ABOUT THIS HANDBOOK

This handbook describes the requirements for obtaining and maintaining BCBA certification for anyone applying before January 1, 2022. Candidates applying on or after January 1, 2022, should also reference the BCBA® 2022 Eligibility Requirements for the eligibility and examination requirements in effect at that time. If you are unsure whether you are applying before or after 2022, review the eligibility and examination information in this handbook, the BCBA® 2022 Eligibility Requirements document, and the Guidance for Those Applying for BCBA Certification during the 2022 Transition document.

This handbook contains clickable images that link directly to BACB documents. New versions of the BCBA Handbook will be published quarterly as needed. Applicants completing requirements in a future year should make note of upcoming implementation dates for revised requirements. Please refer to the BACB Newsletter and the Upcoming Changes web page for the most updated information on our certification requirements.

The BACB does not discriminate against any individual because of race, ethnicity, gender, age, creed, disability, religion, marital status, sexual orientation, or national origin. The BACB reserves the right to amend the procedures outlined in this handbook.

For a complete list of updates included in this version of the BCBA Handbook, please see page 62.
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Overview

About the Behavior Analyst Certification Board

The Behavior Analyst Certification Board, Inc.® (BACB®) has been the leader in behavior analyst certification for over two decades. The BACB is a nonprofit corporation that was established in 1998 to meet professional certification needs identified by behavior analysts, governments, and consumers of behavior-analytic services. The BACB’s mission is to protect consumers of behavior-analytic services by systematically establishing, promoting, and disseminating professional standards of practice.

In the profession of applied behavior analysis, the BACB’s primary role is to operate certification programs, which involves responsibilities similar to regulatory boards. In this role, the BACB establishes practice standards, administers examinations, and provides ethics requirements and a disciplinary system for each of its certification programs. Due to the BACB’s 501(c)(3) tax-exempt status, regulatory-like function, and NCCA accreditation, certain activities are limited, such as engaging in political activity. To learn more about our role and limitations, read our blog post, The BACB: What it is, What it Does, and Why, and listen to Episode 11 of our podcast, Inside the BACB.

What Is a Board Certified Behavior Analyst?

The Board Certified Behavior Analyst (BCBA) is a graduate-level certification in behavior analysis. Professionals certified at the BCBA level are independent practitioners who provide behavior-analytic services.

BCBAs may supervise the work of Board Certified Assistant Behavior Analysts (BCaBAs), Registered Behavior Technicians (RBTs), and other professionals who implement behavior-analytic services.

Board Certified Behavior Analyst—Doctoral

BCBAs with doctoral training in behavior analysis may receive the designation of Board Certified Behavior Analyst-Doctoral® (BCBA-D®). The BCBA-D is not a separate certification, and it does not grant any privileges above or beyond BCBA certification. BCBA-Ds function in the same capacity as BCBAs (i.e., as independent practitioners who provide behavior-analytic services) and are required to meet all BCBA maintenance requirements.

Jurisdiction

The BACB currently accepts certification applications from individuals regardless of their country of residence. Effective January 1, 2023, only individuals who reside in the US, Canada, Australia, and the United Kingdom* may apply for BACB certification.

Accreditation

The BCBA®, BCaBA®, and RBT® certification programs are accredited by the National Commission for Certifying Agencies (NCCA), the accreditation body of the Institute for Credentialing Excellence (ICE). NCCA’s Standards for the Accreditation of Certification Programs were the first standards developed for professional certification programs to help ensure the health, welfare, and safety of the public. NCCA standards articulate the essential elements of a high-quality certification program. Consistent with these standards, the BACB’s certification requirements, examination content, and procedures undergo regular review by subject matter experts in the discipline. To learn more about accreditation, see ICE’s video, Value of Accreditation: Why it Matters.

*Individuals who reside in the UK may continue to apply for BACB certification through 2025. This date may be moved earlier if the UK Society for Behaviour Analysis seeks national recognition for UK behavior analysts, develops its own credentialing system, and transitions current BACB certificants into the UK system.
Reasons for Becoming a BCBA

There are many benefits to obtaining BCBA certification, including:

- BCBA certification is the leading behavior analyst credential and is required by many funders and licensure boards. BCBA certification is offered by the first certifying entity in behavior analysis, the BACB, which has been certifying behavior analysts for over 20 years.
- BCBA certification shows that you have met certain requirements that are critical in providing and overseeing behavior-analytic services.
- BCBA certification provides increased consumer protection since you must meet certain eligibility and maintenance requirements to obtain and maintain certification.
- BCBA certification makes it easier for employers, funders, and consumers, among others, to verify that you have certain knowledge, skills, and abilities and are not under disciplinary sanctions.

You Want to Pursue Certification… Now What?*

So, you are interested in pursuing BCBA certification. What should you do now? Although the BACB cannot instruct you on how to meet our requirements, the content in this section is intended to provide some guidance that might be helpful as you start this journey.

A Few Tips Before Getting Started

First, carefully review both the eligibility and maintenance requirements that are detailed in this handbook. After this review, determine which eligibility option you plan to pursue. The majority of BCBA certificants apply under Option 1, so this section focuses primarily on that option. Second, determine when you might apply. Keep in mind that it may take a few years to meet all of the requirements, so you might not qualify to apply until after January 1, 2022. At that time, you must meet the eligibility and examination requirements described in the BCBA 2022 Eligibility Requirements document. You should use the BCBA 2022 Eligibility Requirements document—not this handbook—to ensure that you meet all of the requirements.

Third, you will want to create a BACB account using these tips:

- **Enter your full name** exactly as it appears on your government-issued identification. If it does not match exactly, you will not be able to take the examination. Name changes require review by BACB staff, so a name change could delay your ability to take the examination.
- **Use a personal email address** and not a work or school email address. Important notifications and reminders are sent to this address, so if you change employers or lose access to your school email address, you will not receive reminders, correspondence, or password resets.
- **Set up the profile yourself** and do not share your account information with anyone else, including your employer. This is your certification—no one else should be managing it for you.
- **Update your information** in your BACB account as soon as changes occur (e.g., name change, address change).

Creating a BACB account will give you a BACB account ID number, which you will need to add to documents as you work toward certification. Having a BACB account also means that you will receive important updates from the BACB.

*This is not a comprehensive resource for all activities you will need to or should complete as you prepare for certification.*
Considerations When Exploring Training Options

You only receive your initial training once. If possible, don't pick your training out of convenience, expense, or geography. We recommend thoroughly researching the trainings before committing to one. While we can't provide guidance on where to receive your behavior-analytic coursework, here are some things to consider.

Ideally, you should obtain your education in behavior analysis from a behavior-analytic degree program. There are many benefits to this option. For instance, in most cases, you can meet all BCBA eligibility requirements in one place while also having engaging, non-classroom interactions with behavior-analytic faculty and students that will greatly enhance your education and begin to develop your behavior-analytic social networks. Even if you don’t receive all of your supervised experience through the degree-granting program, your faculty will likely help you identify where you can accrue your hours in an immersive behavior-analytic environment. If completing your education in a behavior-analytic degree program is a possibility for you, here are a few things to consider as you research programs.

First, research the faculty members and determine whether the program’s interest(s) align with yours (see the ABA Subspecialty Resources on the About Behavior Analysis web page for some of the areas in which behavior analysis has been applied). Second, identify the program’s structure to determine how much time you will have with your faculty and fellow students. Third, confirm that the program has a pathway to meet the BACB’s coursework requirements.

You may obtain your behavior-analytic coursework through one of two sources: an Association for Behavior Analysis International (ABAI) accredited graduate program or a Verified Course Sequence.

- **ABAI-Accredited Graduate Program**: Behavior-analytic graduate programs that have been accredited by ABAI have met ABAI’s accreditation standards, which include standards for the curriculum, faculty, and resources, among other areas. Accredited programs may be found on ABAI’s Accredited Programs web page. Note: If you apply after January 1, 2022, using a graduate degree from an ABAI-accredited program, both the coursework and degree eligibility requirements will be met.

- **Verified Course Sequence**: The other option for completing behavior-analytic coursework is through a Verified Course Sequence. A Verified Course Sequence is a set of courses that have been verified by ABAI as having met the BACB’s behavior-analytic coursework requirements. Although some Verified Course Sequences are embedded in an ABAI-accredited graduate program, many are not. Verified Course Sequence status merely indicates that the content-hour requirements for certain behavior-analytic courses have been reviewed. Verified Course Sequences may be located using ABAI’s Verified Course Sequence Directory.

Finally, when determining where to obtain your coursework, you might also want to consider:

- **Program Focus**: Do you have any existing areas of interest? If so, does the program align with your professional goals? Is the program lead by faculty with similar interests? Will the program help facilitate experience in areas that are meaningful to you?

- **Program Size**: Find out the size of each cohort and determine if the size is a good fit for you as a learner. This information can usually be found on the program’s website. Our university pass rate documents also give an idea of program size by looking at the number of candidates who took the examination from an institution each year (see the Sort by Volume section of the document).

- **Program Structure**: Courses are usually taught on campus, online, or in a combination of online and on-campus experiences (again, this information should be available on the program’s website). Consider what structure is the best fit for you as a learner. You might want to consider what has worked for you in the past. Were you successful in online courses? Did you need or value in-person experiences? In what setting did you learn the most and feel the most engaged?

- **Number of Faculty**: Determine how many part- and full-time faculty are on staff, especially in relation to the program size, to understand the student-to-faculty ratio.

- **University Pass Rates**: The BACB annually publishes examination pass rate data for universities with Verified Course Sequences. Passing the BCBA examination is not the most important part of your training, but, at a minimum, your training should prepare you to pass the examination.
Once you have identified where you will get your behavior-analytic coursework, your faculty mentor/advisor, program chair, and/or Verified Course Sequence Coordinator will be your resource(s) to help you meet the BACB’s requirements along the way.

**Considerations When Identifying Practical Experience Opportunities**

Hold on! Remember that qualifying behavior-analytic coursework needs to begin before experience, so make sure you get your coursework situation figured out beforehand. Once you have started your coursework, determine where you want to accrue your structured experience hours and whether it will give you the applied experience that will prepare you to practice independently after you are certified. For instance, consider the population(s) and setting(s) where you want to ultimately provide behavior-analytic services. The BACB cannot provide this guidance, so you should reach out to your Verified Course Sequence Coordinator, advisor, or employer for guidance about where to accrue experience in your chosen area.

