 times with at least 30 days between each appointment.

* *BACB fees are nonrefundable and nontransferable. The BACB only accepts US currency. Please do not send cash.*

† *Effective November 1, 2023, BACB examinations are no longer delivered in Quebec. Beginning July 1, 2024, the BCaBA examination will no longer be delivered in Ontario.*

Fees*

Application Fees	
Certification Application	$175
Examination Retake Application**	$120
Examination Appointment (paid to Pearson VUE)***	$125

* *BACB fees are nonrefundable and nontransferable. The BACB only accepts US currency. Please do not send cash.*

** *Each examination retake will require a new retake application and new examination appointment fees.*

*** *Veterans who qualify for the GI Bill can receive reimbursement for BACB certification examination fees from the Department of Veterans Affairs, regardless of whether they pass the examination. Learn more about this benefit on the GI Bill website.*

Examination

Once you meet all applicable eligibility requirements, submit your application, and received an approved determination, you must take and pass the BCaBA certification examination. This examination assesses your knowledge of the BCaBA Test Content Outline (6th ed.) at a level consistent with that of an entry-level assistant behavior analyst.

Note: Candidates permitted to take the BCaBA examination will test under the current edition of the test content outline (TCO). If a new edition goes into effect while a candidate's authorization period is active, they must test under the new edition. Exceptions will not be granted.

Examination Development

Job task analysis (JTA) is the predominant method for developing high-stakes examinations for professions, and it has been used in the development of all BACB examinations. The JTA process involves the development of the following: a draft task list, a content-validation survey of the profession that active BACB certificants are invited to participate in, and a new examination blueprint (also known as a test content outline). The BCaBA examination is currently based on the BCaBA Test Content Outline (6th ed.).

Preparation

The BACB recommends that you prepare for the BCaBA examination by reviewing the BCaBA Test Content Outline (6th ed.), the Ethics Code for Behavior Analysts, and the materials gathered from your training. The BACB cannot endorse specific study guides or other preparation materials, and the purchase of any study materials does not guarantee that you will pass the examination.

Examination Outline

The BCaBA examination includes 150 scored questions and 25 unscored questions. The test content outline consists of 90 tasks (tasks that an assistant behavior analyst should be able to perform) organized into 9 content areas (broad areas of knowledge and skills necessary to perform the role), as shown below.

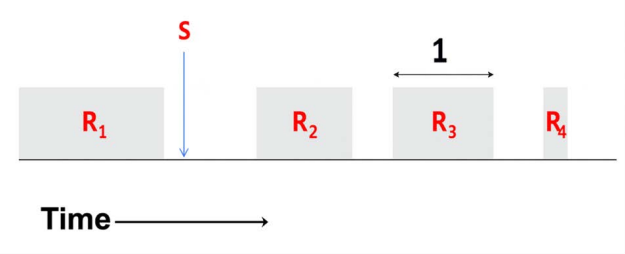
Each question has 4 possible answers and only 1 correct answer. Candidates have 4 hours to complete the examination. All questions on the BCaBA examination are equally weighted.

Your examination result will be based on your overall performance on the examination, not on the performance in each content area. For a complete list of all content areas on the BCaBA examination, please see the Test Content Outline.

Content Area	Number of Questions	Percentage of Examination
A. Behaviorism and Philosophical Foundations	10	7%
B. Concepts and Principles	18	12%
C. Measurement, Data Display, and Interpretation	20	13%
D. Experimental Design	10	7%
E. Ethical and Professional Issues	18	12%
F. Behavior Assessment	17	11%
G. Behavior-Change Procedures	22	15%
H. Intervention Development and Monitoring	20	13%
I. Supervisory Relationships	15	10%
Total	**150**	**100%**

Sample Examination Questions

The following retired questions appeared on previous administrations of the BCaBA examination and represent content areas that are currently on the examination. These questions are provided to offer candidates insight into the format of the BCaBA examination.

1. 

   This schematic representation depicts four instances of a response (R1, R2, R3, and R4) and the onset of one antecedent stimulus (S) on the timeline. Which dimension of behavior is indicated by the number 1?

   A. Duration
   B. Response latency
   C. Inter-response time
   D. Intensity/magnitude

2. A teacher has 30 students in their classroom. One of the students has started disturbing other students by making odd noises. The teacher makes a data sheet and divides the school day into half-hour intervals. The teacher then makes a checkmark in each interval the first time that the student makes noises. When the teacher summarizes the data, it shows that the student engaged in noisemaking 100% of the day. Based on these data, the teacher decides that the student should be referred for an evaluation with the school psychologist.

   What is the problem with the teacher's interpretation?

   A. The teacher should have used a continuous measure.
   B. Nothing, the student should be referred as soon as possible.
   C. The teacher's data collection method likely overestimated the occurrence of the student's behavior.
   D. The teacher's data collection method underestimated the occurrence of the student's problem behavior.

3. Which situation is likely to be an example of negative reinforcement?

   A. A child puts a coin into a machine and gets a gumball.
   B. An employee submits reports to a nagging boss and the boss stops nagging.
   C. An employee submits a timesheet to the payroll department and is paid on Friday.
   D. A student has a tantrum, and the teacher gives a hug to calm them down.

EXAMINATION

Scheduling

The BACB contracts with Pearson VUE to deliver BACB examinations in person at authorized Pearson VUE testing sites and US military bases that meet the security requirements necessary for the administration of high-stakes examinations. The BACB authorizes the use of testing sites in:

- The United States
- Australia (until January 1, 2027)
- Canada (except Quebec and Ontario)

The BACB routinely evaluates the addition of new sites and by requests made through Pearson VUE's website. To see approved testing centers that deliver the BCaBA examination, please visit Find a Test Center.

How to Schedule Your Examination

Once authorized, you may schedule your BCaBA examination appointment via your Pearson VUE account or by contacting Pearson VUE's customer service center. The BACB cannot schedule your examination appointment for you.

Pearson VUE charges $125 for every BCaBA examination appointment. This fee is in addition to BACB application fees, and Pearson VUE will collect it at the time of scheduling. You may be required to pay applicable sales tax, value-added tax, GST, or similar tax required by law in the country or locality in which you are testing. If taxes are applicable, Pearson VUE will collect them at the time of scheduling.

Once you have scheduled your BCaBA examination appointment, you will receive a confirmation email from Pearson VUE. Please review the confirmation email in its entirety to ensure all appointment details are correct. If you do not receive your confirmation email from Pearson VUE regarding your exam appointment, contact Pearson VUE's customer service center.

Canceling or Rescheduling your Examination

Any appointment canceled or rescheduled within 30 days of the examination date will be subject to a fee. If you are within 48 hours of your appointment, you will be unable to cancel or reschedule your appointment, and a refund will not be issued. Please note that all fees are nonrefundable and nontransferable.

Cancelation and rescheduling fees are as follows:

Cancelation/Rescheduling Time Period	Cancelation/Rescheduling Fee
5 days—48 hours before examination appointment	$69
30 days—5 days before examination appointment	$59
31 days or more before examination appointment	$0

To cancel or reschedule your appointment, log in to your Pearson VUE account or contact Pearson VUE's customer service center. The BACB cannot cancel or reschedule your exam appointment for you.

Late Arrival or Missed Examination Appointment

If you arrive at the testing center later than 30 minutes for your examination appointment, you will be turned away and not allowed to test, and your scheduling fee will be forfeited. If you fail to appear for your examination appointment, your scheduling fee will be forfeited, and you will have to reschedule your examination appointment.

Within 24 hours of your missed examination appointment, you can schedule a new appointment in your Pearson VUE account and must pay the Pearson VUE scheduling fee.

EXAMINATION

Retaking Your Examination

You may retake the BCaBA examination for a maximum of 8 total attempts within a 2-year period following your initial application approval. An Examination Retake Application will be available online via your BACB portal account within 48 hours of each failed examination attempt. You will receive an examination authorization email within 48 hours of submitting the Examination Retake Application, which will provide further instructions on how to schedule a new examination appointment. You must pay a $140 retake application fee and a $125 examination appointment fee each time you retake the examination. You must wait 30 days to retake the examination following your previous attempt.

Note: If you do not pass the examination after 8 attempts and still have time in your 2-year authorization period, you must wait until your 2-year authorization period is over to reapply for BCaBA certification.

Examination Accommodations

Examination accommodations are available for individuals with a current disability as defined by the Americans with Disabilities Act (ADA) or a comparable human rights law in their country. Accommodation requests must include the BACB Examination Accommodation Request Form and documentation from a qualified professional (e.g., physician, school official, licensed psychiatrist, licensed psychologist).

Appropriate documentation must identify the disability and state the need for the requested accommodation(s). Examples of appropriate documentation include official letters, reports of test results, and documentation of past accommodation(s) received, including accommodation(s) received for standardized testing (e.g., previous Individualized Education Plan [IEP], documentation from another organization similar to the BACB).

The Examination Accommodation Request Form and supporting documentation will be uploaded when completing the certification application through your BACB portal account. Once the accommodation request and supporting documentation have been received, the BACB will conduct a review, which typically takes 10–14 days. The BACB may require additional documentation, which can result in longer processing times.

After an accommodation decision is made and your application is approved, you will receive instructions for scheduling the examination.

Prior to Your Examination Appointment

Before your BCaBA examination appointment, review your confirmation email from Pearson VUE to confirm your appointment details and testing center location. Knowing the testing center's location will enable you to plan and arrive with plenty of time to spare.

The BCaBA examination is administered using a computer-based testing (CBT) format at all Pearson VUE testing centers. To familiarize yourself with the CBT format and testing center expectations, visit Pearson VUE's BACB Certification Testing web page, which offers the following:

- Pearson VUE demo test
- Pearson VUE Candidate Rules Agreement
- Online tour of a Pearson Professional Center

EXAMINATION

What to Expect on Examination Day

You are advised to arrive approximately 30 minutes before your examination appointment to allow sufficient time to complete all necessary check-in procedures. Listen to all instructions from the testing-center staff and read all directions thoroughly. The check-in process includes verification of your identification, agreement to Testing Center rules, palm vein scanning, and a digital photograph.

The check-in process will be conducted in English only. Translators or interpreters are not allowed at testing centers, including print, electronic, or in-person translators, unless you have an approved accommodation. Testing-center staff will not act as translators during the check-in and/or testing process. If you cannot complete the check-in process, you will be turned away from the testing center, and all paid fees will be forfeited.

You must provide **one** form of valid identification to be admitted into the examination area. The identification must show your first and last name exactly as it appears in your BACB portal account. Any name discrepancy will prevent admission to the examination. The identification must be government issued and original (not a photocopy or digital ID), have you signature, include a recognizable photo, and be current (i.e., not expired).

Failure to present valid identification will prevent admission to the testing center. If this happens, you will be turned away and all paid fees will be forfeited.

Examples of acceptable IDs include:

- International travel passport
- Driver's license
- Military ID
- Identification card (national/state/province ID card)
- Alien registration card (green card/permanent resident/visa)

If you use a fake ID, your examination may be invalidated or may lead to other disciplinary action by the BACB. Admission to the testing center and access to a BACB examination does not mean that your identification is valid and does not prevent the BACB from any potential invalidation of your examination results due to misrepresentation, impersonation, or fraud.

No personal belongings are permitted in the testing room. Secure storage is provided at the testing center for storing a small number of items as needed. The BACB is not responsible for any items that are lost, stolen, or damaged at the testing center.

Prohibited items accessed during your examination, whether inside or outside of the testing center, will result in termination of your examination and potential disciplinary action by the BACB. Items **not** permitted into the testing room include, but are not limited to:

- Cameras, phones, recording devices, watches, beepers, or electronic-transmitting devices
- Notes or reference materials, textbooks, briefcases, backpacks, portfolios, or purses
- Scratch paper, calculators, and rulers
- Food or beverage items
- Visitors/guests

EXAMINATION

What to Expect When Taking Your Examination

The BCaBA examination is only offered in English.

The BCaBA examination is 4 hours and consists of 175 multiple-choice questions; 150 scored questions and 25 unscored questions. Each question has 4 possible answers and only 1 correct answer. The time allocated includes reviewing the Terms and Conditions, exam navigation tutorial, load time prompt, and the examination (plus any review).

You will be monitored by Pearson VUE testing-center staff throughout your examination. Any misconduct will be documented and may result in the dismissal of your examination. You are not permitted to remove any examination materials from the examination area.

Be sure to keep your ID with you during the examination after the administrator checks you in. **The only items permitted into the examination area are your *one* form of ID and your locker key.** Breaks during the examination are taken on your own time. **The clock does not stop if you take a break during the examination.** Security protocols will be in effect as you exit and re-enter the testing room. During breaks, you are prohibited from accessing phones, electronic devices, notes, or other stored items. However, you can access food, drink, or medication during breaks. Additionally, you cannot leave the building at any time during your examination.

