



# Qualify for Examination via Past Certification: Overview

## Requirements

### Eligibility

Former BCBA and BCaBA certificants may qualify to sit for the BACB examination via past certification. To be eligible for this option, you must have:

- 1) previously held a BCBA or BCaBA certification that expired five or fewer years ago,
- 2) currently reside in a country from which the BACB accepts certification applications, AND
- 3) completed continuing education by meeting the following requirements:
  - you obtained 16 continuing education units (CEUs; for former BCBAs) or 10 CEUs (for former BCaBAs) for each year that has elapsed since your certification expiration date (prorated to the month that your application is submitted to the BACB)
  - your CEUs must have been earned during the expired period (i.e., CEUs earned prior to expiration may not be used)
  - your CEUs must meet current [BCaBA](#) or [BCBA](#) requirements

### Fees

Application to Qualify for Examination via Past Certification <i>(must be included with this application)</i>	\$100
Examination Appointment Fee <i>(paid to Pearson VUE when scheduling)</i>	\$125
Insufficient Funds/Returned Check Fee	\$45

## Application Checklist

### ☐ Submit the Qualify for Examination via Past Certification Application

- 1) Complete and [sign](#) the Qualify for Examination via Past Certification Application. Only former BCBA or BCaBA certificants may complete this application.
- 2) Make a copy of the application for your records.
- 3) Send your completed application to [applications@bacb.com](mailto:applications@bacb.com) or via mail\* to:  
BACB, ATT: Applications, 7950 Shaffer Parkway, Littleton, CO 80127 USA
- 4) Send your \$100 payment by check\* (US currency) or, if paying by credit card, BACB staff will send you information on how to pay once your application is received.

*\*If you mail your documents, we highly recommend using a tracking method. You will receive an acknowledgement when your documents are received.*

### ☐ Monitor your email for information and updates on the status of your application

- 1) Please allow two weeks for your application to be processed.
- 2) If you are approved, you will receive an examination authorization via email.

### ☐ Examination

- 1) If approved, take and pass the examination for the BCBA or BCaBA certification (all standard examination policies and procedures apply, including the standard two-year window of eligibility, as well as retake policies).
- 2) Upon passing the examination, you will receive a new certification number and will be required to meet all current BCBA or BCaBA maintenance requirements.

*Please note, if you were previously certified as a BCBA-D, after passing the examination, you must reapply for the doctoral designation under the then-current standards applicable at that time.*



# Qualify for Examination via Past Certification: Application

## Application

Complete all portions of this application. Incomplete applications will not be processed. At any time, the BACB may audit your application, including, your degree, coursework, experience and any other requirement for initial qualification (e.g., original source verification of degree, experience hours audit).

### A. Applicant Information

Full Name: \_\_\_\_\_

Former Certification: ☐ BCBA ☐ BCaBA

Former Certification Number: \_\_\_\_\_

BACB Account ID # (located in your [BACB account](#)): \_\_\_\_\_

### B. Payment (check one)

- ☐ I have included a check for \$100 (US dollars) with this application, OR
- ☐ I would like to pay via credit card. (If you select this option, a BACB staff member will create an online invoice in your BACB account and notify you when it is ready for payment. This application will not be complete until your payment is successfully processed.)

### C. Continuing Education

Using the table below, indicate the number of CEUs per type that you have earned since the date your certification expired. CEUs are assessed at the time the application is submitted. You may only submit this application once you have earned all of the required CEUs. Please enter your CEUs and supporting documentation in your BACB account through the “Continuing Education” tab.

Type of CEUs	# of CEUs since expired (see certification type requirements for <a href="#">BCaBA</a> or <a href="#">BCBA</a> )
Learning	
Teaching	
Scholarship	

See Continuing Education Requirements for complete details of acceptable types of continuing education.

### D. Eligibility Affidavit

I (Applicant):

- ☐ **Agree** I have read, am in compliance with, and agree to continue compliance with all Behavior Analyst Certification Board (“BACB”) rules and regulations, as may be revised, including, but not limited to, the BACB educational and experiential requirements, application standards, application FAQs, disciplinary and appeal standards, renewal, recertification, reentry rules, fees and application requirements.
- ☐ **Agree** ☐ **Disagree** I do not have a physical or mental condition or addiction to any substance that could impair competent and objective professional performance of behavior analysis services and/or jeopardize public health and safety.

- ☐ Agree ☐ Disagree I have not been the subject of an investigation or disciplinary action by a health care organization, professional association, governmental entity, or regulatory or licensing agency or authority. I have never been convicted, found or entered a plea of guilty, nor am I presently being investigated or charged with any felony or misdemeanor directly relating to behavior analysis services or public health and safety.

*Note: If you are currently imprisoned, on probation or parole, or a case is being appealed, the BACB may deny recertification until three (3) years following the exhaustion of your appeal, completion of probation, final release from imprisonment, whichever is later.*

If you selected “Disagree” to any of the above items, you must report required information, including all conditions, investigations, allegations, charges, and outcomes using the [Ethics Self-Reporting Form](#). Please note, this may delay the processing of your application.

## E. 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 renewal or recertification.
- 2) You will only convey truthful and accurate information to the BACB.
- 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 renewal or 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 account.
- 4) You must check the email account you have on record with the BACB, review the BACB website, and review your BACB 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, renewal, 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 or renewal, 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). 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.

By submitting this application, you acknowledge and affirm that you have carefully read and understand these rules and requirements and that you agree to abide by these terms.

Signature:\_\_\_\_\_ Date:\_\_\_\_\_

Printed Name:\_\_\_\_\_

*This document must be signed in accordance with the [Acceptable Signatures Policy](#).*