When identifying supervisor(s) to oversee your experience hours, ensure that they are qualified to be your supervisor (see the **Experience Requirements** section). In addition, you should focus on finding supervisors who have a successful track record of BACB supervision. You could do this in a number of ways, but here are a few ideas:

- Check on their certification status in the [Certificant Registry](https://www.bacb.com/certificant-registry) to ensure that they are qualified to supervise and to see if they have any disciplinary sanctions.
- Look at how long they have been certified. We recommend identifying supervisors who have been certified for at least a year, if not longer.
- Gather information from the supervisor and past supervisees about the supervisor’s style to make sure they are a good fit for you.
- Ask about their time and document-management systems. **Caution:** If you can’t produce all of the necessary documents to support your experience in the event of an audit, you might lose experience hours, so you will want a very organized supervisor!
- Determine whether they are familiar with the BACB’s requirements.
- Consider whether they could customize the experience to your interests (while still meeting their ethical obligations as a BCBA to stay within their area of competence).

Once you have identified experience site(s) and supervisor(s), complete the [Pre-Experience Checklist](https://www.bacb.com) before you get started with each experience site/supervisor. The BACB is not able to provide guidance beyond what is in our experience requirements, as each situation is unique (e.g., whether a specific activity will qualify toward your experience hours). Work together with your supervisor(s) to ensure that you are meeting the experience requirements while also meeting your professional goals.

**A Few Final Tips**

Keep this handbook handy. We will update the handbook quarterly as needed, so always make sure that you are reviewing the most current handbook to see what has changed since the last version.

Get involved and engaged with your behavior-analytic community! This might include joining or volunteering with your local, regional, or national professional associations and groups focused in your area(s) of interest. You will likely learn a lot and have an opportunity to contribute to behavior analysis and its consumers. Having professional support is helpful at every stage of your career, so create opportunities to identify trusted colleague(s), mentors, and/or groups now.
Eligibility Requirements

Eligibility Options

For those applying before January 1, 2022, you have three options for applying for BCBA certification:

<table>
<thead>
<tr>
<th>Overview of Eligibility Options</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Option 1: Behavior-Analytic Coursework</strong></td>
</tr>
<tr>
<td><strong>Degree</strong></td>
</tr>
<tr>
<td><strong>Behavior-analytic content</strong></td>
</tr>
<tr>
<td><strong>Experience</strong></td>
</tr>
<tr>
<td><strong>Option 2: Faculty Teaching and Research</strong></td>
</tr>
<tr>
<td><strong>Degree</strong></td>
</tr>
<tr>
<td><strong>Behavior-analytic content</strong></td>
</tr>
<tr>
<td><strong>Experience</strong></td>
</tr>
<tr>
<td><strong>Option 3: Postdoctoral Experience</strong></td>
</tr>
<tr>
<td><strong>Degree</strong></td>
</tr>
<tr>
<td><strong>Behavior-analytic content</strong></td>
</tr>
<tr>
<td><strong>Experience</strong></td>
</tr>
</tbody>
</table>

The following pages provide further details for each eligibility option.

Review the BCBA 2022 Eligibility Requirements to ensure that you meet the eligibility requirements that are in effect at that time. If you are unsure of when you will apply (i.e., before or after January 1, 2022), the Guidance for Those Applying for BCBA Certification during the 2022 Transition document might be helpful.
ELIGIBILITY REQUIREMENTS

Option 1: Behavior-Analytic Coursework

To apply for BCBA certification via this option, you must have an acceptable graduate degree from a qualifying institution, have completed acceptable graduate coursework in behavior analysis, and have completed a defined supervised practical experience.

Degree

You must have a graduate degree (e.g., master’s or doctoral) in behavior analysis, education, or psychology from a qualifying institution. Degrees from programs in which you completed a Verified Course Sequence also qualify.

Demonstrate that you meet this requirement when you apply by submitting an official transcript with a conferral date for your qualifying degree.

Not sure if your degree qualifies?

If you are uncertain whether you met all of the coursework requirements, you can request a preliminary degree evaluation online before submitting a BCBA Certification Application. This will include a $100 fee that may be credited to your BCBA Certification Application when you apply.

Does the BACB use primary source verification of degrees and coursework?

Yes! We rely on official transcripts to verify that an applicant’s degree and coursework meet our requirements for all eligibility options.
ELIGIBILITY REQUIREMENTS

Behavior-Analytic Coursework

You must complete behavior-analytic coursework that meets the following requirements:

- The coursework was graduate level (i.e., master’s or doctoral) and from the qualifying institution in which you were enrolled.
- You received academic credit for the coursework.
- The coursework reflects that you received a passing grade (“C” or higher in a graded course or “pass” in a pass/fail system) in each course.
- The coursework covers all of the content areas and numbers of hours specified in this table:

<table>
<thead>
<tr>
<th>Content Areas</th>
<th>Content Hours*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ethical and Professional Conduct</td>
<td>45 hrs</td>
</tr>
<tr>
<td>Concepts and Principles of Behavior Analysis</td>
<td>45 hrs</td>
</tr>
<tr>
<td>Measurement (including data analysis)</td>
<td>25 hrs</td>
</tr>
<tr>
<td>Experimental Design</td>
<td>20 hrs</td>
</tr>
<tr>
<td>Identification of the Problem and Assessment</td>
<td>30 hrs</td>
</tr>
<tr>
<td>Fundamental Elements of Behavior Change and Specific Behavior-Change Procedures</td>
<td>45 hrs</td>
</tr>
<tr>
<td>Intervention and Behavior-Change Considerations</td>
<td>10 hrs</td>
</tr>
<tr>
<td>Behavior-Change Systems</td>
<td>10 hrs</td>
</tr>
<tr>
<td>Implementation, Management, and Supervision</td>
<td>10 hrs</td>
</tr>
<tr>
<td>Discretionary Behavior-Analytic Content</td>
<td>30 hrs</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>270 hrs</strong></td>
</tr>
</tbody>
</table>

*For the purpose of establishing instructional requirements that can be applied globally, 1 semester credit hour will represent 15 hours of classroom instruction, and 1 quarter credit hour will represent 10 hours of classroom instruction. This conversion is based on US Federal Rule.

Demonstrate that you meet the coursework requirements when you apply by submitting official transcripts for all qualifying behavior-analytic courses that you will be using to meet the requirement.

There are two ways the BACB determines whether a course has qualifying content hours that may be applied toward the coursework requirements:

1. **Verified Coursework:** ABAI works with institutions to identify and verify sequences of courses—known as Verified Course Sequences—that have been prescreened to meet BCBA coursework requirements. The ABAI Verified Course Sequence Directory includes all Verified Course Sequences, Verified Course Sequence Coordinators and content hours, and dates on which the courses were verified.

2. **Nonverified Coursework:** If you completed behavior-analytic coursework that is not part of an ABAI Verified Course Sequence, that coursework is considered nonverified. You must have your department chair sign a Nonverified Course Content Attestation that you will submit with your BCBA Certification Application or your preliminary coursework evaluation.
ELIGIBILITY REQUIREMENTS

Have you taken some behavior-analytic coursework and need help determining what other courses you need?

- If your coursework was in a Verified Course Sequence: Contact your Verified Course Sequence Coordinator to identify what hours you have completed and where you might be missing any content hours (i.e., what courses you still need to take). Make sure you look at the course number and name and the dates when the content hours were in place because when courses change, the hours might change.
- If your coursework was not in a Verified Course Sequence: Determine if the department chair will complete a Nonverified Course Content Attestation with the content hours that were covered. Then determine what hours you have completed and what hours you still need.

If you need to take any additional courses, you may want to review the ABAI Verified Course Sequence Directory and contact the relevant university about taking additional courses.

Not sure if you met all of the coursework requirements for applying?

If you are uncertain whether you met all of the coursework requirements, you can request a preliminary coursework evaluation online before submitting a BCBA Certification Application. This will include a $100 fee that may be credited to your BCBA Certification Application when you apply.

Supervised Experience

You must complete a defined practical experience in applied behavior analysis. You may accrue your experience hours under one or more experience types: Supervised Independent Fieldwork, Practicum, and/or Intensive Practicum. The following table provides a general overview. You should thoroughly review the Experience Requirements section to ensure that you meet all of the detailed requirements.

<table>
<thead>
<tr>
<th>Supervised Independent Fieldwork</th>
<th>Practicum</th>
<th>Intensive Practicum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Experience hours required to qualify</td>
<td>1,500</td>
<td>1,000</td>
</tr>
<tr>
<td>Supervisor qualifications</td>
<td>Supervisors must be one of the following:</td>
<td></td>
</tr>
<tr>
<td>(see the Experience Requirements section for additional supervisor requirements)</td>
<td>• an active BCBA without current disciplinary sanctions who meets an ongoing supervision CEU requirement;</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• a licensed or registered psychologist certified by the American Board of Professional Psychology in Behavioral and Cognitive Psychology who was tested in applied behavior analysis; OR</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• an authorized Verified Course Sequence Instructor who is providing supervision in a Practicum or Intensive Practicum.</td>
<td></td>
</tr>
<tr>
<td>Supervision hours per supervisory period</td>
<td>5% of hours</td>
<td>7.5% of hours</td>
</tr>
<tr>
<td>Where this may be provided</td>
<td>No restriction</td>
<td>Through a Verified Course Sequence that has Verified Experience</td>
</tr>
</tbody>
</table>

Demonstrate that you meet this requirement when you apply by submitting your signed Final Experience Verification Form(s) (F-EVF). Note: If your experience is audited, you may need to submit other documents, such as your supervision contract, Monthly Experience Verification Forms (M-EVF), unique documentation system, and/or completed Fieldwork Tracker.
Option 2: Faculty Teaching and Research

To apply for BCBA certification via this option, you must have an acceptable graduate degree, have held a full-time faculty position in behavior analysis that includes research and teaching, and have completed a defined supervised practical experience.

Degree

You must have a graduate degree (e.g., master’s or doctoral) in behavior analysis, education, or psychology from a qualifying institution. Degrees from programs in which you completed a Verified Course Sequence also qualify.

Faculty Appointment

You must have at least three years (cumulative) of full-time work as a faculty member at a qualifying institution within a five-year period.

Teaching: Your faculty appointment must have included the following teaching characteristics:

• You taught at least five sections/iterations of behavior-analytic coursework.
• You taught at least two of the following behavior-analytic content areas in separate courses: concepts and principles of behavior, single-subject research methods, applied behavior analysis, and ethics in behavior analysis.
• Each course must have been exclusively or primarily devoted to behavior-analytic content.
• You taught this coursework at the graduate level.

Research: You must have published one journal article with the following characteristics:

• It was behavior analytic in nature.
• It included at least one experimental evaluation.
• It was published in a high-quality, peer-reviewed journal.
• You were the first, second, or corresponding author.
• It was published at any point in your career.

Demonstrate that you meet this requirement when you apply by submitting a copy of your published article.
ELIGIBILITY REQUIREMENTS

Supervised Experience

You must complete a defined practical experience in applied behavior analysis. You may accrue your experience hours under one or more experience types: Supervised Independent Fieldwork, Practicum, and/or Intensive Practicum. The following table provides a general overview. You should thoroughly review the Experience Requirements section to ensure that you meet all of the detailed requirements.