All testing centers provide earplugs upon request, and some also provide noise-canceling headphones. Additionally, a dry-erase board will be provided.

Examination Terms and Conditions

Before the start of your BCaBA examination, you must read and agree to the following examination Terms and Conditions. Failure to agree will result in immediate dismissal from the examination administration and forfeiture of your examination attempt and paid fees. The time spent reviewing these Terms and Conditions is part of your examination time.

Confidentiality

- **YOU ARE PERMANENTLY PROHIBITED FROM DISCLOSING THE CONTENT OF BACB EXAMINATION QUESTIONS.** Such prohibition includes, but is not limited to, verbal, written, and/or electronic (e.g., email, social media, online study sites) disclosure. Because BACB examinations are copyright protected and highly confidential trade secrets, any disclosure, transmission, or reconstruction of examination questions or content to other individuals, organizations, or study groups is a violation of BACB rules and is subject to damages, including, but not limited to:
  - BACB investigation fees, court costs, and legal fees;
  - the cost of replacing the compromised question(s); **AND**
  - the cost of reconstructing the examination at the discretion of the BACB.
- The BACB reserves the right to report examination content theft to applicable law enforcement authorities. You authorize the BACB to release your name, examination performance data, audio and video files from the examination administration, and any other pertinent information necessary to demonstrate the basis for finding that you participated in or benefited from theft of BACB examination content.
- You may not communicate with other examinees or other individuals besides testing center staff during the examination.

Test Security

- BACB examinations may only be taken by individuals (i.e., you) wishing to apply for BACB certification and for no other purpose. Third parties not approved by the BACB are not allowed in your examination administration.
- You will be continuously monitored by video (e.g., face) and audio (e.g., voice) while taking the examination. You recognize and consent that you have no right to privacy before, during, and after the examination delivery in the testing center and that you waive all claims asserting a right to privacy.

- You are prohibited from using **any** electronic device while the examination is in progress (e.g., cell phone, Bluetooth glasses, smartwatches). Additionally, you cannot access or be in possession of any study materials, documents, or notes at the testing center. The access or use of these unauthorized materials and/or devices is grounds for termination of the examination administration, invalidation of examination results, and/or other disciplinary action by the BACB.
- Any items worn by the candidate before or during the examination, including, but not limited to, cell phones, electronic devices, glasses, head scarves/shawls/wraps, bags, purses, and jewelry, may be investigated at the discretion of the examination proctor.
- Proctors are authorized to maintain a secure and proper examination administration and assist with operational issues but will not provide comments or recommendations regarding examination questions. Tampering with Pearson VUE's software or equipment, cheating, or permitting cheating (e.g., letting someone copy answers, letting someone provide answers, providing information on the content of examination questions to others, recording or photographing test questions) is cause for termination of the examination administration, invalidation of examination results, and/or other disciplinary action by the BACB.
- At the sole discretion of the BACB and/or Pearson VUE, any irregular, disruptive, inappropriate, or suspected cheating behavior by you before, during, or after the examination may result in any combination of the following:
  - relocation or removal from the testing center;
  - banning from the testing center in the future;
  - immediate termination of examination delivery;
  - invalidation of examination results;
  - inactivation of examination authorization pending investigation of the irregularity;
  - inactivation of certification pending investigation of the irregularity;
  - a required retest to validate your examination results;
  - temporary or permanent restriction on sitting for any future BACB examination;
  - another disciplinary action related to eligibility or certification status;
  - forfeiture of all paid application and examination fees; **AND**
  - any other remedy necessary to protect BACB examination content and security.

Breaks

- You are able to take unscheduled breaks (e.g., restroom) during the examination, however, you **may not** leave the testing center or facility at any point during your examination. Doing so will result in termination of the examination and forfeiture of your examination attempt and paid fees.
- You may take as many breaks as you need during the examination; however, the time spent on breaks will be deducted from the time allotted for your examination. You must follow all rules set forth by the testing center staff when requesting an unscheduled break.
- You will **not** be permitted to use a cell phone, any other electronic devices, study materials, or access your vehicle during your unscheduled break. Accessing unauthorized devices or materials will constitute cheating and result in dismissal from your examination and forfeiture of your examination attempt and paid fees.

Examination Security

The BACB and Pearson VUE take examination security seriously because the value of your certification and our credibility depend on it. BCaBA certification examination content is confidential; it is never appropriate to share, discuss, post, or upload examination content. In addition, candidates are required to adhere to the Ethics Code for Behavior Analysts, which includes the following requirement: "Behavior analysts are truthful and arrange the professional environment to promote truthful behavior in others."

Unauthorized possession, reproduction, publication, or disclosure of any BACB examination materials—including storing or disclosing examination questions to any person or entity by any means before, during, or after the examination—is prohibited. Individuals violating these terms will not be permitted to retest or take any BACB examination until the matter has been resolved and the BACB has determined whether the candidate can have access to BACB examinations. Examples of violations and misconduct include:

- submitting false, inconsistent, or misleading statements or omitting information the BACB requests
- attempting to take the examination for someone else or having someone else take the examination for you
- copying or sharing information or any other form of cheating
- obtaining advanced access to examination materials
- stealing examination materials
- bringing prohibited items into the examination room
- failing to follow directions from testing-center staff
- violating Pearson VUE scheduling or testing-center rules and regulations

Examination Appeals

The BACB is committed to reporting valid examination results; however, certain circumstances may cause results to be invalidated. The BACB reserves the right to invalidate examination results and certification status due to suspected or documented misconduct during testing or violation of the Ethics Code for Behavior Analysts. The Ethics Code for Behavior Analysts requires certificants, candidates, and applicants to immediately report any confirmed or suspected examination misconduct by others to the BACB.

Additionally, invalidation may also occur due to situations beyond your control—or that of the BACB's—at the testing site. If you experience examination condition irregularities (e.g., poor lighting or disruptive noises at the testing site, long screen-load times) during your examination, you may file an examination appeal with the BACB. Pearson VUE delivers BACB examinations via a web browser, so minor Internet bandwidth variances are to be expected.

BACB standards, requirements, deadlines, procedures, fees, examination content, examination delivery modality, examination results, examination edition, and examination-specific questions/answers may not be appealed.

How to appeal: You must file a request for appeal within **7 days** of your examination appointment by completing the Administrative Appeal Request Form.

Examination Results

The BCaBA examination is pass/fail. After completing your examination, you will receive your result at the testing center. The BACB does not have the ability to view or download your examination result report. To obtain a copy, you must log in to your Pearson VUE account and select "View Score Reports."

If you pass the BCaBA examination, you will receive an email communication from the BACB within one week regarding your BCaBA certification. The BACB Certificant Registry will be updated to include those who passed the examination approximately 2 weeks following the passing examination result.

If you fail the BCaBA examination, you will need to submit a retake application, which will be available in your BACB portal account within 48 hours, to take the examination again. You must wait 30 days to retake the examination following your previous attempt.

Scoring Methodology

The BACB uses the modified Angoff method to establish the BCaBA examination's passing score. This method is criterion-referenced, meaning that the passing score is determined by a panel of BACB-certified subject matter experts and then approved by the BACB Board of Directors. Your performance on the examination is solely dependent on your understanding of entry-level assistant behavior analyst knowledge.

A new passing score is established when a significant change to the industry or examination content occurs (e.g., introduction of a new test content outline).

What to Expect After Passing the Examination



BCaBA Certificate Sample

What happens after I leave the testing center? In most instances, you will receive a pass/fail report at the testing center. If you passed the examination, your BCaBA certification number will be generated and available in your BACB portal account within 24 hours of passing the examination. You will receive your BCaBA certificate by mail within 4–6 weeks, depending on the US Postal Service. Be sure that your mailing address is correct in your BACB portal account.

When can I start using my BCaBA certification? You may start using your BCaBA certification as soon as you have passed the examination and have a qualified BCaBA supervisor on record with the BACB. If at any point you do not have a BCaBA supervisor on record with the BACB who is providing your ongoing supervision, you may not practice, and your certification will be considered inactive (see the Ongoing Supervision section for more information about ongoing supervision requirements).

Your supervisor can add you to their record through their BACB portal account. In your account, under the Supervision tab, you may view a list of your current and former supervisory relationships for your BCaBA certification.

In addition, please contact your state, regional, or national behavior-analytic professional associations to learn about any additional requirements for practice as an assistant behavior analyst in your region and to access valuable support in the profession. If you reside in a US state where assistant behavior analysts are licensed, you should immediately contact your state licensure board to determine whether and how you should submit an application for licensure before practicing with your new BACB certification. Please note that, starting January 1, 2025, once you pass the BCaBA examination, any other BACB certification you hold will expire after 180 days or on its expiration date, whichever comes first. See the March 2025 BACB Newsletter for more information.

How can employers and funders, among others, verify my certification? Newly certified BCaBAs appear in the BACB Certificant Registry within 48 hours of passing the examination. The Certificant Registry shows the status of your certification and recertification date, and if your certification becomes inactive for any reason (e.g., you do not have a supervisor on record with the BACB), this will be indicated on the registry.

Anyone may request a written verification of their current certification status from the BACB for a $25 fee per verification. The verification letter is delivered as an emailed PDF document and contains the information shown on the registry.

You may also view and print an on-demand verification letter in your BACB portal account. Once you log in, navigate to the My Certification tab and select Print Verification Report. Please note that this verification report is only available with an active certification and will not be accessible if your certification has expired.

What does it mean now that I am certified? Becoming certified means you have demonstrated that you have the knowledge and skills of an entry-level assistant behavior analyst who practices under the oversight of a BCBA. That said, consider what you are proficient in, what you know a little about (but need more experience and mentorship in), and what you do not know to ensure that you do not overstate your expertise to the public. Consider your scope of competence (e.g., populations or behavior-analytic techniques you are capable of serving or using) because you have an ethical obligation to refrain from practicing outside your scope of competence (see the Code).

WHAT TO EXPECT AFTER PASSING THE EXAMINATION

What steps should I take to begin my career as a professional?

The BACB cannot provide guidance on this outside of the requirements to maintain your certification, so the first step might be to identify a supervisor and mentor who can help you develop a professional-development plan. That plan might include determining your scope of competence; recognizing skill sets that you need support with (e.g., billing) to move toward your goals; identifying ways to stay in contact with the literature (as a certificant, you have free access to recent issues of major behavior-analytic journals in your BACB portal account); and identifying ways to stay or get involved with the professional community, such as joining professional associations. A supervisor and mentor might also be able to help you determine how to assess job opportunities to make sure they fit within your scope of competence and career goals; whether you are ready and qualified to serve as a supervisor, assessor, or trainer (see the Assessing, Training, and Supervising RBTs section); and whether a service organization has an environment that is set up to promote ethical behavior.

When can I start supervising?

You may start providing ongoing supervision to RBTs as soon as you are certified and have met all other relevant supervision requirements (e.g., supervisor training). See the Ongoing Supervision section in the RBT Handbook for details.

How should I maintain my certification moving forward?

- Review the Certification Maintenance Requirements section and develop a plan to meet them, including receiving ongoing supervision for the behavior-analytic services that you provide, accruing continuing education, and complying with ethics requirements (e.g., ensure that you accept clients within the boundaries of your competence, have appropriate service contracts, provide appropriate services, follow procedures to ensure continuity of care and appropriate client transitions).
- Be sure to keep an eye out for helpful resources, like BACB videos, blogs, and podcasts. For example, the Tips for New Certificants blog shares valuable information for newly certified individuals, and The Professional Infrastructure of Applied Behavior Analysis video describes the various organizations in ABA.
- Keep your contact information up to date in your BACB portal account to ensure that you receive important updates about certification requirements, and periodically review bacb.com to stay informed of changes. This is especially important because if the BACB tries to contact you and receives no response after reasonable attempts are made, the BACB may take summary action (e.g., suspension) against your certification (see the Timely Responding to the BACB section).
- If your certification status is active, the BACB may contact you to request action and will expect a timely response. If you need to take a temporary break from maintaining your certification, review the inactive status policy.
- Report critical events to the BACB Ethics Department (see the Self-Reporting web page).
- Stay up to date with licensure requirements in your area.
- If your certification status changes (e.g., your certification becomes inactive), ensure that you accurately reflect your certification status to the public. For more information about the correct use of the BCaBA certification mark, see the September 2008, October 2013, and July 2021 BACB Newsletters.

WHAT TO EXPECT AFTER PASSING THE EXAMINATION

Tips for Protecting Your BACB Information

The BACB works to ensure the security of our certificants' information. Despite our efforts, however, you are still at risk of someone misusing your credential, most commonly for billing fraud. Given the prevalence of open electronic access and digital identity theft, here are a few ways that you can take a proactive approach to maximizing the security of your professional credentials.

