



RBT Professional Development: In-Service Training Requirements

Overview

RBTs are required to complete 12 hours of professional development units (PDUs) during their two-year recertification cycle. One way RBTs may obtain PDUs is through in-service training provided by the organization where they work. This document describes the requirements for in-service training within organizations.



RBTs may start earning PDUs after they certify or recertify in 2026.

RBTs may also earn PDUs by attending ACE Provider events or by completing university behavior-analytic coursework. For more information, please see the [RBT Handbook](#). To learn more about professional development (PD) offered by ACE Providers, see the [ACE Provider Handbook](#).

In-Service Training Event Requirements

Content: The content of RBT PD In-Service events should cover or expand upon material included in the [RBT 2026 40-Hour Training Requirements and Curriculum Outline](#), the [RBT Ethics Code \(2.0\)](#), BACB requirements, or additional content that is appropriate for RBTs (e.g., working with supervisors, communicating with clients, managing stress).

Note: RBT PD content is designed for RBTs only; BCaBAs and BCBAAs cannot earn Learning or Teaching continuing education units (CEUs) from RBT PD events.

Examples of Acceptable RBT Professional Development Content	Examples of Non-Qualifying RBT Professional Development Content
<ul style="list-style-type: none"> • Reviewing the difference between positive and negative reinforcement and punishment • Best practices for interactions with parents and other client caregivers • How to communicate appropriately with clients • Best practices for implementing assent-based treatment • Evidence-based practices to mitigate work-related stress 	<ul style="list-style-type: none"> • Client- or program-specific training • Reviewing company policies and procedures • Individual or group supervision meetings about specific client programming • Completing BCBA exam prep materials • Training on applied behavior analysis (ABA) program and data management software • 40-hour RBT training • CPR training

Structure: A PD in-service event must be structured with the intentional process of delivering knowledge, skills, or competencies related to the approved content specified above. Instruction may include structured activities such as role-play, answering questions, or other active-student-responding activities. Activities or work that is completed on the RBT’s own time does not count toward in-service PDUs. For example, reading a journal article or listening to a podcast at home does not count toward in-service PDUs.

Note: Ongoing RBT supervision and supervised fieldwork for BCaBA or BCBA certification does not count toward this requirement.

Examples of Acceptable RBT Professional Development Structures	Examples of Non-Qualifying RBT Professional Development Structures
<ul style="list-style-type: none"> • Using Behavior Skills Training (BST) to teach or review a skill (e.g., Discrete-Trial Instruction) • Listening to a BCBA provide instruction about a particular skill (e.g., Naturalistic Environmental Training) • Listening to a behavior-analytic podcast followed by structured role-play and discussion activities based on the content (only active student responding counts toward PDUs) • Reading a behavior-analytic journal article and discussing how it applies to daily therapy sessions (only active student responding counts toward PDUs) • Watching a training video and answering questions about the content 	<ul style="list-style-type: none"> • Listening to a behavior-analytic podcast (without any active responding by the RBT) • Reading a behavior-analytic journal article (without any active responding by the RBT) • Peer-led events or training • Writing a summary of a procedure • Creating training materials • Individual or group supervision meetings

Duration: Each event must include at least 25 minutes of instruction, for which 0.5 PDUs are awarded. Additional PDUs will be awarded in increments of 0.5 (25 minutes of instruction) or 1 (50 minutes of instruction). Rounding up is not permitted when issuing PDUs.

Attendees: RBTs and other staff employed at the organization may attend in-service events.

In-Service Trainer Requirements

Each In-Service PD event must have at least one qualified trainer responsible for delivering the training.

In-Service Trainers must:

- hold an active BCaBA, BCBA, or BCBA-D certification; AND
- be employed by the same organization as the RBTs; OR
- be an invited speaker or guest of the organization where the RBTs are employed.

The In-Service Organization Trainer is responsible for:

- Preparing and delivering the in-service training, including creating a title and learning objectives for the event and ensuring it meets the In-Service PD requirements
 - Learning objectives are clear and specific statements that state what the instructor aims to accomplish during an In-Service event.
- Ensuring that RBTs are present for the entire professional development event
- Maintaining documentation of participant attendance
- Issuing PDU documentation within 45 days of the event
- Retaining records of the title and learning objectives for three years in case of an audit

Note: Training materials may be prepared by another individual, provided they hold the same qualifications as the In-Service Trainer and meet the content requirements.

Co-presenters may present a portion of an in-service event under the direct oversight of a qualified In-Service Organization Trainer who is present at the event.

In-Service Organization Contact (Optional)

Organizations may appoint an In-Service Organization Contact to assist with documentation of the event.

The In-Service Organization Contact must:

- hold an active BCBA or BCBA-D certification, and
- be employed by the same organization as the RBTs.

If there is an In-Service Organization Contact for an event, they may assume the following responsibilities from the In-Service Trainer:

- Ensuring that RBTs are present for the entire PD event
- Maintaining documentation of participant attendance
- Issuing PDU documentation within 45 days of the event
- Retaining records of the title and learning objectives for three years in case of an audit

In-Service Training Event Documentation

- Professional Development In-Service events must be documented using [this fillable form](#).
 - PDU documentation must be completed by the In-Service Trainer or In-Service Organization Contact and provided to participants within 45 days of the event.
- The In-Service Trainer—or, if applicable, the In-Service Organization Contact—is responsible for maintaining all relevant documentation for the event (e.g., attendance records, abstracts).
 - Documentation must be retained by the In-Service Trainer or Organization Contact for three years.