



BCBA Option 1 Application Self-Review Checklist

Instructions: The BACB strongly encourages you (the applicant) to complete this self-review checklist at least 90 days prior to submitting a BCBA option 1 certification application. This checklist will help you determine if preliminary reviews of your documents are needed prior to submitting the certification application and guide you through the certification application process to avoid delays in processing of your application.

Name: _____ BACB Account ID #: _____

Determine your preferred [examination window](#) and the corresponding certification application deadline.

Preferred Examination Window: _____ Application Deadline: _____

Submit required documents and payments to the BACB at the following address:

BACB
ATT: Applications
7950 Shaffer Parkway
Littleton, CO 80127, USA

90 Days Before Applying

Complete the following sections to determine if you will need to complete other applications prior to submitting your certification application.

1. Degree Evaluation: Complete this section based on the information contained on your transcript to determine if an additional review of your degree is necessary prior to submitting a certification application.

Question	Yes	No/Unsure
Does your degree or program name include the terms “Behavior Analysis”, “Psychology”, or “Education”?	<input type="checkbox"/>	STOP: Review the field of study evaluation page to determine if a Field of Study Evaluation is required before applying.
Did you complete your graduate degree at a university in the USA or Canada?	<input type="checkbox"/>	STOP: Review the degree evaluation page to determine if a Degree Equivalency Evaluation is required before applying.
Did you complete your graduate degree at an accredited university?	<input type="checkbox"/>	STOP: Review the degree evaluation page to determine if a Degree Equivalency Evaluation is required before applying.

If you marked “Yes” on all of the degree questions: It does not appear that an additional review of your degree is required at this time.

2. Coursework Evaluation: Complete the following table with the coursework that you will use to apply for BCBA certification to determine if an additional review of your coursework is necessary prior to submitting a certification application. The [Verified Course Sequences \(VCS\)](#) directory will be a helpful reference if all or part of your coursework was completed at a VCS.

University Name	Course Information			Taken at a VCS*?		If taken at a VCS, does the course include 4th edition verified content*?	
	Title	Number	Date Taken	Yes	No/Unsure	Yes	No/Unsure
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*Fourth edition verified content hours, courses, and sequence start date are available by clicking on the 'Info' button and selecting 'Verified Content Hours' on the VCS listing on the [VCS Directory](#).

If you marked "No" or "Unsure" on at least one of the courses: Submit the course(s) for a [Coursework Evaluation](#) prior to submitting a certification application. Coursework Evaluations may take 90 days and must be completed prior to submitting your certification application.

If you marked "Yes" on all of the courses: It does not appear that an additional review of your coursework is required at this time

3. Requirements Review:

	Yes	No/Unsure
You have reviewed and checked that you will meet all of the current BCBA option 1 requirements (i.e., degree, experience, and coursework requirements)	<input type="checkbox"/>	Review and, if necessary, complete the requirements.

4. Accommodation Requests:

	No/Unsure	Yes
Do you require an examination accommodation?	<input type="checkbox"/>	Review the Examinations Accommodations page and submit a request .

At least 15 days before the application deadline

Complete the following steps to submit your certification application. This application should only be started as soon as you have completed all of the [application requirements](#) because it will only stay active for 90 days after payment has been submitted.

1. **Complete the Online BCBA Certification Application** in your [Gateway Account](#), under the "Certification Application" tab.
 - ▶ Verify your contact information is current. Information in your application must match your official identification (e.g. first and last name) or you will not be able to sit for the examination when you arrive at the testing center.
2. **Submit Payment**
 - ▶ Pay online with a credit card after completing the application or by mailing a check to the BACB (see address on page 1).
3. **Submit Experience Documentation**
 - ▶ Submit [Final Experience Verification Form\(s\)](#) (F-EVF), completed and [signed](#), to the BACB.
 - If the F-EVF was signed electronically – email with a [verified e-signature](#) to applications@bacb.com
 - If the F-EVF was printed and [signed](#) – mail to the BACB (see address on page 1).
4. **Submit Coursework and Degree Documentation**
 - ▶ Submit official transcripts for your qualifying degree and coursework to the BACB (include transcripts for each university where you completed coursework and received a qualifying degree).
 - E-transcripts – request that your university sends the transcript(s) directly to applications@bacb.com.
 - Mail – send the official, sealed, original-source transcript(s) to the BACB (see address on page 1).
5. **Monitor Your Email for the Following Correspondence** (all correspondence will be sent to the email address listed in your BACB account)
 - ▶ **Acknowledgment:** An acknowledgment notification when the BACB has received your complete application (i.e., online application, F-EVFs, transcripts for coursework, transcripts for degree, and payment).
Note: it may take up to two weeks after all documents are received for the BACB to process your application.
 - ▶ **Notifications:** Status updates and notifications about additional information required to meet the requirements.
 - Take steps outlined in the email and let us know if you have questions.
Remember: your certification application will expire after 90 days. If it expires, you will need to complete a new application and submit another fee.
 - ▶ **Exam Authorization:** If approved, an exam authorization with instructions about registering for the examination.
 - Review the instructions for registering and taking the exam in your email.
 - If your contact information changes after approval, update your information in your [Gateway Account](#).
6. **Track Your Progress**

Action Step Completed	Date	If Applicable, Tracking Number*
1. Online Certification Application Completed		N/A
2. Payment Submitted		
3. Experience Documentation Submitted		
4. Coursework Documentation Submitted		
5. Degree Documentation Submitted		
6. Acknowledgment of Complete Application Received		N/A
7. Exam Authorization Received		N/A

* We strongly recommend that you track documents sent through the mail.