- **Check your BACB portal account regularly.** Put a reminder in your calendar to log in and check the accuracy of the information in your BACB portal account every six months or more frequently if you have been—or suspect you may be—the target of identity theft. It is critical that you log in to ensure that your information is accurate and review how your information is publicly displayed in the BACB Certificant Registry. In addition to your personal information, review the information specific to supervisees or supervisors to make sure it is correct. If you find any inconsistencies or inaccuracies, use the Contact Us Form to immediately inform us of the potential issue.
- **Protect your BACB certificate.** While your certification number is publicly available in the Certificant Registry, you should protect your BACB certificate from being copied and/or modified. Think twice before posting photos of your certificate on social media platforms, and be sure to keep your private BACB ID protected. This number is not published in the Certificant Registry and is generally only needed by your supervisees/trainees, the BACB, and certain funding sources.
- **If you suspect misuse of your information, contact a specialist (e.g., attorney/advisor) in identity theft to help you determine your options.** While BACB staff cannot provide legal advice, we are sympathetic to the frustrations you may experience if your information is misused. Finally, if you suspect the misuse or misappropriation of another certificant's credential (or the creation of false credentials), please immediately report your evidence to the appropriate authorities (e.g., law enforcement, funders) and to the BACB using the Reporting Infringement or Misuse Form.

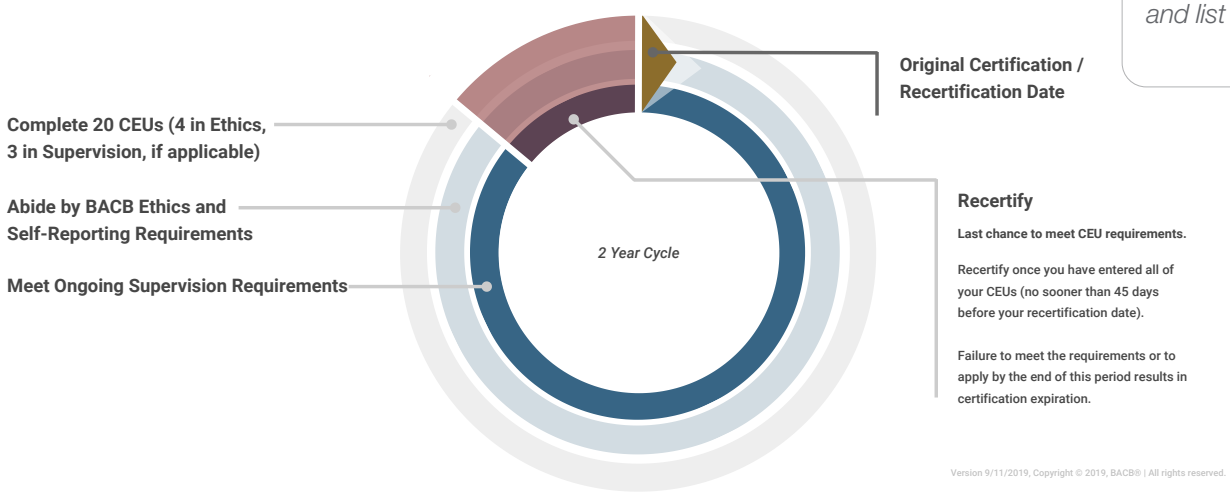
For additional guidance, please refer to the August 2019 newsletter on our Newsletters web page.

Certification Maintenance Requirements

To maintain your BCaBA certification, you must obtain ongoing continuing education, adhere to the BACB's ethics requirements and self-reporting requirements, meet ongoing supervision requirements, and submit a completed recertification application and associated fees every two years before your recertification date.

Remember to keep your information up to date in your BACB portal account, and please ensure that bacb.com is in your email contacts and list of safe senders.

Overview



Continuing Education

Initial BCaBA certification indicates that an individual has met entry-level standards of practice as an assistant behavior analyst. The purpose of the BACB's continuing education (CE) requirement is to ensure that BCaBA certificants engage in activities that will expand their behavior-analytic skills beyond the requirements for initial certification and help them stay up to date on developments in the profession.

CEU Requirements

As a BCaBA, you are required to obtain 20 continuing education units (CEUs) within each 2-year recertification cycle, including 4 CEUs in ethics and 3 CEUs in supervision (for supervisors).

All CEUs must be earned within the recertification cycle to which they are applied. If your two-year certification cycle is from September 30, 2025, to September 29, 2027, your next cycle will start September 30, 2027. Therefore, if you submit your recertification application on September 1, 2027, you may not begin accruing CEUs for your next cycle until September 30, 2027.

Note: It is not permitted to make up missed CEUs after your recertification date (i.e., reinstatement period). CEUs exceeding the required amount cannot be applied to the next cycle.

Demonstrate that you meet this requirement by entering your CEUs into your BACB portal account as soon as you have supporting documentation. Use the following table to identify which type of CEU was earned. Depending on the type of CE selected, you will need to enter specific information about the activity and upload supporting documentation. Be sure to enter the information exactly as it is shown on your documentation.

CERTIFICATION MAINTENANCE REQUIREMENTS

CEU Types

You can earn CEUs via three activity types, as illustrated in the following table. There are no restrictions or limitations on the number of non-repeating CEUs you can earn through each activity type. All CEU types are intended to ensure that certificants continue to engage in activities that expand their behavior-analytic skills.

	Continuing Education By:	Documentation	CEU Values
Learning	Attending behavior-analytic learning events offered by Authorized Continuing Education (ACE) Providers (see ACE Provider Verification Registry)	Certificate from the ACE Provider	25 minutes of learning = 0.5 CEU (i.e., 50 minutes of learning = 1 CEU)
	Completing didactic behavior-analytic undergraduate or graduate courses with a passing grade ("C" or higher in a graded course or "pass" in a pass/fail system)*	Syllabi and transcripts from university courses	
	Participating in certain BACB certification activities	No documentation is needed for BACB events (these are issued directly into BACB portal accounts)	
Teaching	Single instruction session for a Learning CE event	Documentation from the ACE Provider for the duration of time the instructor presented a Learning event	25 minutes of instruction = 0.5 CEU (i.e., 50 minutes of instruction = 1 CEU)
	Teaching university courses in behavior analysis at an accredited, degree-granting university*	Letter from a department chair indicating that the certificant taught a university course	
Scholarship	Publishing an article on behavior analysis in a peer-reviewed journal	A PDF of the final published article	1 publication = 8 CEUs
	Writing a review or decision letter for an article on behavior analysis submitted to a peer-reviewed journal	Confirmation from the journal (e.g., confirmation email, snapshot of the account), associate editor, or editor. *Note:* Please redact title and author information.	1 review/ decision letter = 1 CEU

** For the purpose of establishing instructional requirements that can be applied globally, 1 semester credit hour will represent 15 hours of classroom instruction, and 1 quarter credit hour will represent 10 hours of classroom instruction. This conversion is based on US Federal Rule.*

CEU Content

Continuing education may address any aspect of behavior analysis: practice, science, methodology, theory, or the profession. CEUs must cover material that goes beyond a basic introduction to behavior-analytic techniques.

Ethics CEU

Ethics continuing education is defined as (a) events related to the BACB's ethics requirements and/or (b) events related to cultural/contextual responsiveness. The content must relate to behavior-analytic practice or applied research and be directly linked to the behavior-analytic literature and/or established practice. To qualify as Ethics continuing education, most of the event must focus on ethics or cultural/contextual responsiveness. Events that reference the BACB's ethics requirements only incidentally, without substantive integration of ethical or cultural/contextual considerations into the content, do not qualify.



There are a lot of options for continuing education in terms of format, content, and providers, among others. Consider obtaining CEUs that will help with your professional-development plan. And remember that the intent is for ongoing development, so we highly recommend accruing continuing education throughout your recertification cycle.

Supervision CEUs

BCaBAs who have supervised the ongoing practice of RBTs on record at any point during their recertification cycle must obtain and enter 3 supervision CEUs to recertify. Supervision CEUs must be behavior-analytic in nature and cover effective supervision practices described in the BACB Supervisor Training Curriculum Outline (2.0) and in the Nature of Supervision section.

Repeating CE Activities

Repeating CE activities of any CEU type does not provide new or expanded knowledge or skills and, therefore, does not meet BACB certification requirements.

Complaints About Continuing Education Events

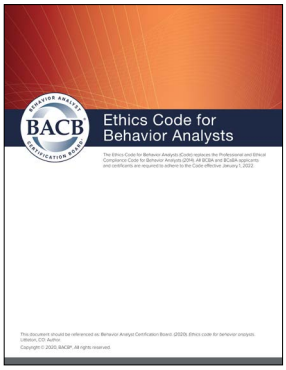
As a participant in an ACE event, certificants must be provided with information about the complaint process by the ACE Provider, including how to contact the ACE Coordinator regarding concerns.

All complaints from attendees of ACE events, including those regarding potential ACE event requirement violations, must first be directed to the ACE Coordinator in writing. If a complaint cannot be resolved with the coordinator, the participant may submit an NAV against the ACE Coordinator.

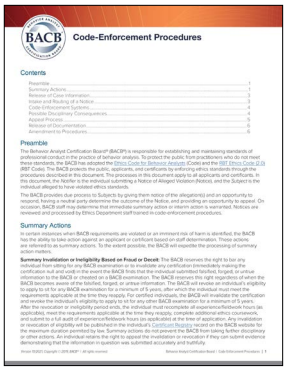
Ethics and Self-Reporting

You must adhere to the Ethics Code for Behavior Analysts and self-reporting requirements. The BACB is prohibited from providing any legal advice and from interpreting any ethics requirements.

Ethics Code for Behavior Analysts (Code): The Code contains six sections outlining candidates' and certificants' responsibilities related to professional conduct, clients and service provisions, supervision, and colleagues. Certificants are required to remain knowledgeable about the Code. Those supervising RBTs must ensure that they review and address the Code (and the RBT Ethics Code [2.0] where applicable) with their supervisees. Certificants should also endeavor to address potential violations directly with the relevant individual if appropriate. When considering whether submitting a Notice of Alleged Violation is appropriate, certificants should consult the Considerations for Reporting an Alleged Violation Against a BCaBA/BCBA or the Considerations for Reporting an Alleged Violation Against an RBT document.



Ethics Code for Behavior Analysts



Code-Enforcement Procedures

Self-Reporting

Per the BACB's ethics requirements, applicants and certificants must self-report to the BACB any personal or professional conduct, condition, or event that may pose a risk to others or reasonably impact their ability to safely or competently practice. These events may relate to their roles as service providers, supervisors, educators, trainers, or business owners or managers of any organization or company that provides behavior-analytic services, supervision, education, and/or training. Please see the following sections for details on the three main types of information that must be self-reported to the BACB.

For further guidance on when to self-report, please review the information on the Self-Reporting web page.

Visit the Ethics web page for information about code-enforcement procedures, ethics resources, and more.

CERTIFICATION MAINTENANCE REQUIREMENTS

Changes to Personal Information

You are required to keep the personal information in your BACB portal account up to date, including your address, email address, and legal name. Please change or correct any outdated information within 30 days of the change or of becoming aware of the outdated information. Please note that name changes will require the submission of government-issued documentation reflecting your previous and current name, and address changes may require the submission of documentation that verifies your residence. If you need a replacement certificate due to a name change, you may request one through your BACB portal account and pay a $35 fee.

Noncompliance With BACB-Required Supervision

BCaBAs, BCaBA Supervisors, RBTs, RBT Supervisors, and RBT Requirements Coordinators, among others, are required to self-report any supervision noncompliance to the BACB in a timely manner.

Critical Events

The following events must be self-reported to the BACB in a timely manner (no more than 30 days after becoming aware of the event). This guidance does not constitute ethics or legal advice. If it is not required that you self-report your situation to the BACB, but you are still unsure, the best course of action is to self-report. Please note that for the purposes of self-reporting, *funder* refers to any entity (e.g., healthcare organization, state or federally funded service, commercial payer, managed care organization, educational institution, other payment entity) that you have contracted with to provide behavior-analytic, educational, or health-care services.