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<thead>
<tr>
<th>Overview of Experience Requirements</th>
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</thead>
<tbody>
<tr>
<td>Supervised Independent Fieldwork</td>
</tr>
<tr>
<td>Experience hours required to qualify</td>
</tr>
<tr>
<td>Supervisor qualifications (see the Experience Requirements section for additional supervisor requirements)</td>
</tr>
<tr>
<td>Supervision hours per supervisory period</td>
</tr>
<tr>
<td>Where this may be provided</td>
</tr>
</tbody>
</table>

**Demonstrate that you meet this requirement when you apply** by submitting your signed Final Experience Verification Form(s) (F-EVF). Note: If your experience is audited, you may need to submit other documents, such as your supervision contract, Monthly Experience Verification Forms (M-EVFs), unique documentation system, and/or completed Fieldwork Tracker.
ELIGIBILITY REQUIREMENTS

Option 3: Postdoctoral Experience

To apply for BCBA certification via this option, you must have an acceptable doctoral degree that was conferred at least 10 years ago, have completed at least 10 years of postdoctoral practical experience, and have completed 500 hours of supervised practical experience.

Doctoral Degree

You must have a doctoral degree in behavior analysis, education, or psychology from a qualifying institution.

Demonstrate that you meet this requirement when you apply by submitting an official transcript with a conferral date for your qualifying degree.

Postdoctoral Experience

The postdoctoral experience must:

- include 10 years of full-time, cumulative experience practicing behavior analysis (time spent teaching behavior analysis does not count) AND
- have occurred under a relevant state/provincial license or national professional credential. You may have held different credentials at different times during the 10 years.

Demonstrate that you meet this requirement when you apply by submitting a curriculum vitae showing this experience, signed attestations describing the behavior-analytic practice from current or former employers, and proof of the applicable professional credential(s).
Supervised Experience

You must complete a defined practical experience in applied behavior analysis. You may accrue your experience hours under Supervised Independent Fieldwork. This experience must have started once you have completed 10 years of postdoctoral experience. The following table provides a general overview. You should thoroughly review the Experience Requirements section to ensure that you meet all of the detailed requirements.

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<td>Supervised Independent Fieldwork</td>
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<tr>
<td>Experience hours required to qualify</td>
</tr>
<tr>
<td>Supervisor qualifications (see the Experience Requirements section for additional supervisor requirements)</td>
</tr>
<tr>
<td>Supervisors must be one of the following:</td>
</tr>
<tr>
<td>• an active BCBA without current disciplinary sanctions who meets an ongoing supervision CEU requirement;</td>
</tr>
<tr>
<td>• a licensed or registered psychologist certified by the American Board of Professional Psychology in Behavioral and Cognitive Psychology who was tested in applied behavior analysis; OR</td>
</tr>
<tr>
<td>• an authorized Verified Course Sequence Instructor who is providing supervision in a Practicum or Intensive Practicum.</td>
</tr>
<tr>
<td>Supervision hours per supervisory period</td>
</tr>
</tbody>
</table>

Demonstrate that you meet this requirement when you apply by submitting your signed Final Experience Verification Form(s) (F-EVF). Note: If your experience is audited, you may need to submit other documents, such as your supervision contract, Monthly Experience Verification Forms (M-EVFs), unique documentation system, and/or completed Fieldwork Tracker.

Qualification for Examination via Past Certification

If your BCBA certification expired within the last five years, you may be able to requalify as a BCBA by sitting for and passing the BCBA certification examination. Beginning January 1, 2023, qualification via past certification applications will only be accepted from individuals residing in countries in which the BACB accepts new certification applications.

To be eligible for this option, you must also meet the following continuing education requirements:

- You obtained 16 continuing education units (CEUs) each year since the date your BCBA certification expired (prorated to the month you submit a Qualify for Examination via Past Certification Application).
- The CEUs you earned meet the BACB’s current CEU requirements.

Applying via Past Certification:

If you want to apply for BCBA certification via this option, you must complete and submit a Qualify for Examination via Past Certification Application. If your application is approved and you are authorized to sit for the BCBA examination, you must pass the examination within a two-year authorization period (see the Examination section for more details).
ELIGIBILITY REQUIREMENTS

Experience Requirements

Applicants must complete a defined practical supervised experience in applied behavior analysis. The following sections describe all of the requirements for supervised experience (hereafter referred to as “experience”).

Experience Hour Requirements

Total Experience Hours Required: Based on the type of experience hours accrued (see the A Comparison of Experience Types table), you will need to complete either 1,500 Supervised Independent Fieldwork hours, 1,000 Practicum hours, or 750 Intensive Practicum hours to meet the experience requirement.

Onset of Experience: Trainees may not start accumulating experience hours until they have:

- secured a qualified supervisor (see Supervisor Qualifications) AND
- if applying under Option 1: started qualifying graduate-level behavior-analytic coursework (they may begin accruing hours after attending the first class meeting*) OR
- if applying under Option 3: completed 10 years of postdoctoral experience.

* For experience to be counted, a passing grade of “C” or higher in a graded course or “pass” in a pass/fail system must be earned in the qualifying behavior-analytic course.

Accrual of Experience: No fewer than 20 hours but no more than 130 hours of experience requirements may be accrued per month. Experience hours include independent hours (supervisor not present) and supervised hours (supervisor present).

Duration of Experience: The time frame of the experience may not exceed five continuous years (e.g., May 2015 to May 2020).

Clients: Any person (or group of people) for whom behavior-analytic services are appropriate may be a client. However, the trainee may not be related to the client, be the client’s primary caregiver, or be related to the client’s primary caregiver. Trainees must work with, be observed by, and receive feedback from their supervisor with multiple clients during the experience.

Acceptable Activities: The trainee’s primary focus should be on acquiring the skills necessary to demonstrate competence in applied behavior analysis and the skills necessary to interact effectively with consumers, supervisors, families, and others. The supervisor will be responsible for determining whether activities qualify for accruing experience hours and are consistent with the requirements in this document.

Trainees are strongly encouraged to have multiple experiences (e.g., different settings, populations) with multiple supervisors from each of these areas of activity:

- conducting assessments related to the need for behavioral intervention (e.g., stimulus preference assessment, functional assessment, staff performance assessment) or for evaluating behavioral interventions;
- designing, implementing, and systematically monitoring skill-acquisition and behavior-reduction programs;
- writing behavior plans, progress summaries, clinical notes, transition summaries, and professional correspondence;
- overseeing the implementation of behavior-analytic programs by others;
- training others, designing behavioral systems, and performance management;
- communicating and collaborating effectively with caregivers and other professionals; AND
- other activities normally performed by a behavior analyst that are directly related to behavior analysis, such as attending planning meetings regarding the behavior-analytic program and researching the literature that is relevant to a current client’s programming.

Not applying until 2022?

Track how you are meeting the minimum requirements for both the current experience requirements and the 2022 fieldwork requirements. Experience hours you earn now that do not fulfill 2022 fieldwork requirements will not be accepted as of January 1, 2022.

Now is the time to explore! Find out what areas of interest you might have and what populations and settings you enjoy working in. Get different perspectives by working with different supervisors with various areas of expertise.
Before You Start Your Experience

The BACB strongly encourages you (the trainee) to review the Experience Tip Sheet and complete and then share the Pre-Experience Checklist with your supervisor at each experience setting.

Before You Start Your Experience:

- Create a BACB account.
  - Set up the profile yourself and do not share your account information with anyone else, including your employer.
- Read and make sure that you understand the experience requirements outlined in this handbook.
- Start your qualifying coursework if applying under Option 1.
- Locate an appropriate supervisor.
  - Confirm that your supervisor is qualified to supervise using the Certificant Registry and the Supervisor Requirements section.
- Complete a supervision contract with your supervisor (the BACB provides a sample supervision contract that you can use as a comparison to make sure all of the relevant content is included).
- Develop a system for storing experience-related documents.
  - Create your own unique documentation system to capture information showing that you met the requirements.
  - Avoid storing experience documents (e.g., M-EVFs, F-EVFs) where access could be limited (e.g., a work computer).
- Plan your experience.
  - Remember that experience must be completed within a five-year period.
  - Determine when you expect to submit a BCBA Certification Application. If it is near or after January 1, 2022, ensure that you are meeting the fieldwork requirements and all other eligibility requirements in effect at that time. You might also want to review the Guidance for Those Applying for BCBA Certification during the 2022 Transition document if you are unsure whether you will apply before or after January 1, 2022.

During Your Experience:

- Keep your personal contact information up to date in your BACB account. Make changes to contact information (legal name, email address, phone number, mailing address) in your BACB account when necessary.
- Remain current on changes to certification requirements by reading BACB Newsletters and reviewing the BACB website (including podcasts and blogs).
- Ensure that you are continuing to meet the experience requirements.
- Complete and sign (you and your supervisor) your M-EVFs for each supervisory period.
  - M-EVFs need to be signed within one month of the close of the supervisory period, but you and your supervisor are strongly encouraged to sign the M-EVF immediately at the close of each supervisory period.
  - The forms may contain drop-down menus, so we recommend completing them electronically.
    Submission of incomplete or unclear forms may delay the processing of your application.
- Ensure that your documentation system provides evidence that you are meeting the experience requirements.

Concluding Experience With a Supervisor or Organization:

- Complete and sign the F-EVF(s) upon completion of experience with a given supervisor or organization.
  - The total hours on your F-EVF(s) may not exceed the sum of the hours on your M-EVFs.
  - Make sure that the names and BACB account ID numbers you provide on your EVFs are identical to how they appear in your BACB account.
- Retain experience documents for at least seven years.
ELIGIBILITY REQUIREMENTS

**Restricted Activities:** There is a restriction on the overall amount of hours you may spend delivering therapeutic and instructional procedures during experience. This restriction is designed to ensure that trainees have sufficient time to acquire the other skills necessary for practice as a BCBA. Restricted activities may comprise no more than 50% of the total experience hours—this requirement does not need to be met during each supervisory period. Please note that this restriction does not necessarily refer to all time spent working with clients.

**Unrestricted Activities:** Activities that are unrestricted are those that best exemplify the work of a behavior analyst who develops programs and systems for others to implement. Unrestricted activities must comprise at least 50% of the total experience hours—this requirement does not need to be met during each supervisory period. Examples of unrestricted activities include:

- observation and data collection
- training staff and caregivers on behavior-analytic programs or content
- conducting assessments related to the need for behavioral intervention
- meeting with clients about behavior-analytic programming and services
- conducting behavior-analytic assessments (e.g., functional analyses, stimulus preference assessments)
- data graphing and analysis
- researching the literature relevant to a current client’s programming
- writing and revising behavior-analytic programs

**Why are unrestricted activities so important?**

Following certification, most behavior analysts primarily perform unrestricted activities. It is important, therefore, to have experience with these activities before becoming certified.

