



# What Has Changed in the New BACB Portal?

## A Quick Guide for the Transition

On June 29, 2026, the BACB launched an updated portal with significant improvements, including changes to how applicants and certificants submit materials and communicate with the BACB. This guide highlights key changes that may affect how you use your BACB portal account.

For more detailed information and FAQs, please visit the new **Portal Knowledge Base** in your BACB portal account.

	Old Process	New BACB Portal Account
<b>Applications</b>		
Certification and Recertification Applications	<ul style="list-style-type: none"> <li>You submitted the application through your BACB account.</li> <li>If the BACB needed additional information, we contacted you via email with instructions.</li> </ul>	<ul style="list-style-type: none"> <li>Submit applications through your BACB portal account.</li> <li>The application process allows you to submit information directly into the application (e.g., documents for accommodations, self-reporting information) and flags missing information. <i>Note:</i> Only applications you are qualified for will appear.</li> <li>View your application status in your BACB portal account (e.g., your status will be “Awaiting documents” if a transcript is still needed).</li> <li>If additional information is needed, you will receive an email with instructions.</li> </ul>
Voluntary Inactive Status (VIS) or Military Inactive Applications	<ul style="list-style-type: none"> <li>You completed the PDF VIS application and submitted it through the <a href="#">Contact Us Form</a>.</li> <li>If the BACB needed additional information, we contacted you via email with instructions.</li> </ul>	
Return from Voluntary Inactive Status (RVIS) Application	<ul style="list-style-type: none"> <li>You completed the PDF RVIS application and submitted it through the <a href="#">Contact Us Form</a>.</li> <li>If the BACB needed additional information, we contacted you via email with instructions.</li> </ul>	
BCBA-D Application	<ul style="list-style-type: none"> <li>You applied for the BCBA-D designation through the BCBA-D application form on the BCBA web page.</li> <li>If the BACB needed additional information, we contacted you via email with instructions.</li> </ul>	
Qualify for Examination via Past Certification Application (QVPC)	<ul style="list-style-type: none"> <li>You completed the PDF QVPC application and submitted it through the <a href="#">Contact Us Form</a> or <a href="mailto:applications@bacb.com">applications@bacb.com</a>.</li> <li>If the BACB needed additional information, we contacted you via email with instructions.</li> </ul>	
Pathway 2 Coursework Attestations	Qualified Pathway 2 Program Contacts completed the Pathway 2 Coursework Attestation for each student and emailed it to the BACB.	
Examination Accommodation Requests	<ul style="list-style-type: none"> <li>You submitted the Examination Accommodation Request Form and supporting documentation through the Accommodation Request Form on the BACB website.</li> <li>If additional information was needed, we contacted you via email with instructions.</li> </ul>	<ul style="list-style-type: none"> <li>Submit the Examination Accommodation Request Form and supporting documentation within your certification or retake application in your BACB portal account.</li> <li>If additional information is needed, you will receive an email with instructions to submit it through an action item in your BACB portal account.</li> </ul>
Self-Reporting a Critical Event to the BACB When Applying	<ul style="list-style-type: none"> <li>If you needed to report a critical self-reporting event when submitting an application, you would indicate this in your application and submit documentation through a form on the BACB website.</li> <li>If additional information was needed, we contacted you via email with instructions.</li> </ul>	<ul style="list-style-type: none"> <li>Those who need to report a critical self-reporting event when submitting an application, indicate “Yes” to the Reporting Critical Events question in your application and submit the Self-Reporting Statement form in the application.</li> <li>If additional information is needed, you will receive an email with instructions.</li> </ul>

	Old Process	New BACB Portal Account
<b>Account Information and Maintenance</b>		
Managing RBT Supervision	You logged in to your account, searched for the RBT, and selected your role (RBT Supervisor or RBT Requirements Coordinator).	<p>When adding an RBT supervisee, you will log in to your BACB portal account and search for the RBT in the <b>Supervision</b> tab. Then indicate whether you are the RBT's Supervisor or Requirements Coordinator.</p> <p>If you are the RBT Requirements Coordinator, you can add the RBT Supervisors who are in the three-tiered structure for that RBT.</p> <p><i>Note:</i> RBTs, RBT Supervisors, and RBT Requirements Coordinators have improved visibility of current and historical supervisees in their BACB portal accounts.</p>
Managing BCaBA Supervision	When adding a BCaBA supervisee, you logged in to your account, searched for the BCaBA, and indicated that you were the supervisor.	This process has not changed. <i>Note:</i> BCaBAs and BCaBA Supervisors have improved visibility of current and historical supervisees in their BACB portal accounts.
Certification Information	BCaBAs and BCBAAs with an active certification could access and print an ID card showing their certification.	<p>RBTs, BCaBAs, and BCBAAs with active certification can access and print a PDF Verification Report from their BACB portal account showing their certification information as reflected on the <a href="#">BACB Certificant Registry</a>.</p> <p><i>Note:</i> Your BACB portal account includes more detailed certification information (e.g., inactive status reasons, recertification cycles, and history of status changes).</p>
Account Security	You signed in with your username and password.	Sign in with your username and password. <i>Note:</i> You will need to reset your password the first time you log in to your new BACB portal account.
Password Resets	You selected <b>Forgot Password</b> on the account login page and completed the form.	<ul style="list-style-type: none"> <li>Select <b>Forgot Password</b> on the login page.</li> <li>You will receive an email with a verification code to complete the reset process.</li> </ul>
Email Changes	<ul style="list-style-type: none"> <li>You signed in to your account to request an email change.</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>You submitted a request via the <a href="#">Contact Us Form</a>. Staff contacted you via email to verify your identity, then updated your email address and password.</li> </ul>	<ul style="list-style-type: none"> <li>Sign in to your account, select <b>Send Verification Code</b>, and use the code to update your email address.</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>Submit a request via the <a href="#">Contact Us Form</a>. Staff will verify your identity and update your email address.</li> </ul>
Name Changes	<ul style="list-style-type: none"> <li>You submitted a name change or notification of a previous name in your account.</li> <li>You received an email requesting documentation and submitted it through the <a href="#">Contact Us Form</a>.</li> </ul>	<ul style="list-style-type: none"> <li>Submit a name change or previous name notification, including documentation, in your BACB portal account.</li> <li>If additional documentation is required, you will receive an email with instructions on how to submit it through an action item in your BACB portal account.</li> </ul>
Emails	Automatically generated emails were not visible in your account.	Automatically generated emails as of June 29, 2026 are visible in your BACB portal account. <i>Note:</i> This does not include messages sent through BACB website forms (e.g., Contact Us Form) or correspondence related to ethics issues or audits.