Violations of Ethics Standards: You must self-report any violation of one or more standards in the applicable BACB ethics code (i.e., Ethics Code for Behavior Analysts for BCBAs and BCaBAs, RBT Ethics Code [2.0] for RBTs). This includes, but is not limited to, the following events:

- leaving a position without ensuring continuity of services or in a manner that fails to appropriately transition or discontinue services
- engaging in a multiple relationship with a client or supervisee
- failing to maintain appropriate client records (including documentation for billing purposes)

Physical and Mental Health Conditions and Substance Use Disorders: You must self-report the following events related to physical and mental health conditions and substance use disorders:

- You currently have, or within the past 3 years have had, a physical or mental health condition or substance use disorder that directly impacts your ability to provide services safely and competently, **and**:
  - you do not have an active, effective care plan in place;
  - you have an active, effective care plan in place, and your care provider recommends that you self-report to the BACB; **OR**
  - you have an active care plan in place, but it is no longer effective.
- Within the past 3 years, you have been voluntarily or involuntarily hospitalized or placed in a treatment facility (e.g., in-patient, intensive out-patient) because of a physical or mental health condition or substance use disorder for which you **do not** or **did not** have a care plan in place, and your ability to provide services safely and competently is or was directly impacted.
- Within the past 3 years, you have participated in a diversion plan or treatment plan related to a physical or mental health condition or substance use disorder in accordance with a license or credential held by you in any profession.
- Within the past 3 years, you have participated in a diversion plan or treatment plan in accordance with a court of law following criminal charges against you for which a physical or mental health condition or substance use disorder lessened the offense that resulted in the diverted or deferred outcome.

You **do not** need to self-report the following events:

- a new or existing diagnosis of a physical or mental health condition or substance use disorder that is unlikely to impact the competent and safe delivery of services
- a new or existing diagnosis of a physical or mental health condition or substance use disorder for which you have an active, effective care plan, and you and your care provider have determined that it will not likely impact the competent and safe delivery of services
- unless advised otherwise, an event that has already been self-reported and that the BACB has dismissed or cleared

Investigations: You must self-report any investigation naming you, a company that you own, or a company in which you hold a primary role related to the matter under investigation (e.g., billing, clinical quality control) within 30 days of becoming aware of the investigation. Do not wait until the conclusion of the investigation to self-report. This includes, but is not limited to, the following events:

- any investigation conducted by an employer in response to an alleged violation of any BACB ethics standard
- any investigation or audit conducted by a state or federal entity (e.g., funder, licensure or regulatory board), professional association, or educational institution that was triggered by a complaint or irregularity identified by the entity
- any investigation or audit triggered by a self-identified irregularity
- any billing or quality control audit (e.g., random or scheduled audit that was not triggered by a complaint or concern) conducted by a funder, governmental insurance provider, licensure or regulatory board, or other entity (e.g., department of health, fire department) that resulted in an order to repay money due to overbilling and a penalty that exceeded $2,500 (USD or equivalent)

You **do not** need to self-report the following events:

- any billing or quality control audit (e.g., random or scheduled audit that was not triggered by a complaint or concern) conducted by a funder, governmental insurance provider, licensure or regulatory board, or other entity (e.g., department of health, fire department) that did **not** result in any corrective actions, improvement plans, fines, or repayments exceeding $2,500 (USD or equivalent)

Agreements and Actions: You must self-report certain agreements and actions within 30 days of (a) receiving an order from the court, civil or criminal charges, a final determination, or a disposition or (b) signing an agreement or consent order that relates to any of the following events:

- termination by an employer in response to a violation of any BACB ethics standard
- requirement to report a situation or action that posed a risk of harm to others and occurred during the delivery of behavior-analytic, health-care, or educational services to a licensure or regulatory board, professional liability insurance company (i.e., if the event triggered malpractice coverage), or other governmental agency (i.e., if the event warranted mandated reporting to a welfare or protective agency)
- denial of a professional licensure application for conduct or competence reasons, such as eligibility requirements deficits, that would not otherwise constitute ethics code violations (e.g., unmet education, training, experience, application, and/or documentation requirements; unpaid fees)
- an arbitration decision or a settlement or consent agreement/order between yourself and any funder, licensure board, or certification entity
- required actions (e.g., repayment, compliance or remediation plan, participation restrictions, probation or suspension, voluntary surrender or relinquishment of license or certification, revocation or suspension, practice restrictions or inclusions, mandatory mentorship or continuing education) assigned to you by a state or federal entity (e.g., licensure or regulatory board), professional association, court or tribunal, arbitrator, funder, or educational institution in response to a complaint, audit, or investigation related to the delivery of behavior-analytic services or a behavior-analytic service company that you own or manage

- public health and safety tickets, citations, or fines greater than $750 (USD or equivalent) **or** of any amount if the situation (a) led to an arrest warrant, jail time, or other incarceration or (b) involved or occurred in the presence of a client
- criminal or civil suits naming you that are directly or indirectly related to the delivery of behavior-analytic services or involve assault, battery, neglect, or abuse of a person or animal (this must be reported within 30 days of becoming aware of the criminal or civil suit)
- criminal or civil suits in which you have been found guilty, have entered a plea of no contest, or have otherwise been sanctioned related to a misdemeanor or felony involving public health and safety or the delivery of behavior-analytic, health-care, educational, or other human services (this must be reported within 30 days of becoming aware of the criminal or civil suit)
- official expungement of court records that meet BACB self-reporting requirements **if** the action occurred during the delivery of behavior-analytic, health-care, or educational services or involved the assault, battery, neglect, or abuse of a person or animal
- probation, parole, pretrial diversion agreements, settlement agreements, or consent orders assigned to you
- current detainment (e.g., you are being held in custody in a jail, prison, other correctional facility, court-mandated treatment facility, or under house arrest)
- any conviction of a felony that carried a maximum sentence of more than 5 years imprisonment and that has not been expunged

You **do not** need to self-report the following events:

- credit or tax hearing
- personal bankruptcy
- fines related to tax, revenue, or wage garnishment
- parking tickets or tickets generated by traffic cameras
- traffic tickets not exceeding $750 (USD or equivalent)
- family court proceedings (e.g., divorces, custody hearings)
- employer layoffs and actions that do not involve a violation of a BACB ethics standard
- a DUI or DWI charge or conviction that is a first-time offense, did not result in injury to any party, did not occur with clients in the vehicle during work hours, and is not related to a substance use disorder that must otherwise be reported

CERTIFICATION MAINTENANCE REQUIREMENTS

Ongoing Supervision

Every BCaBA must practice under the supervision of a qualified supervisor. Any BCaBA who does not have a qualified supervisor will be considered inactive and may not practice or use their BCaBA certification until they have a supervisor on record with the BACB. This includes the ability to supervise RBTs, provide RBT 40-hour trainings, complete RBT competency assessments, and complete RBT Certification Application Attestation forms. The supervisor and the BCaBA must review these requirements together and resolve any concerns at the onset of supervision. Both parties must also ensure that any supervision provided or received is consistent with current BACB requirements (via regular review of BACB Newsletters and web pages for updates), any applicable state regulatory standards (e.g., licensure), and relevant third-party payer requirements.

Supervisor Requirements

BCaBA Supervisor Requirements	
Role	**BCaBA Supervisor**
Responsibilities	• is responsible for all services the BCaBA provides • develops and signs a written contract with the BCaBA before the onset of the supervisory relationship (*Note:* Multiple supervisors at one organization must have a supervision contract that clearly details each supervisor's responsibilities, including the types of cases and settings in which the BCaBA will be observed.) • documents ongoing supervision meetings with the BCaBA on the BCaBA Supervision Meeting Form • maintains documentation of ongoing supervision in a way that demonstrates adherence to all of the requirements in this handbook and the Code • ensures that their personal information and supervisory relationships are up to date in their BACB portal account
Qualifications	• BCBA certified **or** • until December 31, 2026, a licensed or registered psychologist certified by the American Board of Professional Psychology in Behavioral and Cognitive Psychology who was tested in applied behavior analysis
Relationships	The supervisor may not be related to, subordinate to, employed by, or in a multiple relationship (e.g., personal or business) with the supervisee while providing supervision. Employment does not include compensation paid to the supervisor by the BCaBA for supervision services.
Training	Before providing any supervision, BCaBA Supervisors must have completed training based on the Supervisor Training Curriculum Outline (2.0) and uploaded it to their BACB portal account.
Public identification with the BACB	All BCaBA Supervisors must identify as their BCaBA's supervisor.
Supervisor-client oversight	Must have sufficient client-specific knowledge to inform the BCaBA's clinical direction (see the following Supervisor-Client Oversight section for more information).
BACB audit responsibilities	• Maintain supervision documentation for 7 years and be prepared to submit it, even for former BCaBAs. • In the event of an audit, give the BACB documentation of the supervision provided.

CERTIFICATION MAINTENANCE REQUIREMENTS

Supervisor Training: Supervisors must complete an 8-hour supervision training before providing any supervision to BCaBAs.

Supervisors are responsible for ensuring that they have completed the training (available in the Certificant Registry) and uploaded the certificate into their BACB portal account before signing a supervision contract. Supervisees should confirm the date on which the supervisor completed the training before signing a supervision contract.

Public Identification of Supervisory Relationship: All BCaBA Supervisors who are providing any supervision to a BCaBA must acknowledge the supervisory relationship by entering the supervisee's information in their BACB portal account. The information must remain in their BACB portal account for the duration of supervision. The supervisor will also be publicly identified in the BCaBA's record in the Certificant Registry. Information about your current and former supervisors is also available in your BACB portal account under the Supervision tab. Under the Ethics Code for Behavior Analysts, the supervisor is responsible and can be held accountable for all services provided by the BCaBA.

Supervisor-Client Oversight. The BCaBA Supervisor must have sufficient client-specific knowledge to inform the clinical direction of your work as a BCaBA. Specifically, the two parties should be employed by the same organization or have a contractual relationship with your client(s). In addition, you must ensure that you are receiving supervision in accordance with these requirements, including having a BCaBA Supervisor for every client with whom you work. It is not permissible, for example, for you to have a supervisor for three of your clients, but no supervisor for one of your clients.

Supervisor/Trainee Relationship: The supervisor may not be related to, subordinate to, employed by, or in a multiple relationship with (e.g., personal or business relationship) the supervisee while providing supervision. Employment does not include compensation paid to the supervisor by the BCaBA for supervision services. While not required, it is highly encouraged that the supervisor works closely with the BCaBA during the implementation of behavior-analytic services.

Supervision Requirements

Amount of Supervision: The amount of supervision required for a BCaBA is based on the number of service-delivery hours in a month and how long the BCaBA has been certified. The amount-of-supervision requirements are as follows:

- **First 1,000 hours of post-certification practice:** Supervision must comprise at least 5% of the total number of behavior-analytic service hours provided per month with no less than 1 hour of supervision every 2 weeks.
- **Ongoing supervision (after the first 1,000 hours):** Supervision must comprise at least 2% of the total behavior-analytic service hours provided per month.

These supervision percentages should be considered a minimum. Supervisors may require additional supervision.

Frequency of Supervision: Each month in which the BCaBA provides behavior-analytic services, the BCaBA and supervisor must meet at least once. In addition, the BCaBA's supervisor must be available for consultation between supervisory interactions. *Note:* BCaBAs who do not provide behavior-analytic services during a given month are exempt from this requirement.

Structure of Supervision: Supervision may include (a) a combination of group and individual supervision, (b) multiple supervisors, and (c) multiple observation methods. This section contains guidance on the possible structural variations.

- **Group Supervision:** Groups are interactive meetings in which 2–10 BCaBAs who share similar experiences participate in supervision activities (see the Nature of Supervision section). The number of BCaBAs in a group meeting may not exceed 10 at any time, regardless of the number of supervisors in the meeting. If nonsupervisees are present, their participation should be limited, and their presence must not inhibit discussion or interfere with participation by supervisees. The amount of group supervision may not exceed the amount of individual supervision in a given supervisory period. In other words, supervision may be conducted in groups for no more than half of the total supervised hours in each supervisory period.
- **Multiple Supervisors and/or Settings:** A BCaBA may have multiple supervisors if such an arrangement is required to cover the BCaBA's entire caseload. The BCaBA must ensure that a qualified supervisor assumes responsibility for each case and provides supervision that meets the current supervision requirements. In these arrangements, the supervision contract must clearly articulate the conditions of responsibility for each supervisor, including the types of cases and settings in which the BCaBA will be observed.
- **Observation-With-Client Requirements:** The BCaBA must be observed working with a client in the natural environment once per quarter by at least one supervisor. If the BCaBA has more than one supervisor, they must be observed once per quarter by each supervisor. In-person, on-site observation is preferred. However, the observation may be conducted using asynchronous (e.g., recorded video) or synchronous (e.g., live video conference) formats. Keep in mind that video monitoring on its own, without real-time interaction or feedback, may not count as supervision.