**Unacceptable Activities:** Only behavior-analytic activities may be counted toward experience requirements. Nonbehavior-analytic activities, while valuable, may not be counted. Examples of activities that will not count as experience include:

- attending meetings with little or no behavior-analytic content
- providing interventions that are not based in behavior analysis
- performing nonbehavioral administrative activities
- nonbehavior-analytic trainings related to service delivery (e.g., crisis management, CPR, billing systems)
- completing nonbehavioral assessments (e.g., diagnostic assessments, intellectual assessments), paperwork, documentation, billing, or any other activities that are not directly related to behavior analysis
- attending professional conferences, workshops, or university courses
- didactic-course assignments (e.g., completing homework assignments, readings)

**Can the BACB tell me if an activity counts toward my experience hours?**

Unfortunately not. Since every trainee’s goals are unique—and we cannot possibly know or anticipate all of the situational variables, populations, and settings in which they may be working—we cannot provide guidance beyond our certification requirements. We rely on qualified supervisors to determine how to develop practical experiences that meet our requirements and best support clients’ needs and trainees’ goals.
ELIGIBILITY REQUIREMENTS

Supervisor Requirements

Supervisor Qualifications: Supervisors must be one of the following:

- an active BCBA without current disciplinary sanctions who meets an ongoing supervision CEU requirement;
- a licensed or registered psychologist certified by the American Board of Professional Psychology in Behavioral and Cognitive Psychology who was tested in applied behavior analysis; OR
- an authorized Verified Course Sequence Instructor who is providing supervision in a Practicum or Intensive Practicum.

Supervisor Training: Supervisors must complete an 8-hour supervision training before providing any supervision to those accruing experience hours.

Supervisors are responsible for ensuring that they have completed the training (available in the Certificant Registry) and uploaded the certificate into their BACB account before signing a supervision contract. Trainees should confirm the date on which the supervisor completed the training before signing a supervision contract.

Supervisor/Trainee Relationship: The supervisor may not be related to, subordinate to, employed by, or in a multiple relationship with (e.g., personal or business relationship) the trainee during the experience/fieldwork period. Employment does not include compensation paid to the supervisor by the trainee for supervision services.

Multiple Supervisors/Settings: Trainees are strongly encouraged to receive supervision from multiple supervisors and across various settings over the course of their experience hours. This may occur as several individual supervisors, multiple supervisors at one organization, or a combination of these supervision structures.

Individual Supervisor: An individual supervisor must ensure that all of their trainees’ experience requirements are being met during their supervision. In this situation:

- the supervision contract should clearly outline the roles, responsibilities, and expectations for the trainee and supervisor (see the Supervision Contract section);
- all supervision must be related to specific client programming;
- the supervisor must have written permission to receive client information and must be well aware of the organization’s values, practices, and personnel; AND
- the person signing the M-EVF and F-EVF for Individual Supervisors must be able to agree to all of the relevant attestations, including that all experience requirements were met.

Multiple Supervisors at One Organization: An organization may coordinate and oversee multiple supervisors who provide experience to a trainee. For example, a service organization might have multiple supervisors providing supervision, or a university might coordinate all on- and off-campus activities under one system. The supervisors must work together to ensure that all of their trainees’ experience requirements are met (e.g., all of the hours provided by the supervisors are used to calculate the supervision percentage). One supervisor must ensure that the activity is well organized and coordinated. In this situation:

- the supervision contract should clearly outline the roles, responsibilities, and expectations for the trainee and each supervisor (see the Supervision Contract section);
- all supervision must be related to specific client programming;
- the supervisor(s) must have written permission to receive client information and must be well aware of the organization’s values, practices, and personnel; AND
- the person signing the M-EVF and F-EVF for Multiple Supervisors at One Organization (i.e., the responsible supervisor) must be able to agree to all of the relevant attestations, including that all experience requirements were met.
ELIGIBILITY REQUIREMENTS

Requirements for Supervision of Experience Hours

Nature of Supervision: The purpose of supervision is to improve and maintain the behavior-analytic, professional, and ethical repertoires of the trainee and facilitate the delivery of high-quality services to the trainee’s clients. Effective behavior-analytic supervision includes:

- monitoring the skills of the trainee throughout the supervised experience
- developing and communicating performance expectations to the trainee
- conducting behavioral-skills training for the trainee
- observing the trainee’s performance with clients and delivering feedback
- modeling technical, professional, and ethical behavior
- guiding the development of behavioral case conceptualization and problem-solving and decision-making repertoires
- reviewing the trainee’s written materials (e.g., behavior programs, data sheets, reports) and delivering related feedback about the products
- overseeing and evaluating the effects of the trainee’s behavior-analytic service delivery
- evaluating the effects of supervision throughout the supervised experience

Structure of Supervision: Supervision contacts should ideally consist of individual (i.e., one-on-one) interactions between the supervisor and trainee; however, group supervision is permitted in certain circumstances.

- Group Supervision Restrictions: Groups are interactive meetings in which 2–10 trainees who share similar experiences participate in the supervision activities described earlier (see the Nature of Supervision section). The number of trainees in a group meeting may not exceed 10 at any time, regardless of the number of supervisors in the meeting. If nontrainees are present, their participation should be limited, and their presence must not inhibit discussion or interfere with participation by trainees. The amount of group supervision may not exceed the amount of individual supervision in a given supervisory period. In other words, supervision may be conducted in groups for no more than half of the total supervised hours in each supervisory period.

- Observation-With-Client Requirements: The trainee must be observed working with a client in the natural environment during each supervisory period by at least one supervisor. In-person, on-site observation is preferred. However, the observation may be conducted using asynchronous (e.g., recorded video) or synchronous (e.g., live video conference) formats.

Please refer to the A Comparison of Experience Types table for information about supervision contacts and observations with clients and how these differ across the experience types.

Can a supervision contact and an observation with a client occur at the same time?

If your supervisor observes you with a client and provides you with immediate, real-time feedback, it could meet both requirements. However, if your supervisor observes you with a client and doesn’t give you feedback on the interaction until the following day, the supervision contact and observation are considered to have occurred at different times.

Amount of Supervision: Based on the type of experience hours accrued, you will need to have 5% (Supervised Independent Fieldwork), 7.5% (Practicum), or 10% (Intensive Practicum) of your hours supervised by a qualified supervisor each supervisory period. The supervision percentage is calculated by dividing supervised hours by total experience hours (i.e., independent and supervised hours).
ELIGIBILITY REQUIREMENTS

Experience Types: There are three experience types: Supervised Independent Fieldwork, Practicum, and Intensive Practicum:

- **Supervised Independent Fieldwork:** This experience type requires that trainees secure an appropriate experience placement and obtain the necessary supervision.
- **Practicum:** This experience type provides a pathway for individuals to complete their experience in fewer hours and with more supervision than Supervised Independent Fieldwork. This experience type is only available within a Verified Course Sequence with Verified Experience and requires enrollment in a practicum course with a passing grade. Consult with a Verified Course Sequence Coordinator to see if your Verified Course Sequence offers Verified Experience.
- **Intensive Practicum:** This experience type allows individuals to complete their experience in fewer hours and with more supervision than Supervised Independent Fieldwork and Practicum. This experience type is only available within a Verified Course Sequence with Verified Experience and requires enrollment in a practicum course with a passing grade. Consult with a Verified Course Sequence Coordinator to see if your Verified Course Sequence offers Verified Experience.

The following table illustrates the requirements for each experience type.

<table>
<thead>
<tr>
<th>A Comparison of Experience Types</th>
<th>Supervised Independent Fieldwork</th>
<th>Practicum</th>
<th>Intensive Practicum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Experience hours required to qualify</td>
<td>1,500*</td>
<td>1,000</td>
<td>750</td>
</tr>
<tr>
<td>Experience hours per supervisory period</td>
<td>min of 20 hours–max of 130 hours</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supervisory period</td>
<td>1 calendar month</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of contacts with supervisor per supervisory period</td>
<td>2 contacts</td>
<td>4 contacts</td>
<td>8 contacts</td>
</tr>
<tr>
<td>Observations with client per supervisory period</td>
<td>2 observations</td>
<td>4 observations</td>
<td>4 observations</td>
</tr>
<tr>
<td>Supervision per supervisory period</td>
<td>5% of hours</td>
<td>7.5% of hours</td>
<td>10% of hours</td>
</tr>
<tr>
<td>Course grade</td>
<td>N/A</td>
<td>Official documentation reflecting a passing grade (“C” or higher in a graded course or “pass” in a pass/fail system) in all Verified Experience courses</td>
<td></td>
</tr>
</tbody>
</table>

*For **Option 3**, only 500 hours of Supervised Independent Fieldwork are required.

Combination of Experience Types and Settings: Trainees may accrue hours in a single category or may combine any of the types described earlier to meet the experience requirement, with experience hours for Practicum having 1.5 times the temporal value of Supervised Independent Fieldwork, and experience hours for Intensive Practicum having 2 times the temporal value of Supervised Independent Fieldwork. Trainees must meet all other supervision requirements independently. For example, the required supervision percentage, number of observations, and number of contacts must be met independently for each experience type. Trainees must also meet the requirements for each organized experience (i.e., for each M-EVF and F-EVF). For example, if a trainee is accruing some hours with an individual supervisor at one setting and also accruing hours at another organization where multiple supervisors are overseeing their hours, then the trainee must independently meet the requirements at both sites.

