



RBT Professional Development In-Service Event Checklist

In-Service Trainers can use this checklist along with the [RBT Professional Development: In-Service Training Requirements](#) document to ensure that their in-service event meets the RBT Professional Development (PD) In-Service requirements.

Instructions: The In-Service Trainer should complete this self-review checklist prior to offering an RBT PD In-Service Training.

Before an Event:

Confirm that you are qualified to be an In-Service Trainer. A qualified PD In-Service Trainer 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; AND
- have agreed to follow the [Ethics Code for Behavior Analysts](#) (Ethics Code) during the event.

Identify and vet the co-presenters (if applicable). Co-presenters may present a portion of a PD event under the direct oversight of the qualified In-Service Trainer, who is present at the event. Co-presenters cannot present an entire event; they may only assist the qualified In-Service Trainer by presenting a portion of the instruction. Additionally, all co-presenters must agree to follow the Ethics Code during the event.

Ensure that your event content meets RBT PD content requirements. Be sure to review all presentation materials, including learning objectives, syllabi, and slides, to confirm that:

- all content is based on the [RBT 2026 40-Hour Training Requirements and Curriculum Outline](#), the [RBT Ethics Code \(2.0\)](#), other BACB requirements, or additional content that is appropriate for RBTs;
- all content is designed for RBTs; AND
- all content is accurate, up to date, and consistent with current best practices.

Develop learning objectives. Learning objectives are clear, specific statements describing what you aim to accomplish during a PD in-service event.

Determine the number of professional development units (PDUs) for your event. Make sure the event includes at least 25 minutes of instruction; 0.5 PDUs can be awarded per 25 minutes of instruction.

Ensure all participants are RBTs or other staff employed at your organization. Only RBTs can earn RBT PDUs from the event.

Establish a method for ensuring that the RBT employees are present and participating for the entire event.

Disclose affiliations in event materials. Ensure that procedures are followed for disclosing affiliations with companies, products, and/or services that may be featured during the event (if applicable).

After an Event:

Issue documentation to participants within 45 days of the event. Use the [RBT Professional Development: In-Service Event](#) form.

Retain and manage event documentation. Retain documentation for all events you offer, as these documents may be requested by the BACB at any time.

If applicable, regularly review your asynchronous online events to ensure that content remains up to date.