Nature of Supervision: The purpose of supervision is to improve and maintain the behavior-analytic, professional, and ethical repertoires of the BCaBA and facilitate the delivery of high-quality behavior-analytic services to the BCaBA's clients. Effective behavior-analytic supervision includes:

- monitoring the skills of the BCaBA as they deliver behavior-analytic services
- developing and communicating performance expectations to the BCaBA
- conducting behavioral-skills training for the BCaBA
- observing the BCaBA's performance with clients and delivering feedback
- modeling technical, professional, and ethical behavior
- guiding the development of behavioral case conceptualization and problem-solving and decision-making repertoires
- reviewing the BCaBA's written materials (e.g., behavior programs, data sheets, reports) and delivering related feedback about the products
- overseeing and evaluating the effects of the BCaBA's behavior-analytic service delivery
- evaluating the effects of supervision throughout the experience

Failure to be Properly Supervised

Any BCaBA found to be substantially noncompliant with supervision requirements will be subject to immediate termination of their certification. If termination occurs, the BCaBA will be permitted to requalify for the examination via past certification. If requalified, the BCaBA will be subject to increased supervision requirements audits.

CERTIFICATION MAINTENANCE REQUIREMENTS

Supervision Documentation

There are three forms of documentation required for BCaBA supervision: the supervision contract, the BCaBA Supervision Meeting Form, and a documentation system. The supervisor and the BCaBA must retain copies of these documents for at least seven years from the date of the last supervisory meeting and, if requested, provide them to the BACB. *Note:* Backdated or retroactively completed forms will not be accepted.

Supervision Contract: The supervisor(s) and the BCaBA must develop and sign a written contract before the onset of the supervisory relationship. The contract must include:

- nature and frequency of supervision (including grounds for increased supervision at the discretion of the supervisor)
- responsibility for supervisee's service-delivery activities and mechanism for reporting caseload to supervisor
- mandatory third-party consent for supervisor involvement
- methods of supervisory observation
- methods for documenting supervision
- retention of written feedback by both parties
- supervision fees
- termination and supervision-verification criteria
- supervisor requirements statement (i.e., completed 8-hour training and supervision continuing education)
- signatures from all parties

BCaBA Supervision Meeting Form: The supervisor and the BCaBA are responsible for documenting ongoing supervision meetings (at least once each month) on the BCaBA Supervision Meeting Form. The BCaBA Supervision Meeting Form must be signed by the last day of the month following the month of supervision.

Documentation System: Because supervision varies across settings and practice areas, the BACB grants supervisors and BCaBAs the flexibility to develop their own systems for documenting ongoing supervision in a way that demonstrates adherence to all of the requirements in this document and the Code. Documentation must include the following:

Information Required in a Documentation System	
Service Delivery (for Each Day):	**Supervised Hours (for Each Contact):**
• dates • hours	• date • time • format (e.g., in person, online) • supervision type (individual or group) • date supervisor observed BCaBA providing service delivery

Audits

The BACB can audit BCaBAs and supervisors at any time to determine compliance with BACB supervision requirements. See the following figure for an overview of the BCaBA supervision audit process.



CERTIFICATION MAINTENANCE REQUIREMENTS

Recertification

As a BCaBA, you are required to submit a recertification application (including payment) every two years. Recertification applications are available in your BACB portal account within 45 days of your recertification date. You must complete your recertification application on or before your recertification date to avoid lapses in your certification and late fees. Please note that submission of your application will only be allowed once you have entered enough CEUs in your account. You may navigate away from your recertification application to the CE tab to add or make changes to your CEUs.

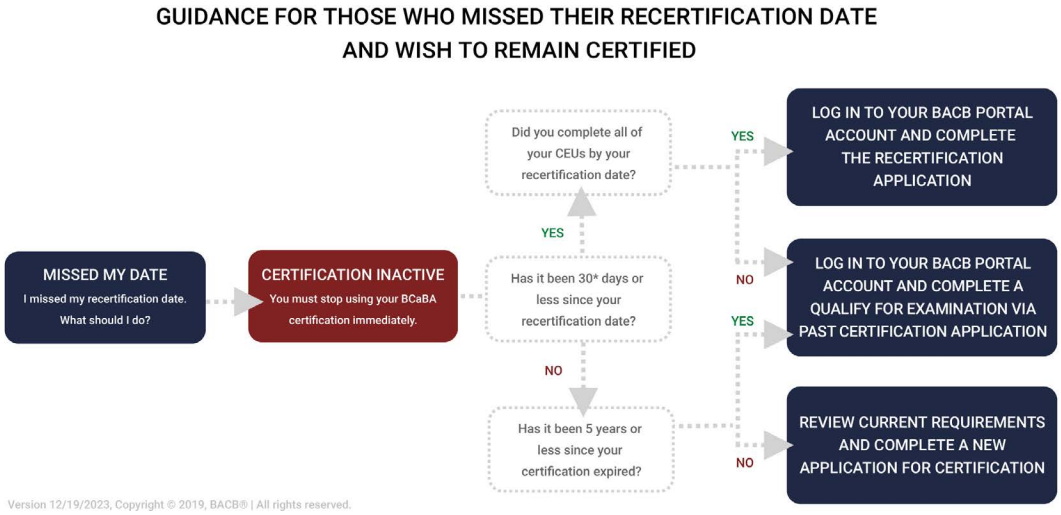
Recertifying

1. **Throughout your certification cycle, enter your CEUs into your BACB portal account. All CEUs must be completed and entered into your BACB portal account before your recertification date.** If you supervised the ongoing practice of one or more RBTs on record at any point during your recertification cycle, you must have obtained and entered 3 supervision CEUs to recertify. *Note:* All CEUs must include CEU documentation to support each entry. Entries used to fulfill a CE category must clearly indicate the number of CEUs for that specific category (i.e., general, supervision, ethics) in the documentation. Copies of CEU documentation will not be provided to the certificant. Please see the Documentation Policy for more information.
2. **Once you are within 45 days of your recertification date, you may complete a recertification application under the Applications tab.**
3. **Complete the application and pay the fee.** Make sure that you are reviewing your information closely in your recertification application to ensure that it is accurate, including your contact information and mailing address. *Note:* At the time of application, you must disclose whether you have a physical or mental health condition, or a substance use disorder, that could impair your ability to safely and competently work as a BCaBA. You must also report if you have been subject to certain types of investigations or disciplinary actions, or if you have been subject to official actions related to behavior analysis services or public safety. Please read the question carefully and answer truthfully. Answering "yes" to the question will require you to complete and submit an Ethics Self-Reporting Statement. Your application will be placed on hold while your self-report is reviewed by BACB staff.
4. **If your CEU entries are selected for audit, we might reach out for additional action via email.** If we do not receive the appropriate documentation (e.g., incorrect and/or duplicate documentation, lack of ethics or supervision documentation) to indicate that you met the CE requirements, your certification will expire.

   If your application has been approved:
   - Your certification dates will update with a new recertification date that is two years from your last recertification date.
   - After your new recertification date, you may start accruing CEUs for your next recertification cycle. Even if you complete the recertification application before your recertification date, you can only count CEUs for your next cycle once that new cycle starts.
   - You will receive a new certificate in the mail at the address on record within 4–6 weeks, depending on the US Postal Service.

   If you do not recertify:
   - **By your recertification date:** Your certification status will become inactive, and you will not be permitted to bill, practice, supervise, or represent yourself as a BCaBA. If you complete all of your CE requirements but fail to recertify before your recertification date, you will have 30 days from your recertification date to reinstate your certification and pay the late fee. Additional CEUs may *not* be accrued during the reinstatement period. After this reinstatement period, you will lose your certification and will need to reapply and meet the eligibility requirements applicable at that time.

- **By the end of your reinstatement period:** Your certification will expire, and you will not be permitted to bill, practice, supervise, or represent yourself as a BCaBA. You will need to reapply and meet the eligibility requirements applicable at that time to become a BCaBA (see the following graphic).



Fees**

Recertification Fees	
Recertification Application	$140
Late Fee	$50
Insufficient Funds/Returned Check	$45

** Starting January 1, 2024, BCaBAs will have 30 days from their recertification date to reinstate their certification and pay the late fee.*

*** BACB fees are nonrefundable and nontransferable. The BACB only accepts US currency. Please do not send cash.*

CERTIFICATION MAINTENANCE REQUIREMENTS

Inactive Policy

BCaBAs may become inactive because:

- they placed their certification on voluntary inactive status or active duty/reserve status,
- they did not recertify by their recertification date,
- they are not supervised, or
- they have sanctions against their certification.

> BCaBAs with an inactive certification may not bill, practice, supervise, or represent themselves as active BCaBAs.

Inactive Due to No Supervisor on Record

A BCaBA's certification is considered inactive if they do not have a BCaBA Supervisor on record with the BACB. As an inactive BCaBA, you are not permitted to practice, bill, or represent yourself as a BCaBA, and you will be listed as inactive in the Certificant Registry with "No Supervisor on Record" as the reason for the inactivity. To reactivate, you must have a BCaBA Supervisor add you as a supervisee in their BACB portal account.

Voluntary Inactive Status

BCaBAs who need a break from maintaining their certification for a period—and who are within their recertification cycle and have completed continuing education for their recertification cycle (prorated to the month)—may request inactive status. As an inactive BCaBA, you are not permitted to practice, bill, supervise, or represent yourself as an active BCaBA, and you will be listed as inactive on the Certificant Registry. Once granted voluntary inactive status, you may remain inactive for up to four years. There are no certification maintenance requirements (e.g., supervision, recertification fees) during the period of inactivity.

Applying for Voluntary Inactive Status

If you wish to request voluntary inactive status, you must complete the BCaBA Application for Voluntary Inactive Status, which is located in the Applications tab in your BACB portal account, and pay a one-time, inactive-request fee of $50. You may not apply for voluntary inactive status while you are in your reinstatement period. BCaBAs who wish to request this status must (a) be in an active certification cycle and (b) have completed continuing education requirements prorated based on the number of months in the current certification cycle.

> **Example of how your recertification cycle is paused while on voluntary inactive status:**
>
> If you go on inactive status 12 months into your recertification cycle, you will have needed to complete 10 CEUs. When you return, you will need to accrue the remaining CEUs for the next 12 months of your cycle before your next recertification date. Your next recertification date will be 12 months from the date that you return from inactive status.

Applying for Return From Voluntary Inactive Status

If you are on voluntary inactive status for less than 4 years and wish to reactivate your certification, you must submit a BCaBA Return from Voluntary Inactive Status Application under the Applications tab in your BACB portal account. If you are on voluntary inactive status for 2 to 4 years, please note that you must obtain and submit documentation of 8 CEUs along with the application. These CEUs will **not** count toward your recertification cycle. Once your certification has been reactivated, your recertification cycle will resume. After you have a BCaBA Supervisor on record, you may resume practicing. You may not apply for voluntary inactive status again until your next recertification cycle.

CERTIFICATION MAINTENANCE REQUIREMENTS

If you do not apply for reactivation within 4 years, your certification will expire as of the date it would have expired had you not gone on voluntary inactive status. For example, if your certification cycle was from September 30, 2025, to September 29, 2027, and you went on voluntary inactive status on December 1, 2025, you would need to apply to return by December 1, 2029. If you do not, your certification will show as expired as of September 29, 2027. If you wish to become certified again, you must reapply for certification under the eligibility requirements in place at that time. Please note that new BACB certifications will **not** be available to individuals who reside outside of BACB jurisdiction, including those who qualify via the past certification option.

Active Duty/Reserve Status

If you are called to active military duty in the armed forces and are actively certified, you may apply for a temporary pause of your recertification cycle to cover the time frame for which you are called (not to exceed two years). While on reserve inactive status, you are prohibited from representing yourself as an active BCaBA. This policy only applies to service members just joining the military or those being deployed. If a spouse of a service member wishes to go on inactive status, they must apply for voluntary inactive status.

If you are called to active military duty in the armed forces and have an active examination authorization, please see the Compassionate Appeals criteria.

Applying for Active Duty/Reserve Status

Upon being called to active duty, you must log in to your BACB portal account, complete the BCaBA Application for Voluntary Inactive Status, and indicate that the request is due to active duty deployment orders. You will be required to upload a copy of your orders to complete the application.

If approved, the BACB will place your certification on inactive status during your period of active duty. Upon completion of your active duty service or after 2 years, whichever occurs first, you must complete the Return from Voluntary Inactive Status Application in your BACB portal account.

Fees*

Inactive Status Fees	
BCaBA Application for Voluntary Inactive Status	$50
BCBA/BCaBA Request to Return from Voluntary Inactive Status Application (0–2 years inactive)	$0
BCBA/BCaBA Request to Return from Voluntary Inactive Status Application (2–4 years inactive)	$50
Active Duty/Reserve Status	$0

** BACB fees are nonrefundable and nontransferable. The BACB only accepts US currency. Please do not send cash.*

2027 BCaBA Maintenance Requirements

To maintain your BCaBA certification, you must obtain ongoing continuing education; receive ongoing supervision; adhere to the BACB's ethics requirements and self-reporting requirements; and submit a recertification application every two years before your recertification date. All other maintenance requirements are described in the BCaBA Handbook.