Partial Months: Some experience requirements (e.g., number of contacts) may need to be prorated in instances where a trainee does not work a full calendar month (e.g., four contacts were required, but only two weeks of experience were accrued within the month). The BACB does not provide formulas for prorating every instance where there may be a deviation in the calculation of the supervisory period. Instead, it is the responsibility of the supervisor to determine how best to prorate the experience. In the event of an audit, the BACB will require evidence of how the supervisor prorated the experience (and all associated requirements) to ensure the partial experience was compliant with these requirements.
ELIGIBILITY REQUIREMENTS

Documentation Requirements

Supervision Contract: The trainee and supervisor must develop and sign a written contract at the outset of the supervisory relationship. The purpose of the contract is to protect all involved parties and align experience activities with the purpose of supervision. The contract should include:

- the responsibilities of the supervisor and trainee, including the completion of the 8-hour supervision training by the supervisor and the adherence of both parties to the experience requirements
- if there are multiple supervisors at one organization, outline each supervisor’s roles, responsibilities, and expectations, including how the documentation and forms will be completed
- a description of the appropriate activities and training objectives individualized to the trainee
- the objective and measurable circumstances under which the supervisor will not sign the trainee’s M-EVFs and F-EVF
- the consequences if the parties do not adhere to their responsibilities (including proper termination of the relationship)
- a statement requiring the trainee to obtain written permission from the trainee’s on-site employer or manager when applicable
- an attestation that both parties will adhere to the Professional and Ethical Compliance Code for Behavior Analysts (Code)
- a statement declaring that the trainee and supervisor (a) will retain a copy of the contract and supervision documentation for at least seven years from the date of the final supervision meeting and (b) will provide all documentation to the BACB if requested

Unique Documentation System: Because experience varies across settings and practice areas, the BACB grants supervisors and trainees the flexibility to develop their own system for documenting ongoing supervision and experience in a way that demonstrates adherence to all of the requirements in this document and the Code. Documentation must include the following:

<table>
<thead>
<tr>
<th>Information Required in a Unique Documentation System</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Independent Hours</strong></td>
</tr>
<tr>
<td><strong>For each session, document:</strong></td>
</tr>
<tr>
<td>• Date</td>
</tr>
<tr>
<td>• Start Time</td>
</tr>
<tr>
<td>• End Time</td>
</tr>
<tr>
<td>• Experience Type</td>
</tr>
<tr>
<td>• Setting Name</td>
</tr>
<tr>
<td>• Supervisor Name</td>
</tr>
<tr>
<td>• Activity Category: Restricted or Unrestricted</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>For each supervisory period, document:</strong></td>
</tr>
<tr>
<td>• Total Hours of Individual and Group Supervision</td>
</tr>
<tr>
<td>• Total Number of Contacts</td>
</tr>
<tr>
<td>• Total Number of Observations of the Trainee with Clients</td>
</tr>
</tbody>
</table>
Experience Forms: Supervisors and trainees are required to use two forms to document experience:

- **Monthly Experience Verification Form (M-EVF):** must be provided to the BACB upon request
- **Final Experience Verification Form (F-EVF):** must be submitted in the certification application

Two versions of each form are available and should be selected based upon the supervisory structure (i.e., one individual supervisor, multiple supervisors at one organization). Non-BACB forms will not be accepted.

**Individual Supervisor Forms**

- Monthly Experience Verification Form: Individual Supervisor
- Final Experience Verification Form: Individual Supervisor

**Organization Forms**

- Monthly Experience Verification Form: Organization with Multiple Supervisors
- Final Experience Verification Form: Organization with Multiple Supervisors

The M-EVF must be signed by the last day of the calendar month following the month of supervision, and we recommend that the F-EVF be signed at the end of a supervisory experience. Both parties must retain a copy of the completed experience forms for at least seven years.
ELIGIBILITY REQUIREMENTS

Audits

The BACB can audit trainees and supervisors at any time to determine compliance with BACB requirements. See the following figure for an overview of the experience audit process.

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Experience Audit Process

**AUDIT INITIATED**
The BACB may initiate an experience audit at any time for any reason. For instance, it might be initiated as part of a quality assurance check, contested experience, or ethics-related matter. Note: In the event that a certification application is audited for experience, application processing will be suspended until completion of the audit.

**BACB REQUESTS AUDIT INFORMATION**
The BACB will contact the trainee and/or supervisor by email. The audit may require submission of the supervision contract, M-EVPs, the unique documentation system, and/or an audit log (or other supervisor-related documents as described in the Documentation Requirements section).

**PARTIES SUBMIT AUDIT DOCUMENTS TO BACB**
All relevant parties will submit requested documents to the BACB within a specified time frame, typically 15 days. Note: If completed documents are not submitted within the specified time frame, a Notice of Alleged Violation may be submitted against the relevant parties, or the supervision may be considered noncompliant.

**BACB REVIEWS INFORMATION**
The BACB will review information submitted to evaluate compliance with the experience requirements and other applicable BACB requirements. If additional documents or information is required, relevant parties will be notified via email.

**BACB PROVIDES A DETERMINATION AND FEEDBACK**
The BACB will contact the trainee and supervisor with the results of the audit. If the BACB concludes that some or all of the experience is not compliant with the experience requirements or any other applicable BACB requirements, some or all of the experience may be disqualified.*

*A Notice of Alleged Violation may also be submitted against the trainee’s supervisor(s) if portions of the trainee’s experience are not in compliance with the experience requirements.
Disputes About Experience Verification Form Signatures

Disputes that occur during supervisory relationships should first be addressed directly between the supervisor and the trainee. If there is an ethics violation related to the experience, the trainee may report the matter to the BACB by filing a Notice of Alleged Violation. Note: A Notice of Alleged Violation may only be submitted against someone who has applied for BACB certification.

Trainees may submit a Contested Experience/Fieldwork Form when the supervisor refuses or is unable to sign the F-EVF even though all supervision-contract terms have been met. Submission of a Contested Experience/Fieldwork Form may involve an experience audit. Disputes over signing M-EVF should be handled between supervisors and trainees. In the event of a contractual dispute, issues may need to be addressed through an appropriate independent legal process.

Tips for Preventing Disputes Between Supervisors and Trainees

A supervisor may feel justified in not signing a trainee’s F-EVF or M-EVF even though the trainee may believe that they are entitled to the signature. Although it is impossible to eliminate the likelihood of disputes about supervised experience hours, there are ways to mitigate that risk. The following guidance might be helpful:

• Before the supervisory relationship begins, trainees and supervisors should review the supervision contract and BACB requirements together and clarify expectations. Specifically, supervisors should identify conditions under which they will and will not sign a trainee’s F-EVF or M-EVF, as well as situations that could end the supervisory relationship.

• Supervision should adhere to BACB ethics requirements as described in the Code. It should be behavior analytic and effectively and ethically designed to meet the requirements for certification; supervisors should communicate conditions and supervision terms; and supervisors should provide documented, timely feedback about trainee performance.

• Supervisors should be familiar with BACB supervision requirements and provide supervised experience accordingly. This is an ethics requirement for all supervisors and will help ensure that trainees can count their hours when applying for certification.

• Before the end of the supervisory relationship, supervisors should take the steps necessary to avoid abandoning their trainees. This includes discussing relevant client services and transition needs with their trainees; organizing, gathering, and signing supervision documentation; and, if appropriate, helping to facilitate a timely transfer of responsibility to another supervisor.

Guidance in the Event of a Dispute

The BACB’s contested-experience/fieldwork process was developed to help resolve supervisor/trainee disagreements about signing F-EVF. Based on past contested-experience/fieldwork cases filed with the BACB, the following are the most common issues we have encountered—along with some guidance:

• Accuracy of Information on EVF: Under the Code, a supervisor may not submit or allow the submission of false or misleading information and has an obligation to correct inaccurate information submitted to the BACB. If a contested-experience/fieldwork case is filed with the BACB that alleges inaccurate information, supporting documentation should clearly identify how the information is inaccurate and outline the efforts taken to correct the inaccuracies.
**ELIGIBILITY REQUIREMENTS**

| **Questions About a Trainee's Competence After Concluding Supervision:** Under the Code, if a supervisor questions a trainee's competence after supervision has ended, they must provide sufficient documentation of feedback given to the trainee about performance issues, along with training and retraining efforts that occurred during the supervisory period. In other words, supervisors should not question competence after the conclusion of supervision without clear evidence showing they provided performance-based feedback during the supervised experience. |
| **Business Disputes Over Supervision Service Payments:** Should a trainee refuse to pay for supervision services, supervisors should seek enforcement of the supervision contract through the appropriate venue (e.g., lawsuit, arbitration, mediation). Supervisors should not withhold signatures on EVFs until they receive payment. If a trainee demonstrates that supervision occurred in accordance with BACB requirements, we will allow the hours to be counted. |
| **Potential Ethics Violations Discovered After Concluding Supervision:** If potential ethics violations are discovered following the conclusion of supervision, report the alleged violation immediately through one of the BACB's reporting options. If there is a serious risk of harm to a consumer, follow all applicable mandated-reporting requirements in addition to reporting to the BACB. Note: A Notice of Alleged Violation may only be submitted against someone who has applied for BACB certification. |
| **Potential Supervisor Ethics Violations Discovered:** The trainee should review the Reporting an Alleged Violation section of the BACB website to determine whether submitting a Notice of Alleged Violation is appropriate (see the Considerations for Reporting an Alleged Violation Against a BCaBA/BCBA). Supervisors contemplating not signing an EVF should determine if (a) not signing is appropriate, (b) they delineated the conditions for not signing an EVF in the supervision contract, and (c) they have sufficient documentation to justify withholding their signature. Trainees who contest a signature denial must be prepared to demonstrate that the denial violates BACB requirements and that they have tried to resolve the situation with the supervisor first. |
Applying for BCBA Certification

To apply for BCBA certification, complete these steps:

### Submit Your Application

1. **Complete the BCBA Certification Application in Your BACB Account**

Once you have met all of the current eligibility requirements, you may apply for BCBA certification at any time by completing an application in your BACB account under the Certification Application tab.

Make sure the contact information in your BACB account is current. Information in your application must match your official identification (e.g., first and last name) or you will not be permitted to sit for the examination when you arrive at the testing center. How you enter your name in your account (e.g., all caps) is also how this will print on your certificate if you pass the examination.

At the time of your application, you will be asked to attest to questions in the Eligibility Affidavit section of the application and agree to the Application Processing Agreement. You will be asked to (a) affirm that you have read, are in compliance with, and will continue to comply with all BACB requirements, (b) report whether you have a physical/mental condition or substance addiction that could impair your ability to effectively work as a behavior analyst, and (c) report any relevant disciplinary or legal investigations or actions. Please read each question carefully and answer truthfully. Answering “yes” to the second or third question will result in communication from a BACB staff member with an opportunity to explain and provide relevant documentation.

*Note:* You may only have one active examination authorization at a time. If you already have an active examination authorization for the BCaBA examination, you will need to [Contact Us](#) to cancel your authorization before applying for BCBA certification.

2. **Submit Your Payment**

Once you complete your application, you can pay online with a credit card or mail a check to the BACB. You have 90 days from the time of payment to submit your supplemental documents. A new application and payment are needed after 90 days.

The BACB blog provides tips for a smoother application process.

Did you previously pay for a preliminary evaluation of your coursework or degree?

If so, complete the certification application, but stop before paying and notify us so that we can credit your account.
### APPLYING FOR BCBA CERTIFICATION

3. **Submit Supplemental Documents**

Submit all required supplemental documents.