The following sections describe key maintenance changes that will take effect for those recertifying on or after January 1, 2027.

CERTIFICATION MAINTENANCE REQUIREMENTS

Continuing Education Requirements

To maintain your BCaBA certification, you must complete the following number of continuing education units (CEUs). Note that these requirements remain unchanged from the 2022 continuing education requirements:

CEUs per 2-year cycle: 20

- Ethics: 4
- Supervision (if applicable): 3

2027 Ongoing Supervision Requirements

You must practice under the supervision of a qualified supervisor. Any BCaBA who does not have a qualified supervisor will be considered inactive and may not practice or use their BCaBA certification until they have a supervisor on record with the BACB. This includes the ability to supervise RBTs, provide RBT 40-hour training, complete RBT competency assessments, and complete RBT Certification Application Attestations. The following table provides a general overview of the ongoing supervision requirements; however, your supervision must meet all requirements described in the Ongoing Supervision Requirements section.

	Requirement
Supervisor qualification	Supervisors must be active BCBAs with no current disciplinary sanctions and must meet the ongoing supervision CEU requirement.*
Supervision amount	At least 5% of behavior-analytic service hours must be supervised.
Frequency of supervision	At least once a month
Individual versus group supervision	Supervision may include a combination of individual (i.e., supervisor/supervisee) and group (i.e., supervisor and no more than 10 supervisees) supervision. There is not a limit on the amount of group supervision.
Observations of BCaBA supervisee with client	Once a quarter

**There is no longer a difference in supervision percentage for the first 1,000 hours post-certification.*

Assessing, Attesting, Training, and Supervising RBTs

As a BCaBA, you may serve in the important role of overseeing the work, training, or assessment of others who are providing behavior-analytic services. This oversight may occur in three primary roles:

- **Supervisor:** As a supervisor, you will oversee RBTs who are providing behavior-analytic services.
- **Attestor:** As an attestor, you will be responsible for confirming that the age, education, background check, and abuse registry check meet the BACB requirements for individuals pursuing RBT certification.
- **Assessor:** As an assessor, you will be responsible for directly conducing or overseeing assessments of those pursuing RBT certification or those who are maintaining their RBT certification to determine whether they are competent in specific tasks commonly conducted by behavior technicians (i.e., Certification Application Competency Assessment or Recertification Application Competency Assessment).
- **Trainer:** As a trainer, you will develop and/or provide the RBT 40-hour training and/or oversee individuals who are providing the RBT 40-hour training.

Because of the obvious importance of these roles, failure to comply with BACB requirements and ethics standards constitutes a violation of the Code and may result in a Notice of Alleged Violation being filed against you and subsequent action being taken by the Ethics Department.

How are eligible supervisors identified?

BCaBAs who meet supervision requirements are identified in the Certificant Registry with the statement "Completed supervision training on DATE." The date shown is the date the certificant became eligible to provide supervision.

This section of the handbook provides an overview of each role; however, you will need to carefully review the linked requirements specified in each section. It is the responsibility of every candidate, certificant, and supervisor to ensure that any supervision provided or received is consistent with current BACB requirements, any applicable state regulatory requirements (e.g., licensure), and relevant third-party payer requirements.

Overview of Additional Requirement by Role: Although holding BCaBA certification is the primary qualification, additional requirements are indicated in the following table.

Additional Requirements by Role			
Role	8-Hour Supervision Training*	Ongoing CEUs in Supervision	May Not Be Related to, Subordinate to, or Employed by the Trainee, Supervisee, Certificant
Attesting RBTs	×	×	✓
Assessing RBTs (competency assessments)	✓	×	✓
Training RBTs (RBT 40-hour training)	✓	×	✓
Supervising RBTs	✓	✓	✓

** You can find a list of ACE Providers who may offer 8-hour supervision training on the ACE Provider Directory.*

Assessing, Attesting, Training, and Supervising RBTs

Attesting RBTs (Age, Education, Background, and Abuse Registry Check)

As of January 2, 2025, the RBT Certification Application Attestation form is used to confirm that the Age, Education, Background, and Abuse Registry Check eligibility requirements have been met. A qualified attestor confirms that these eligibility requirements have been met. Please note that if you are attesting based on the information the organization's Human Resources provides, then it is your responsibility to be familiar with the organization's policies, procedures, and processes when vetting applicants for the RBT certification.

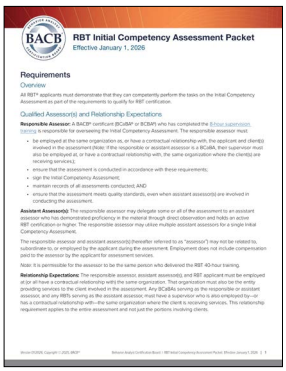

RBT® Certification Application Attestation form
Effective January 2, 2025

RBT Certification Application Attestation form

Assessing RBTs (Competency Assessments)

One of the primary eligibility and maintenance requirements for RBT certification is demonstrating competence in the tasks on the Certification/Recertification Application Competency Assessment. A qualified assessor conducts these assessments and, in some cases, may also involve and oversee assistant assessors.

Requirements: The 2026 Initial Competency Assessment and the Recertification Competency Assessment include the requirements for administering the assessments.


RBT Initial Competency Assessment Packet
Effective January 1, 2026

2026 Initial Competency Assessment

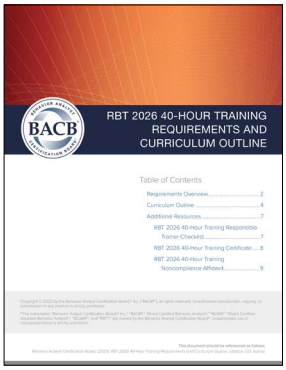

RBT® Recertification Competency Assessment Packet: Requirements

Recertification Competency Assessment

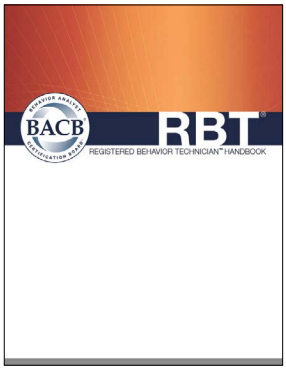
Training RBTs (RBT 40-Hour Training):

As one of the requirements to obtain certification, RBT applicants must complete a 40-hour training based on the 2026 eligibility requirements for RBT certification. A qualified trainer conducts the training and, in some cases, may also involve and oversee assistant trainers.

Requirements: The RBT 2026 40-Hour Training Requirements and Curriculum Outline describes the requirements for conducting the RBT 40-hour training.


RBT 2026 40-HOUR TRAINING REQUIREMENTS AND CURRICULUM OUTLINE

RBT 2026 40-Hour Training Requirements and Curriculum Outline


RBT®
REGISTERED BEHAVIOR TECHNICIAN™ HANDBOOK

RBT Handbook

Supervising RBTs

RBTs practice under the close, ongoing supervision of an RBT Supervisor and/or an RBT Requirements Coordinator who is responsible for the RBT's work (see the Ongoing Supervision section of the RBT Handbook for a full description of each role's requirements).

Requirements: The Ongoing Supervision section of the RBT Handbook helps RBT Supervisors, RBT Requirements Coordinators, and RBTs ensure that the appropriate ongoing supervision is provided in order to maintain active certification.

Managing Alleged Ethics Violations by RBTs

As an RBT Supervisor, you are responsible for the actions of all RBTs under your supervision, so it's important to be aware of the special considerations for submitting a Notice of Alleged Violation against an RBT. You can learn more about these considerations by visiting the Reporting Alleged Violations Against RBTs web page and by reviewing the Considerations for Reporting an Alleged Violation Against an RBT document. Supervisors are often best positioned to immediately and directly address some ethics violations by an RBT. Therefore, in an instance where an RBT Supervisor becomes aware of a potential ethics violation by an RBT, they must take steps to investigate and document the alleged violation. If they determine that a violation did occur, they should decide if the matter should be addressed internally or by submitting a Notice of Alleged Violation to the BACB.

Submit a Notice of Alleged Violation against the RBT if the alleged violation:

- involves abuse or neglect of a client;
- resulted in the RBT being charged with or convicted of a violation of the law;
- is a violation of standard 1.03, 1.05, 3.01, 3.02, 3.03, 3.04, or 3.05 of the RBT Ethics Code (2.0); OR
- has occurred repeatedly despite reasonable attempts to address the problem with the RBT.

If none of these situations apply, the RBT Requirements Coordinator and/or RBT Supervisor should develop and implement an individualized corrective-action plan for the RBT and document the outcome. The BACB reserves the right to audit the RBT Requirements Coordinator or RBT Supervisor for documentation of the complaint, investigation, and resolution.

Tips for Supervising RBTs

Being a supervisor is an important responsibility in both shaping future behavior analysts and helping to facilitate quality services being provided to clients. With that in mind, here are a few tips for those who supervise.

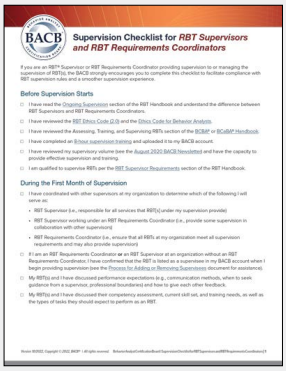
- **Know the RBT supervision requirements.** This might be obvious by now, but supervisors should know the relevant requirements for supervision and stay up to date about requirements changes by reading the BACB Newsletter and periodically reviewing the BACB website and BCaBA and RBT Handbooks.
- **Become intimately familiar with the BACB's ethics Codes.** Supervisors should know the Code and the RBT Ethics Code (2.0). In addition to following the Code in your practice and supervision, you must be an ethical resource and guide for your supervisees (see the A Summary of Ethics Violations and Code-Enforcement Activities document for the most recent ethics data). In particular, the Code's Responsibility to Supervisees and Trainees section outlines specific ethics requirements related to supervision activities. It is important to review this section carefully and take these standards into account when determining how you will provide supervision. For instance, when determining how many supervisees you can supervise, consider the number of clients on your caseload, how many hours each supervisee currently works, the amount of time required for their supervision, the clients' needs, and the program settings, among others. Please note that planning for transitions when discontinuing supervision is crucial, as abruptly ending supervision—particularly for ongoing cases involving RBTs—can negatively impact services. Ensure you have transition plans in place to minimize these impacts. It's also vital to remember that the BACB reserves the right to contact you to share or request information regarding individuals for whom you are or were the supervisor on record. For example, if your RBT supervisee is named in a Notice of Alleged Violation, they must immediately notify you, share all documentation they received from the BACB, and review it with you. If applicable, you will also receive the Notice of Alleged Violation and the Disciplinary Determination and Appeal Determination from the BACB Ethics Department.
- **Consider whether you are ready to be a supervisor.** We highly recommend waiting until after you have ample experiences of your own before you supervise others. In addition, consider whether supervision activities will be within your area of defined competence and whether you have the time and ability to supervise RBTs.

ASSESSING, ATTESTING, TRAINING, AND SUPERVISING RBTS

- **Develop your time management and organizational systems.** Have these systems in place before you start supervision to ensure that you are meeting all relevant requirements. For example, you will need a system for keeping your RBT supervisee accounts up to date with the BACB, documenting feedback, and evaluating the effects of your supervision, among other areas. In the event of an audit, it is your responsibility to produce the requested documentation. For additional guidance, use these optional supervision checklists:



Supervision Checklist for RBTs



Supervision Checklist for RBT Supervisors and RBT Requirements Coordinators

- **Evaluate fit before agreeing to supervise.** Identify your work and supervision style before taking on a supervisee to determine whether their style is a good fit. Both you and the supervisee have a history of experiences coming into the relationship, so it is helpful to know a little about them before agreeing to be their supervisor. If your styles don't fit, determine whether you are open to adjusting your supervision style.
- **Set clear expectations.** Although a supervision contract is not required for supervising RBTs, setting clear expectations at the beginning of supervision is valuable in all supervisory relationships.
- **Aim to provide high-quality, individualized, and effective supervision.** Don't just focus on doing enough to meet the BACB's requirements. These were established as minimum requirements that allow flexibility for variations in each setting. Think about what your past supervisors have done well (and maybe not so well) so that you can identify how you can provide high-quality supervision. For instance, you may want to develop a supervision curriculum for the supervisee that includes behavior-analytic topics, specific skills that are important in practice (e.g., problem solving, interpersonal skills), and skills that they will need when they become a supervisor (see the Supervisor Training Curriculum Outline [2.0]).
- **Continue your professional development as a supervisor and seek out a trusted mentor.** These tips are only a starting point. There is growing literature on supervision, as well as continuing education events and resources on the topic, so make continued growth and learning part of your regular schedule.