<table>
<thead>
<tr>
<th>Options</th>
<th>Requirement</th>
<th>Documentation</th>
<th>Submission Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Option 1: Coursework</strong></td>
<td>Degree</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Coursework</td>
<td>Official transcript(s)</td>
<td>Institution sends electronic transcript(s) to <a href="mailto:applications@bacb.com">applications@bacb.com</a> OR Institution or applicant mails sealed transcript(s) to BACB–Applications 7950 Shaffer Pkwy Littleton, CO 80127 USA</td>
</tr>
<tr>
<td></td>
<td>Experience</td>
<td>Final Experience Verification Form(s)</td>
<td>Submit via the Contact Us form</td>
</tr>
<tr>
<td><strong>Option 2: Faculty Teaching and Research</strong></td>
<td>Degree</td>
<td>Official transcript(s)</td>
<td>Institution sends electronic transcript(s) to <a href="mailto:applications@bacb.com">applications@bacb.com</a> OR Institution or applicant mails sealed transcript(s) to BACB–Applications 7950 Shaffer Pkwy Littleton, CO 80127 USA</td>
</tr>
<tr>
<td></td>
<td>Faculty Teaching</td>
<td>Letter from department chair and course syllabi</td>
<td>Submit via the Contact Us form</td>
</tr>
<tr>
<td></td>
<td>Research</td>
<td>Copy of published article</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Experience</td>
<td>Final Experience Verification Form(s)</td>
<td></td>
</tr>
<tr>
<td><strong>Option 3: Postdoctoral Experience</strong></td>
<td>Degree</td>
<td>Official transcript(s)</td>
<td>Institution sends electronic transcript(s) to <a href="mailto:applications@bacb.com">applications@bacb.com</a> OR Institution or applicant mails sealed transcript(s) to BACB–Applications 7950 Shaffer Pkwy Littleton, CO 80127 USA</td>
</tr>
<tr>
<td></td>
<td>Postdoctoral Experience</td>
<td>Curriculum vitae, signed attestations from current and former employers, and proof of professional credentials</td>
<td>Submit via the Contact Us form</td>
</tr>
<tr>
<td></td>
<td>Experience</td>
<td>Final Experience Verification Form(s)</td>
<td></td>
</tr>
</tbody>
</table>

Ensure that the information you submit is accurate and truthful. The BACB reserves the right to invalidate any certification (immediately making the certification null and void) and/or prohibit any individual from taking a BACB examination in the event that the individual submitted falsified, forged, or untrue information (see the Code-Enforcement Procedures for more details).
4. BACB Staff Will Review Your Application and Issue a Determination

You will receive an email once the BACB receives your supplemental documents. It may take up to 45 days for staff to review your application and issue a determination from the date your payment and all documents have been received. If missing or updated documentation is submitted, it will require additional time for processing.

Note: During the application-review process, your experience hours might be audited. If so, additional documentation will be requested (see the Experience Audit Process).

If your application is:

- **Approved:** You will receive instructions via email for scheduling your BCBA examination.
- **Not approved:** You will receive feedback and guidance for next steps via email. If you do not meet the requirements within 90 days of submitting your application, you must submit a new BCBA Certification Application, including paying another certification application processing fee.*

*If you believe the decision was made in error, you will need to review the Administrative Appeals Policy and, if appropriate, submit an appeal within 30 days of the determination.

**Schedule Your Examination Appointment**

Within 24–48 hours of your application being approved, you will receive an email with instructions on how to schedule your BCBA certification examination with Pearson VUE. The examination is continuously available, and results are provided on site immediately upon completion. You have two years from the date your application is approved to pass the BCBA examination. During this time, you may take the examination up to 8 times with at least 30 days between each appointment.

**Fees***

<table>
<thead>
<tr>
<th>Application Fees</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Certification Application</td>
<td>$245</td>
</tr>
<tr>
<td>Examination Retake Application</td>
<td>$140</td>
</tr>
<tr>
<td>Examination Appointment <strong>(paid to Pearson VUE)</strong></td>
<td>$125</td>
</tr>
<tr>
<td>Preliminary Coursework Evaluation***</td>
<td>$100</td>
</tr>
<tr>
<td>Preliminary Degree Evaluation***</td>
<td>$100</td>
</tr>
</tbody>
</table>

*BACB fees are nonrefundable. Each examination retake will require a new retake application and new examination appointment fees.

**Veterans who qualify for the GI Bill can receive reimbursement for BACB certification examination fees from the Department of Veterans Affairs, regardless of whether they pass the examination. Learn more about this benefit on the GI Bill website.

***Preliminary fees are only applicable if a Preliminary Coursework Evaluation and/or Preliminary Degree Evaluation application is submitted. If an applicant submits a preliminary evaluation fee, the BACB will credit a maximum of $100 toward a subsequent certification application.
Examination

The BCBA certification examination is based on the results of a formal job task analysis. The BACB follows nationally accepted standards for test development that include the use of subject matter experts and extensive surveys.

The purpose of the BCBA certification examination is to assess knowledge of the BCBA Task List (4th ed.) at a level consistent with that of an entry-level behavior analyst. The BCBA certification examination comprises 160 multiple-choice questions, 10 of which are unscored pilot items. Each question has 4 possible answers. Candidates have 4 hours to complete the examination.

The BCBA certification examination is only available at authorized Pearson VUE testing sites worldwide that meet the security requirements necessary for administration of high-stakes examinations. The BACB currently has authorized the availability of testing sites in multiple countries and evaluates the addition of new sites routinely and by requests made through Pearson VUE’s website.

The examinations are administered using a computer-based testing (CBT) format by Pearson VUE. Pearson VUE’s website offers:

- a tutorial to become familiar with the CBT format,
- information about what to expect at a Pearson VUE testing center, and
- examination locations and testing centers.

Preparation

Content on the BCBA Task List (4th ed.) serves as the basis of the examination. Although the BACB cannot endorse specific study guides or other preparation materials, we do recommend that candidates review the task list, materials from their training, and the Professional and Ethical Compliance Code for Behavior Analysts and study the content areas.

Examination Outline

<table>
<thead>
<tr>
<th>Content Area</th>
<th>Number of Questions</th>
<th>Percentage of Examination*</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Basic Behavior-Analytic Skills</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A. Measurement</td>
<td>15</td>
<td>10.00%</td>
</tr>
<tr>
<td>B. Experimental Design</td>
<td>11</td>
<td>7.33%</td>
</tr>
<tr>
<td>C. Behavior-Change Considerations</td>
<td>3</td>
<td>2.00%</td>
</tr>
<tr>
<td>D. Fundamental Elements of Behavior Change</td>
<td>26</td>
<td>17.33%</td>
</tr>
<tr>
<td>E. Specific Behavior-Change Procedures</td>
<td>15</td>
<td>10.00%</td>
</tr>
<tr>
<td>F. Behavior-Change Systems</td>
<td>8</td>
<td>5.33%</td>
</tr>
<tr>
<td><strong>Client-Centered Responsibilities</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>G. Identification of the Problem</td>
<td>14</td>
<td>9.33%</td>
</tr>
<tr>
<td>H. Measurement</td>
<td>9</td>
<td>6.00%</td>
</tr>
<tr>
<td>I. Assessment</td>
<td>12</td>
<td>8.00%</td>
</tr>
<tr>
<td>J. Intervention</td>
<td>23</td>
<td>15.33%</td>
</tr>
<tr>
<td>K. Implementation, Management, and Supervision</td>
<td>14</td>
<td>9.33%</td>
</tr>
<tr>
<td><strong>Total Number of Questions</strong></td>
<td>150</td>
<td></td>
</tr>
</tbody>
</table>

*Percentages in this table have been rounded.*
Sample Examination Questions

The following five retired questions have appeared on previous administrations of the BCBA certification examination and represent content areas that are currently on the examination. These questions are provided to offer you insight into the format of the BCBA certification examination.

1. An employee is having difficulty staying on task at his job. His supervisor wants to graph the employee’s time on task. Based on these data, what would be the appropriate labels for the vertical and horizontal axes?

<table>
<thead>
<tr>
<th>Day</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minutes on Task</td>
<td>45</td>
<td>45</td>
<td>42</td>
<td>35</td>
<td>28</td>
</tr>
<tr>
<td>Number of Minutes Observed</td>
<td>60</td>
<td>65</td>
<td>60</td>
<td>45</td>
<td>55</td>
</tr>
</tbody>
</table>

a. Number of minutes on task; number of minutes observed  
b. Number of minutes on task; time of day observed  
c. **Percentage of minutes on task; day observed**  
d. Percentage of minutes on task; number of minutes observed

2. Delivering a potential reinforcer one-half hour after the occurrence of a response to be strengthened is:

a. Generally effective for low response-effort behaviors  
b. Effective, provided the individual understands the contingency  
c. Most effective with high-frequency behaviors  
d. **Inconsistent with best practices in applied behavior analysis**

3. If Terry puts his dishes in the sink after dinner, he earns computer time, which he enjoys. However, Terry does not consistently put the dishes in the sink. Near the end of the dinner, his dad says, “Remember, you only get to use the computer if you put your dishes in the sink.” Terry finishes dinner and puts his dishes in the sink. Dad’s reminder is an example of which of the following?

a. Motivating operation  
b. **Verbal prompt**  
c. Positive reinforcer  
d. Negative reinforcer

4. Injections reliably cause Johnny to cry and scream. Originally, Johnny liked the doctor, but because of frequent pairings of the doctor with painful injections, the sight of the doctor walking into the examination room came to elicit crying and screaming. In the respondent paradigm, the crying and screaming elicited by the sight of the doctor would be called a(n):

a. **Conditioned response**  
b. Discriminative stimulus  
c. Generalized fear response  
d. Unconditioned response

5. Randy is rarely aggressive. However, when he is, his behaviors are extreme in their intensity. Emergency procedures have been developed to ensure the safety of Randy and others. One essential component of addressing the problem behavior should be to:

a. Make a referral to a psychiatrist to access PRN medication  
b. Immediately implement a behavior-reduction program  
c. **Perform a functional assessment to determine antecedents and consequences to the target behavior**  
d. Perform social validation to establish the staff’s tolerance and willingness to continue the procedure
Examination Accommodations

Examination accommodations are available for "qualified individuals with a disability," as defined by the Americans with Disabilities Act (ADA). Accommodations requests should be submitted by a BACB Examination Accommodation Request Form. All accommodations requests should be accompanied by appropriate documentation noting the reason for the accommodation. This documentation should identify your disability and your need for the requested accommodations. Appropriate documentation may include an official letter, a report of test results, documentation of prior accommodations you have received (including any IEP plan you may have), and any other official documentation of your disability and your need for accommodations.

All documentation should be compiled into a single PDF file and then submitted through the Submit Legal Documentation form using the Accommodations Request or the Accommodations Questions categories.* After the BACB receives your request and supporting documentation, the BACB will conduct a review of the requested accommodations. This review is typically completed within 10–14 business days; however, if the BACB requests additional documentation, the review of your request may take longer. Your examination application and your accommodations request will be reviewed separately. The BACB will not authorize candidates requesting accommodations to test until both the examination application and accommodations request are approved.

The BACB is dedicated to complying with all accommodation requirements, including the Americans with Disabilities Act of 1990, as amended.

While the BACB does not offer an official accommodations handbook or guide, the following resources provide examples of appropriate supporting documentation to include with requests for examination accommodations:

- ADA Revised Title III Regulations
- Request Behavior-Analytic Terms Translation for Examination Support
- United States Medical Licensing Exam Guidelines for Test Accommodations
- ADA National Network Guidelines

* The BACB reserves the right to invalidate any certification (immediately making the certification null and void) and/or prohibit any individual from taking a BACB examination in the event that the individual submitted falsified, forged, or untrue information.

Ethics Requirements and Testing

The Code requires certificants and applicants to immediately report any confirmed or suspected examination misconduct by others to the BACB (see Examination Security).

General Rules for Taking the Examination

- You are advised to arrive at the testing center approximately 30 minutes before your examination appointment to allow sufficient time for the check-in process. This process includes security measures, such as photographing, fingerprinting, and obtaining an electronic signature from each candidate. Once an examination has been underway for 30 minutes, no candidates will be admitted to the examination area.
- You must provide two forms of valid identification to be admitted into the examination area. Both pieces of identification must show your first and last name exactly as they appear on your BACB account. Any name discrepancies will prevent admission to the examination (e.g., providing a nickname on your BACB account, identification that shows a different last name due to marriage). Pearson VUE does not make exceptions to name discrepancies based on marriage certificates.
- Both pieces of identification must have your signature and be current (i.e., not expired). The primary identification must be government issued and include both a photo and signature (e.g., a driver's license or state/national ID). The secondary identification must include a signature but need not include a photo (e.g., a signed credit card with a signature that matches the government-issued identification).
- Failure to present two fully valid pieces of identification will prevent your admission to the testing center. If this happens, you will be marked absent and will forfeit the entire examination fee.
• No cameras, phones, recording devices, beepers or electronic transmitting devices, notes or reference materials, books, briefcases, backpacks, portfolios, purses, etc. may be taken into the examination area. Personal items may be stored in lockers available at all testing centers.

• Scratch paper, calculators, rulers, textbooks, reference materials, and notes are NOT permitted in the examination area, and you are not allowed to remove any examination materials from the administration room. A dry-erase board will be provided at each workstation.

• Earplugs are available upon request at all testing centers, some of which also provide noise-canceling headphones upon request.

• No food or beverage items are permitted in the examination area.

• No visitors are permitted in the examination area.

• If you leave the examination area to use the restroom, you will be fingerprinted when you leave and again before you reenter. During breaks, you are prohibited from accessing phones, electronic devices, and notes, among other items stored in lockers. However, you are permitted to access food, drink, or medication during breaks.

• Smoking areas are not provided at the testing centers.

• No questions concerning the examination’s content may be asked during the examination period. Please listen carefully to instructions from testing-center staff and read all directions thoroughly.

• BACB examinations are delivered via the Internet and, occasionally, Internet connectivity at Pearson VUE testing centers may result in technical problems (e.g., slow screen-load times, screen freezes), which may require rebooting the computer. Answers and examination times (time allotted and time used) are not affected by these technical issues, even in the case of a computer restart.

Examination Terms and Conditions

The BACB Terms and Conditions for taking a BACB examination must be agreed to before starting the examination. Failure to agree to the Terms and Conditions will result in immediate dismissal from the examination. Note that the time spent reviewing these Terms and Conditions is part of the examination time.

The Terms and Conditions are as follows:

• Proctors will continuously monitor by video and audio while candidates are taking the examination. The candidate recognizes that they have no right to privacy during examination delivery and that they waive any and all claims asserting a right to privacy. The candidate will also acknowledge and consent to audio and video recording of their face, voice, the physical room where they are seated, and the location during examination delivery. If a candidate does not wish to be recorded (either by video or audio), they must notify the proctor immediately of intent not to proceed with the examination.

• No materials, documents, notes, or memoranda of any sort may leave an on-site testing center or be in the proximity of the remote examination area. CANDIDATES ARE PERMANENTLY PROHIBITED FROM EVER DISCLOSING THE CONTENT OF BACB EXAMINATION QUESTIONS. This prohibition includes verbal, written, and/or electronic (e.g., email, chat room, or other Internet or electronic) disclosure. The BACB examinations are copyright protected and highly confidential trade secrets. Any disclosure or reconstruction of test questions and content shall be a violation of BACB rules and subject to damages including, but not limited to, the cost of replacing the compromised question(s) and reconstruction of the examination, if advisable, at the discretion of the BACB.

• The proctors are authorized to maintain a secure and proper examination administration. Candidates may not communicate with other examinees or third-party individuals during the examination. The BACB considers unauthorized sharing of examination content with others to be a violation of copyright laws and will constitute cheating on the examination. Cheating or permitting cheating (such as letting someone copy answers or providing information on the content of examination questions to others) will be cause for automatic disqualification and dismissal from the examination. At the sole discretion of the BACB and/or the BACB's testing vendor, irregular, disruptive, inappropriate, or suspected cheating behavior by the candidate may result in any combination of the following:
• relocation or removal from the examination site
• immediate termination of examination delivery
• a cancellation or an invalidation of examination scores
• temporary inactive certification pending investigation of the irregularity
• a requirement that candidates retest to confirm examination scores. In such event, the retest will be free of charge
• a refusal to permit the candidate to retest
• other disciplinary action related to the eligibility or certification status
• a forfeiture of all application and examination fees paid by the candidate

The BACB may permanently restrict an authorization to sit for a BACB examination if a candidate is found by the BACB to have cheated on the examination or compromised the content of the examination. The BACB reserves the right to report examination content theft to applicable law enforcement authorities, and the candidate authorizes the BACB to release the candidate’s name, examination performance data, audio and video files from the examination administration, and other pertinent information necessary to demonstrate the basis for finding that the candidate participated in or benefited from theft of BACB examination content.

• ANY use of an electronic device while an examination is in progress is grounds for termination of the examination and will result in the examination scores being withheld and/or invalidated. Any item visible during an examination including, but not limited to, cell phones, electronic devices, bags, purses, briefcases, jewelry, and items worn by the candidate may be investigated at the discretion of the examination proctor.
• If the candidate does not follow the terms and conditions or is suspected of cheating or tampering with Pearson VUE’s or its subcontractor’s software, the administered examination will be immediately terminated. This will be reported to Pearson VUE and the BACB, along with audio and/or video evidence of the infraction. The examination may be invalidated, and the BACB may take other action, such as precluding all future participation in testing and/or the certification program.
• The proctor is not allowed to provide comments on any of the questions appearing on the examination. If there is a problem with a question, such as a typo, the candidate may select the “Comments” button and make a note concerning the problem. Comments are not graded and do not affect individual scores, although they may be used during an examination review. The BACB will not provide feedback regarding any comments. Candidates will not be given extra time to make up for the time lost while providing comments.
• Candidates taking the examination at an on-site testing center only may use the restroom. The candidate will need to raise their hand to inform the proctor. The proctor will secure the workstation while the candidate goes to the restroom. Candidates will not be given extra time to make up for any lost examination time. Candidates CANNOT leave their seat at any time unless the proctor has secured the workstation and WILL NOT be permitted to access or use a cell phone or electronic device. If at any time the candidate leaves their computer or work area without the permission of the proctor, the candidate will be unable to continue testing.
• All questions on this examination are equally weighted. There is no penalty for guessing; therefore; it is to the candidate’s advantage to answer every question on the examination, even if they are not sure about the correct answer. No credit will be given for questions that are left blank. When answering questions, choose the BEST answer to each question.
Examination Security

The BACB and Pearson VUE take examination security seriously because the value of your certification and our credibility depend on it. BCBA certification examination content is confidential; it is never appropriate to share, discuss, post, or upload examination content. In addition, candidates are required to adhere to the Code, which includes the following requirement: “Behavior analysts are truthful and honest and arrange the environment to promote truthful and honest behavior in others.”

Unauthorized possession, reproduction, publication, or disclosure of any BACB examination materials—including storing or disclosing examination questions to any person or entity by any means before, during, or after the examination—is prohibited and can result in program disqualification or other appropriate censure. Examples of violations and misconduct include:

- submitting false, inconsistent, or misleading statements or omitting information the BACB requests
- attempting to take the examination for someone else or having someone else take the examination for you
- copying or sharing information or any other form of cheating
- obtaining advanced access to examination materials
- stealing examination materials
- bringing prohibited items into the examination room
- failing to follow directions from testing-center staff
- violating Pearson VUE scheduling or testing-center rules and regulations

Pearson VUE Examination Fees

Pearson VUE will charge a fee of $125 for every new BCBA examination appointment. This fee is in addition to application fees paid to the BACB and is paid directly to Pearson VUE when you make your appointment. You may be required to pay applicable sales tax, value-added tax, GST, or similar tax required by law in the country or locality in which you are testing. If taxes are applicable, Pearson VUE will collect them at the time of scheduling. Fees are nonrefundable and nontransferable.

Any appointments canceled or rescheduled within 30 days of the examination date are subject to a fee. Appointments that are canceled or rescheduled 30 or more days before an examination appointment will not incur a fee.

Cancellation and rescheduling fee pricing is as follows:

<table>
<thead>
<tr>
<th>Cancellation Time Period</th>
<th>Cancellation/Rescheduling Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>30 days to 5 days before examination appointment</td>
<td>$59</td>
</tr>
<tr>
<td>5 days to 48 hours before examination appointment</td>
<td>$69</td>
</tr>
</tbody>
</table>

If you cancel or reschedule an examination within 48 hours of the scheduled appointment, no refund will be provided.

Examination Results

You will be notified of your results at the testing site as soon as you complete the examination. The BACB will confirm your results via email, and they will appear in your BACB account within approximately 24 hours of completing the examination.
Examination Retakes

You may retake the examination for a maximum of 8 total attempts within a 2-year period following your initial examination approval. An Examination Retake Application will be available online via your BACB account within 48 hours of each failed examination attempt. You will receive an examination authorization email within 48 hours of submitting the Examination Retake Application, which will provide further instructions on how to schedule a new examination appointment. You must pay a $140 retake application fee and a $125 examination appointment fee each time you retake the examination. You must wait 30 days to retake the examination following your previous attempt.

Note: If you do not pass the examination after 8 attempts and you still have time in your 2-year authorization period, you will need to wait until your 2-year authorization period is over to reapply for BCBA certification.

Examination Appeals

If you experience examination condition irregularities (e.g., poor lighting, disruptive noises, long screen-load times) during your examination, you may file an appeal with the BACB. Note: Pearson VUE sites deliver BACB examinations via a web browser, so minor Internet bandwidth variances are to be expected. Examination scores, content, questions, answers, procedures, deadlines, fees, and requirements may not be appealed.