Other Relevant Policies

Administrative Appeals

The BACB offers three types of administrative appeals: application, examination, and compassionate.

Appeals submitted to the BACB are reviewed by the Administrative Appeals Committee. Only one (1) type of administrative appeal may be requested for any specific matter or event. Once an administrative appeal has been reviewed by the Administrative Appeals Committee and a determination has been made, no further review of the specific matter or event that was the subject to the administrative appeal will be available from the Committee or the BACB. Appeals decisions are final and may **not** be further reviewed or appealed.

Note: BACB standards, requirements, deadlines, procedures, fees, examination content, examination editions, examination delivery modality, examination results, and examination-specific questions/answers may **not** be appealed.

Application Appeals

Adverse BACB decisions including, but not limited to, the denial of a certification, renewal, recertification, or other applications submitted to the BACB may be appealed if (a) you have sufficient evidence to support that you properly completed and submitted all of the required documentation to the BACB by the deadline, (b) you were given incorrect feedback or guidance from the BACB, or (c) you experienced a technical issue with your BACB portal account that prevented you from meeting the deadline. This type of appeal applies to all trainees, applicants, certificants, and Authorized Continuing Education (ACE) Providers.

The following may **not** be appealed:

- BACB standards,
- requirements,
- deadlines,
- procedures,
- fees,
- examination content,
- examination edition,
- examination delivery modality,
- examination results, and
- specific questions/answers

BACB standards, requirements, deadlines, procedures, and fees may **not** be appealed. Do not submit an appeal in order to request information about a denied application; you will receive detailed information (i.e., reasons for the application denial, steps that must be taken to correct any deficiencies) at the time of the denial. To request information about a denied application, please use the Contact Us Form. If you have an active application and must submit additional or corrected documentation, please follow the instructions in your application determination.

How to appeal: You must file a written request for an appeal within **30 days** of the determination by completing the Administrative Appeal Request Form. You must include evidence with your submission to support your appeal request.

OTHER RELEVANT POLICIES

Examination Appeals

If you experience examination condition irregularities (e.g., poor lighting, disruptive noises, long screen-load times) during your examination, you may file an appeal with the BACB. *Note:* Pearson VUE sites deliver BACB examinations via a web browser, so minor Internet bandwidth variances are to be expected. BACB standards, requirements, deadlines, procedures, fees, examination content, examination delivery modality, examination results, and specific questions/answers may not be appealed.

How to appeal: You must file a written request for appeal within **7 days** of your examination appointment by completing the Administrative Appeal Request Form.

Compassionate Appeals

If you have experienced a qualifying unforeseen life event or extenuating circumstance that warrants relief (e.g., hospitalization, act of nature) within 1 year before the determination that you wish to appeal (e.g., the day that your certification expires), you may submit an appeal request. This type of appeal applies to all trainees, applicants, candidates, certificants, and ACE Providers who have supporting evidence that a qualifying life event occurred.

BACB staff will evaluate the appeal based on the date of the event, its potential impact on your ability to obtain or maintain BACB certification, the amount of time you had to meet the applicable requirements (e.g., whether you are using the 2 years between recertification to accrue continuing education), and whether you could have taken preventative actions (e.g., applied for voluntary inactive status).

How to appeal: You must file a written request for an appeal within **6 months** of the determination by completing the Administrative Appeal Request Form. This appeal request requires documentation that verifies the event or circumstance in question.

Name Change Policy

Depending on where you are in the certification process, submitting a Name Change Request may be necessary for any of the following reasons:

- Your name has changed since creating a BACB portal account.
- Your name does not match your ID.
- You are notifying of a former name for application documents.

To submit a Name Change Request, log in to your BACB portal account.

- Go to My Account
- Select Profile Settings
- Click Name Updates
- Select the applicable option
- Follow the instructions to enter your requested name and upload the required documentation
- Select Submit

Please allow 2 weeks for processing. You will be contacted if additional information is required.

Acceptable Signatures Policy

The BACB accepts electronic signatures* for applications and forms, whether submitted electronically or by mail. Although it is preferred that documents are digitally signed using a third-party electronic signature service (e.g., Adobe Sign, DocuSign, HelloSign), the BACB will accept any type of electronic signature (e.g., Adobe Fill & Sign, JPEG of a signature), provided the document is signed by the appropriate party with the intent of signing the document.

The BACB also accepts handwritten signatures on scanned documents, unless the document states that an original signed copy is needed. Alterations on documents (e.g., white-outs, strike-throughs) must be initialed by all relevant parties.

OTHER RELEVANT POLICIES

Documentation Policy

All documentation submitted to the BACB, for any reason, becomes the property of the BACB. Documents submitted to the BACB will be retained and/or safely discarded at the discretion of the BACB. For this reason, candidates should retain a copy of their certification application and all supporting documentation for their personal records and to be prepared for future applications. The BACB will not return documentation to applicants or certificants.

Submission of False, Forged, or Untrue Information to the BACB

The BACB reserves the right to invalidate any certification (immediately making the certification null and void) and/or prohibit any individual from taking a BACB examination if the individual submitted false, forged, or untrue information.

Examples of false, forged, or untrue information include:

- submitting false, inconsistent, or misleading statements or omitting information the BACB requests
- submitting an altered or inauthentic transcript
- submitting an application containing false, inconsistent, or misleading information
- submitting documentation that misrepresents your current address and/or country of residence to become eligible for certification
- attempting to take the examination for someone else or having someone else take the examination for you
- copying or sharing information or any other form of cheating
- obtaining advanced access to certification or examination material
- stealing examination materials
- bringing prohibited items into the examination room
- failing to follow directions from testing-center staff
- violating Pearson VUE scheduling or testing-center rules and regulations

Timely Responding to the BACB

If an individual fails to respond to the BACB after reasonable contact attempts are made, or if an individual fails to comply with a request from the BACB, the BACB may take summary action (e.g., suspension) against their eligibility or certification. See the Code-Enforcement Procedures document for more information.

* *An electronic signature is "an electronic sound, symbol, or process, attached to or logically associated with a contract or other record and executed or adopted by a person with the intent to sign the record" (15 U.S.C. § 7006 (2000)). Simply stated, an electronic signature is an electronic expression indicating a signee's intent to sign a document. By contrast, a digital signature is a specific kind of electronic signature, which requires authentication of a signee's identity.*

Responding to the BACB

Do not email the BACB at a no-reply email address. Either submit the information through the Contact Us Form or follow the instructions provided in the email or on the form.

Documents and Resources

Coursework

- BCaBA Pathway 2 Coursework Attestation

Supervised Fieldwork

2022

- 2022 Monthly Fieldwork Verification Form: Individual Supervisor
- 2022 Final Fieldwork Verification Form: Individual Supervisor
- 2022 Monthly Fieldwork Verification Form: Multiple Supervisors at One Organization
- 2022 Final Fieldwork Verification Form: Multiple Supervisors at One Organization

2027

- 2027 Monthly Fieldwork Verification Form: Individual Supervisor
- 2027 Final Fieldwork Verification Form: Individual Supervisor
- 2027 Monthly Fieldwork Verification Form: Multiple Supervisors at One Organization
- 2027 Final Fieldwork Verification Form: Multiple Supervisors at One Organization

Optional Resources

- Fieldwork Checklist and Tip Sheet
- Sample Supervision Contract for BCBA/BCaBA Trainees
- Documenting Fieldwork Hours Video
- Documenting Fieldwork: Helpful Answers to Your FAQs Blog
- Contested Fieldwork Form

Consulting Supervisor

- Consulting Supervisor Requirements for New BCBAs Supervising Fieldwork

Examination

- BCaBA Test Content Outline (6th ed.)
- Pearson VUE Website
- Accommodation Request Form

Ongoing Supervision

- BCaBA Supervision Contract Specifications
- BCaBA Supervision Meeting Form

Continuing Education

- ACE Provider Directory
- Supervisor Training Curriculum Outline (2.0)

Ethics and Self-Reporting

- Ethics Code for Behavior Analysts
- Code-Enforcement Procedures
- Ethics Web Page
- Self-Reporting Web Page

DOCUMENTS AND RESOURCES

Supervising, Training, and Assessing RBTs

Assessing RBTs

- RBT Initial Competency Assessment
- RBT Recertification Application Competency Assessment Packet
- Sample RBT Assessor Evaluation and Log

Training RBTs

- RBT Trainer Evaluation and Log
- RBT 2026 40-Hour Training Requirements and Curriculum Outline

Supervising RBTs

- RBT Handbook (Ongoing Supervision section)
- Supervision Checklist for RBTs
- Supervision Checklist for RBT Supervisors and RBT Requirements Coordinators

Administrative Appeals

- Administrative Appeal Request Form

Glossary

ABAI Accreditation: A formal recognition given by the Accreditation Board of the Association for Behavior Analysis International (ABAI) to postsecondary behavior-analytic programs that meet specific academic and quality standards designed to prepare graduates for professional practice.

APBA Accreditation: A formal recognition given by the Accreditation Board of the Association of Professional Behavior Analysts (APBA) to master's-level academic programs in applied behavior analysis (ABA) meets specific academic and quality standards designed to prepare graduates for professional practice.

Applicant: An individual who is pursuing certification.

BCaBA Supervision Meeting Form: The supervisor and the BCaBA are responsible for documenting qualifying ongoing supervision meetings (at least once each month) on the BCaBA Supervision Meeting Form.

Candidate: An individual who has submitted a certification application.

Certification Application: An application to apply for certification after eligibility requirements have been met.

Client: The direct recipient of behavior-analytic services. Other individuals impacted by behavior-analytic services (e.g., parent, caregiver, relative, legally authorized representative, employer) may meet the definition of client when they receive direct training or consultation. In some contexts, the client might be a group of individuals (e.g., with organizational behavior management services).

Conferral Date: The official date on which your degree was awarded by the institution.

Continuing Education: Initial BCaBA certification indicates that an individual has met entry-level standards of practice as an assistant behavior analyst. The purpose of the BACB's continuing education requirement is to ensure that BCaBA certificants engage in activities that will expand their behavior-analytic skills beyond the requirements for initial certification and help them stay up to date on developments in the profession.

Degree Equivalency Evaluation: This evaluation will be performed as part of your certification application. When we receive your transcript, we will notify you if an evaluation is required. If so, we will provide instructions on how to submit the following documentation:

- an original-source verification (e.g., transcript[s], official statement with course/module grades/marks issued directly by the academic institution) in the original language;
- an English translation of the original-source verification;
- an official copy of your diploma (i.e., official documentation attesting completion of program and award of degree) from your university in the original language; AND
- an English translation of your official diploma.

Note: If you received your degree from a university in Cuba, official, signed transcript(s) must be submitted directly from Consultoría Jurídica Internacional (CJI) or Bufete de Servicios Especializados (BES).

In response to differences among members of the National Association of Credential Evaluation Services (NACES) in evaluations, the BACB has decided to use one vendor for all degree equivalency evaluations outside of the US. Currently, that vendor is the Foundation for International Services (FIS).

Didactic Course: A course that includes synchronous or asynchronous instruction by an instructor.

Document Version: A document version refers to the version date located in the bottom left corner of each BACB document.

GLOSSARY

Documentation System: A documentation system that tracks all ongoing supervision and fieldwork in a way that demonstrates adherence to all relevant requirements and the Code.

Ethics Code for Behavior Analysts: The document that describes ethics obligations for BCBAs, BCaBAs, applicants, and trainees. All BCBAs, BCaBAs, applicants, and trainees agree to abide by this Code.

Fieldwork Verification Forms: The forms used by the supervisor and trainee to document fieldwork hours each month (Monthly Fieldwork Verification Form) and at the end of the fieldwork (Final Fieldwork Verification Form). Versions of the forms are provided for individual supervisors as well as organizations with multiple supervisors.

Group Supervision: An interactive supervision meeting that includes no fewer than 2 and no more than 10 trainees. The number of trainees in a group meeting may not exceed 10 at any time, regardless of the number of supervisors in the meeting.

Inactive Status: BCaBAs may be inactive for the following reasons:

- They are on voluntary inactive or reserve status (i.e., they put a pause on maintaining their certification). To qualify for these options, BCaBAs must complete a BCaBA Application for Voluntary Inactive Status.
- They did not recertify their BCaBA certification and are within their reinstatement period.
- They do not have a supervisor.
- They have disciplinary sanctions against their certification.

BCaBAs with an inactive certification may not bill, practice, supervise, or represent themselves as active BCaBAs.

Independent Hours: Fieldwork hours that are accrued when a supervisor is not present.

Individual Supervisor: An individual supervisor must ensure that all of their trainees' fieldwork requirements are being met during their supervision. In this situation:

- the supervision contract should clearly outline the roles, responsibilities, and expectations for the trainee and supervisor (see the Supervision Contract section);
- all supervision must be related to specific client programming;
- the supervisor must have written permission to receive client information and must be well aware of the organization's values, practices, and personnel; AND
- the person signing the M-FVFs and F-FVF for Individual Supervisors must be able to agree to all of the relevant attestations, including that all fieldwork requirements were met.

Institutional Accreditation: The recognition by an accrediting agency (i.e., CHEA) that an educational institution as a whole meets established standards of quality and educational effectiveness.

Multiple Supervisors at One Organization: An organization may coordinate and oversee multiple supervisors who provide fieldwork to a trainee. For example, a service organization might have multiple supervisors providing supervision, or a university might coordinate all on- and off-campus activities under one system. The supervisors must work together to ensure that all of their trainees' fieldwork requirements are met (e.g., all of the hours provided by the supervisors are used to calculate the supervision percentage). One supervisor must ensure that the activity is well organized and coordinated. In this situation:

- the supervision contract should list all supervisors and clearly outline the roles, responsibilities, and expectations of each supervisor and the trainee (see the Supervision Contract section);
- all parties are required to sign the supervision contract;
- all supervision must be related to specific client programming;
- the supervisor(s) must have written permission to receive client information and must be well aware of the organization's values, practices, and personnel; AND
- the person signing the M-FVFs and F-FVF for Multiple Supervisors at One Organization (i.e., the responsible supervisor) must be able to agree to all of the relevant attestations, including that all fieldwork requirements were met.

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Observation With a Client: The trainee/supervisee must be observed working with a client in the natural environment during each supervisory period by at least one supervisor. In-person, on-site observation is preferred. However, the observation may be conducted using asynchronous (e.g., recorded video) or synchronous (e.g., live video conference) formats. See the Fieldwork Requirements and Ongoing Supervision sections for additional details.

Official Translation Service: A service performed by a sworn or certified translator who attaches their signature and stamp to the document to attest that the translation is complete and accurate.

Official Transcripts: Transcripts that are either:

- electronically sent directly by the institution to the BACB
- mailed in the original sealed and unopened envelope

Please note that official transcripts become unofficial if the applicant forwards an electronic transcript to the BACB or if the original envelope has been opened. Unofficial transcripts will **not** be considered in the processing of a certification application.

Ongoing Supervision: Supervision of the services provided by an RBT or BCaBA as one of their requirements to maintain their certification.

Pathway 2 Program Contact: An active BCBA or BCBA-D in good standing who holds a full-time faculty position in the department where the pathway 2 program is housed.

Qualifying Coursework: Coursework that must come from a qualifying institution and cover the required content. Only undergraduate-level (i.e., bachelor's) or higher courses where the applicant was formally enrolled and earned a passing grade ("C" or higher in a graded course or "pass" in a pass/fail system) are acceptable.

Qualifying Institution:

- **United States:** An institution in the US that is listed in the Council for Higher Education Accreditation database.
- **Canada:** An educational institution in Canada that is recognized, authorized, registered, or licensed by the Canadian government.
- **Australia:** A university in Australia that is registered with the Tertiary Education Quality and Standards Agency.

Recertification Application: The online application that is submitted through a BCaBA's BACB portal account to recertify their BCaBA certification on a biennial basis before its expiration date.

Recertification Date: The final day of a certification cycle and the date by which a certificant must recertify to avoid a lapse in certification. BCaBAs may locate this date in their BACB portal account, in the BACB Certificant Registry, and on their certificate.

Reinstatement Period: If you complete **all** of your CE requirements but fail to recertify before your recertification date, you will have 30 days from your recertification date to reinstate your certification. After this grace period, you will lose your certification and will need to reapply and meet the eligibility requirements applicable at that time.

Responsible Supervisor: A supervisor who signs a Fieldwork Verification Form on behalf of an organization where multiple supervisors are providing supervision for one trainee accruing fieldwork hours and who meets supervisor requirements for the entirety of the fieldwork.

Restricted Activities: The delivery of therapeutic or instructional procedures to a client for those accruing fieldwork hours. *Note:* Not all time spent working with a client is considered restricted. For example, a number of unrestricted activities may involve the trainee working directly with a client (see Unrestricted Activities).

Supervised Fieldwork: The experiential activities in which one engages as part of the eligibility requirements for obtaining BCaBA (or BCBA) certification. There are two types of supervised fieldwork: Supervised Fieldwork and Concentrated Supervised Fieldwork. For detailed fieldwork requirements, visit the Supervised Fieldwork Requirements section.

GLOSSARY

Supervised Hours: Hours accrued when a supervisor is present. These may include restricted or unrestricted activities observed by a supervisor or individual or group meetings with the supervisor.

Supervisee: For the purpose of BACB requirements, this includes RBTs and BCaBAs who are receiving supervision from a qualified supervisor (see Trainee).

Supervisor: A supervisor might supervise trainees who are pursuing BCaBA certification (i.e., fieldwork) or RBTs who require ongoing supervision. BCaBAs who are serving as a supervisor must complete an 8-hour supervision training before providing any supervision and may not be related to, subordinate to, or employed by the trainee during the supervisory period.

Supervisor-Trainee Contact: A real-time interaction between the supervisor and trainee that takes place in an individual or group format.

Task List: A term previously used to describe the knowledge and skills that served as the foundation for the certification examinations.

Test Content Outline: Identifies the content that will appear on the certification examinations.

Trainee: Any individual accruing fieldwork toward fulfilling eligibility requirements for BCBA or BCaBA certification.

Unrestricted Activities: Activities under the fieldwork requirements that are most likely to be performed by a BCBA or BCaBA, including conducting assessments, staff training, and developing behavior plans, among others.

Appendix

Application Processing Agreement

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

1. You have read and agree to be bound by and comply with all BACB rules and requirements (which may be revised) as specified in the applicable BACB certification handbook(s) and on the BACB website relating to:
   - your application for initial certification,
   - your compliance with the relevant ethics code and code-enforcement procedures,
   - the maintenance of your certification, and
   - your application for recertification.
2. You will only convey truthful and accurate information to the BACB. You hereby authorize the BACB to take any and all actions necessary to verify the authenticity of the information provided by you in this application. By indicating your agreement below, you are agreeing and acknowledging that you hereby provide, as part of this application, your express written consent for the educational institution or supervisors listed in this application to provide any information necessary to verify that you have met the eligibility requirements.
3. You must complete all requirements related to the BACB certification you are seeking or currently hold, including, but not limited to:
   - paying applicable fees (which are nonrefundable)
   - demonstrating that you have met requirements for initial certification, maintaining certification, and recertification, as may be applicable
   - complying with applicable BACB ethics requirements
   - complying with all BACB documentation and reporting requirements
   - reviewing and complying with any revised requirements. You will receive notice of revisions in at least one of the following mediums:
     - the BACB Newsletter,
     - the BACB website,
     - an email from the BACB, or
     - a notice published in your BACB portal account.
4. You must check the email account you have on record with the BACB, review the BACB website, and review your BACB portal account on a monthly basis, as the BACB typically provides at least thirty (30) days' advance notice of updated requirements.
5. You authorize the BACB to publish or otherwise release the following information to governmental licensure boards or agencies, funders, professional associations, supervisors, mentors, and employers. You also authorize the BACB to publish the following information on the BACB website:
   - certificant name
   - certification status (e.g., active, inactive, expired, suspended, revoked, practice restrictions, ineligible for certification)
   - certificant geographic location
   - certification dates
   - qualifications and willingness to supervise others
   - violations of ethics requirements, including, but not limited to:
     - your name on a matter resulting in revocation of certification or eligibility, suspension of certification or eligibility, invalidation of certification, mandatory supervision, or other practice restrictions
     - geographic region where the matter occurred
     - code standard(s) violated
     - year of disciplinary action(s)
     - interim or final action(s) imposed

   Unless you choose to opt out, you may be contacted through the BACB Certificant Registry and/or through the BACB mass-email service.

Except as otherwise provided herein, it is the policy of the BACB not to release information provided in BACB applications (initial and recertification) or contained in certificant records unless such information relates to a pending or final disciplinary, educational/coaching, or supervision matter; is requested by a governmental licensure board or agency, other governmental agency, or court of law; is necessary to conduct a disciplinary investigation or criminal background check; is necessary to provide feedback to a supervisor; or is otherwise properly subpoenaed.

It is the policy of the BACB to comply with all applicable privacy and publication laws. If you become aware that this agreement contravenes laws where you reside, you agree to immediately provide the BACB with written notice of the conflict. Once your information has been published on the BACB website or released outside of the BACB, the BACB is unable to assure removal or retrieval of the information.

6. You agree to hold the BACB harmless and to waive, release, and exonerate the BACB, its officers, directors, employees, committee members, and agents (referred to collectively as BACB personnel) 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, recertification, reinstatement, conduct of the examination, disciplinary processing, issuance of a disciplinary decision, publication, or third-party disclosure in accordance with Clause 5 of this Agreement. **Except as may be found to contravene the law, you waive any right to assert a claim against the BACB where you are a representative or member of a class or representative action; further, should you be permitted by law or court of law to proceed with a class or representative action, you shall not be entitled to recover attorneys' fees. Additionally, you agree to refrain from subpoenaing the BACB and BACB personnel in any legal proceeding.**
7. Your communications with BACB personnel must be professional. You agree to use BACB-approved contact forms and processes for contacting BACB personnel. Communication from you or your representatives regarding a BACB-related matter or decision may not be made outside of the BACB-approved contact forms or processes, including, but not limited to, contacting personnel at their home, in their community, or at their place of employment (if employed outside of the BACB). You also agree that you will not engage in threatening, vexatious, harassing, and/or profane communications with BACB personnel. If you are sent a cease-and-desist notice from the BACB for any reason (e.g., engaging in harassing communication or unauthorized contact, misrepresentation of BACB-owned intellectual property), you agree to immediately comply with that cease-and-desist notice.
8. You acknowledge that this certification, if granted, indicates that you have met the BACB's requirements but does not warrant or guarantee your competence to provide professional services. You also indemnify the BACB from and against any liability that may arise from the BACB's issuance of your certification as it relates to your professional practice.
9. You agree to abide by all BACB ethics requirements, Examination Terms and Conditions, and any other testing-related requirements identified by the BACB and/or the BACB's testing vendor.
10. You agree that your address of record with the BACB will, at all times, accurately reflect your lawful residence (state/province and country) and you may be required to provide the BACB with evidence of your lawful address. You understand that initial certification applications are only available to candidates who reside in authorized geographic locations, and that the BACB reserves the right to modify or discontinue offering initial certification applications and/or recertification applications in certain geographic locations in the discretion of the BACB.

The terms of this agreement include and incorporate by reference the Terms of Use and Privacy Policy published on the BACB website. This agreement survives expiration of your certification application and certification. This agreement is governed by the laws of the state of Colorado. In the BACB's sole discretion, any disputes between you and the BACB must be resolved by binding, individual arbitration in Colorado with an arbitrator selected by mutual agreement of the parties, except as may be necessary for the BACB to obtain injunctive or other relief to protect the BACB's intellectual property rights. Arbitration, if applicable, will be governed by the Federal Arbitration Act and not by any state law concerning arbitration. In the event of a judgment against the BACB in a matter filed by or on behalf of you, you agree that damages or compensation awarded, payable, or due to you by the BACB may not exceed any fees you have paid to the BACB in association with submitting this application.

Do you agree to be bound by all the terms of this Application Processing Agreement?

Version History and Updates

Version 8/25/2025 Updates

In addition to minor edits for clarity, the following changes were made:

- Provided more detail on the changes from the current BCaBA eligibility and maintenance requirements to the 2027 BCaBA eligibility and maintenance requirements (p. 22).
- Clarified that concentrated fieldwork hours may not be adjusted or prorated (p. 20).
- Added reminders that fieldwork hours may only be counted when they are client related.

Version 1/2/2026 Updates

In addition to minor edits to enhance clarity, the following changes were made:

- Updated the pathway 2 application process to include the required pathway 2 coursework attestation completed by a Pathway 2 Program Contact (p. 27).
- Updated the fieldwork section to include introductory language for major sections and to organize similar elements in a way that better articulates the cohesive fieldwork experience (p. 11).
- Removed the UK from BACB jurisdiction (p. 1).

Version 6/29/2026 Updates

In addition to minor edits for clarity, the following change was made:

- Provided detailed steps throughout the handbook on how to complete tasks in the new BACB portal account.