How to appeal: You must file a written request for appeal within seven days of your examination appointment by completing the Administrative Appeal Request Form.
What to Expect After Passing the Examination

What happens after I leave the testing center? You will receive a pass/fail report at the testing center. If you passed the examination, your BCBA certification number will be generated and available in your BACB account within 24 hours of passing the examination. You will receive your BCBA certificate in the mail within 4–6 weeks (so make sure that your mailing address is correct in your BACB account).

When can I start using my BCBA certification? You may start using your BCBA certification as soon as you have passed the examination. However, please contact your state, regional, or national behavior-analytic professional associations to learn about any additional requirements for practice as a behavior analyst in your region and to access valuable support in the profession. If you reside in a US state where behavior analysts are licensed, you should immediately contact your state licensure board to determine whether or how you should submit an application for licensure before practicing with your new BACB certification.

How can employers and funders, among others, verify my certification? Newly certified BCBAs appear in the Certificant Registry within 48 hours of passing the examination. The Certificant Registry shows the status of your certification and recertification date, and if your certification becomes inactive for any reason, this will be indicated on the registry.

Anyone may request a written verification of their current certification status from the BACB for a $25 fee per verification. The verification letter is delivered as an emailed PDF document or state-issued verification form and contains the information shown on the registry.

What does it mean now that I am certified? Becoming certified means you have demonstrated that you have the knowledge and skills of an entry-level practicing behavior analyst. That said, consider what you are proficient in, what you know a little about (but need more experience and mentorship in), and what you do not know to ensure that you do not overstate your expertise to the public. Consider your scope of competence (e.g., populations or behavior-analytic techniques you are capable of serving or using) because you have an ethical obligation to refrain from practicing outside of your scope of competence (see the Code).

What steps should I take to begin my career as a professional?

The BACB cannot provide guidance on this outside of the requirements to maintain your certification, so the first step might be to identify a mentor who can help you develop a professional-development plan. That plan might include determining your scope of competence; recognizing skill sets that you need support with (e.g., billing) to move toward your goals; identifying ways to stay in contact with the literature (as a certificant, you have free access to recent issues of major behavior-analytic journals in your BACB account); and identifying ways to stay or get involved with the professional community, such as joining professional associations. A mentor might also be able to help you determine how to assess job opportunities to make sure they fit within your scope of competence and career goals; whether you are ready and qualified to serve as a supervisor, assessor, or trainer (see the Supervision, Assessment, Training and Oversight section); and whether a service organization has an environment that is set up to promote ethical behavior.
How should I maintain my certification moving forward?

- Review the Certification Maintenance Requirements section and develop a plan to meet them, including accruing continuing education and complying with ethics requirements (e.g., ensure that you accept clients within the boundaries of your competence, have appropriate service contracts, provide appropriate services, follow procedures to ensure continuity of care and appropriate client transitions).
- Be sure to keep an eye out for helpful resources, like BACB videos, blogs, and podcasts. For example, the Tips for New Certificants blog shares valuable information for newly certified individuals, and The Professional Infrastructure of Applied Behavior Analysis video describes the various organizations in ABA.
- Keep your contact information up to date in your BACB account to ensure that you receive important updates about certification requirements, and periodically review bacb.com to stay informed of changes.
- Report critical events to the BACB Ethics Department (see the Self-Reporting section of the Code).
- Stay up to date with licensure requirements in your area.

**Tips for Protecting Your BACB Information**

The BACB works to ensure the security of our certificants’ information. Despite our efforts, however, you are still at risk of someone misusing your credential, most commonly for billing fraud. Given the prevalence of open electronic access and digital identity theft, here are a few ways that you can take a proactive approach to maximizing the security of your professional credentials.

- **Check your BACB account regularly.** Put a reminder in your calendar to log in and check the accuracy of the information in your BACB account every six months or more frequently if you have been—or suspect you may be—the target of identity theft. It is critical that you log in to ensure that your information is accurate and review how your information is publicly displayed in the Certificant Registry. In addition to your personal information, review the information specific to supervisees or supervisors to make sure it is correct. If you find any inconsistencies or inaccuracies, use the Contact Us form to immediately inform us of the potential issue.

- **Protect your BACB certificate.** While your certification number is publicly available in the Certificant Registry, you should protect your BACB certificate from being copied and/or modified. Think twice before posting photos of your certificate on social media platforms, and be sure to keep your private BACB account ID number protected. This number is not published in the Certificant Registry and is generally only needed by your supervisees/trainees, the BACB, and certain funding sources.

- **If you suspect misuse of your information, contact a specialist (e.g., attorney/advisor) in identity theft to help you determine your options.** While BACB staff cannot provide legal advice, we are sympathetic to the frustrations you may experience if your information is misused. Finally, if you suspect the misuse or misappropriation of another certificant’s credential (or the creation of false credentials), please immediately report your evidence to the appropriate authorities (e.g., law enforcement, funders) and to the BACB using the Reporting Infringement or Misuse Form.

For additional guidance, please refer to the August 2019 newsletter on our Newsletters web page.
CERTIFICATION MAINTENANCE REQUIREMENTS

Certification Maintenance Requirements

To maintain your BCBA certification, you must obtain ongoing continuing education, adhere to the BACB’s ethics requirements and self-reporting requirements, and submit a completed recertification application and associated fees every two years before your recertification date.

Overview

Complete 32 CEUs (4 in Ethics, 3 in Supervision, if applicable)
Abide by BACB Ethics and Self-Reporting Requirements

Overview

Recertify
Original Certification / Recertification Date

Last chance to meet CEU requirements.
Recertify once you have entered all of your CEUs (no sooner than 45 days before your recertification date).
Failure to meet the requirements or to apply by the end of this period results in certification expiration.

Continuing Education

Initial BCBA certification indicates that an individual has met entry-level standards of practice as a behavior analyst. The purpose of the BACB’s continuing education (CE) requirement is to ensure that BCBA certificants engage in activities that will expand their behavior-analytic skills beyond the requirements for initial certification and help them stay up to date on developments in the profession.

CEU Requirements

As a BCBA, you are required to obtain 32 continuing education units (CEUs) within each 2-year recertification cycle, including 4 CEUs in ethics and 3 CEUs in supervision (for supervisors).

All CEUs must occur within the recertification cycle to which they are applied. Making up missed CEUs after your recertification date is not permitted, and CEUs in excess of the requirements cannot be applied to a subsequent cycle.

Demonstrate that you meet this requirement by entering your CEUs into your BACB account as soon as you have supporting documentation. Use the following table to identify which type of CEU was earned. Depending on the type of CE selected, you will need to enter specific information about the activity and upload supporting documentation.
CERTIFICATION MAINTENANCE REQUIREMENTS

CEU Types

You can earn CEUs via three types of activities, as illustrated in the following table. There are no restrictions or limitations on the number of CEUs you can earn via each activity type.

<table>
<thead>
<tr>
<th>Continuing Education By:</th>
<th>Documentation</th>
<th>CEU Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attending events offered by Authorized Continuing Education (ACE) Providers (see ACE Provider Directory)</td>
<td>Certificate from the ACE Provider</td>
<td>25 minutes of learning = .5 CEU</td>
</tr>
<tr>
<td>Completing didactic behavior-analytic graduate courses with a passing grade (&quot;C&quot; or higher in a graded course or &quot;pass&quot; in a pass/fail system)*</td>
<td>Syllabi and transcripts from university courses</td>
<td></td>
</tr>
<tr>
<td>Participating in certain BACB certification activities</td>
<td>No documentation is needed for BACB events (these are issued directly into BACB accounts)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Teaching ACE events</td>
<td>Documentation from the ACE Provider demonstrating that the certificant taught an ACE event</td>
<td>25 minutes of instruction = .5 CEU</td>
</tr>
<tr>
<td>Teaching university courses in behavior analysis at a qualifying institution*</td>
<td>Letter from a department chair indicating that the certificant taught a university course</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Publishing an article on behavior analysis in a peer-reviewed journal</td>
<td>A PDF of the final published article</td>
<td>1 publication = 8 CEUs</td>
</tr>
<tr>
<td>Writing a review or decision letter for an article on behavior analysis submitted to a peer-reviewed journal</td>
<td>Confirmation from the journal (e.g., confirmation email, snapshot of the portal, associate editor, or editor. Note: Please redact title and author information.</td>
<td>1 review/decision letter = 1 CEU</td>
</tr>
</tbody>
</table>

*For the purpose of establishing instructional requirements that can be applied globally, 1 semester credit hour will represent 15 hours of classroom instruction, and 1 quarter credit hour will represent 10 hours of classroom instruction. This conversion is based on US Federal Rule.

CEU Content

Continuing education may address any aspect of behavior analysis: practice, science, methodology, theory, or the profession. CEUs must cover material that goes beyond the current BCBA/BCaBA Task List and coursework required to sit for the certification examinations.

Ethics CEUs

Acceptable ethics content must cover ethical issues in behavior-analytic practice or research. Ethics content should relate to the BACB’s ethics requirements. Sample ethics topics include the (in)appropriateness of implementing nonbehavioral therapies, strategies for avoiding/managing dual relationships, creating a culture of ethics in an organization, and ethical implications of media and technology, among many others.

Supervision CEUs

BCBAs who supervise the ongoing practice of RBTs or BCaBAs or trainees pursuing BCBA or BCaBA certification are required to obtain 3 supervision CEUs every recertification cycle. Supervision is behavior analytic in nature and covers effective supervision as described in the BACB Supervisor Training Curriculum Outline (2.0) and the Nature of Supervision section.

There are a lot of options for continuing education in terms of format, content, and providers, among others. Consider obtaining CEUs that will help with your professional-development plan. And remember that the intent is for ongoing development, so we highly recommend accruing continuing education throughout your recertification cycle.
CERTIFICATION MAINTENANCE REQUIREMENTS

Ethics/Supervision CEU Overlap

A CEU may be counted as either an ethics CEU or a supervision CEU, but not both. CEUs acquired from the 8-hour supervision training may count as supervision CEUs only.

Repeating CE Activities

Repeating CE activities does not provide new or expanded knowledge or skills and therefore does not meet BACB certification requirements.

Ethics and Self-Reporting

You must adhere to the Professional and Ethical Compliance Code for Behavior Analysts and self-reporting requirements. The BACB is prohibited from providing any legal advice and from interpreting any ethics requirements.

Professional and Ethical Compliance Code for Behavior Analysts (Code): The Code contains 10 sections outlining candidates' and certificants' responsibilities related to professional conduct, clients and service provisions, supervision, and colleagues. Certificants are required to remain knowledgeable about the Code. Those supervising others (i.e., trainees, RBTs, BCaBAs) must ensure that they address the Code (and the RBT Ethics Code where applicable) with their supervisees or trainees. Certificants should also endeavor to address potential violations directly with the relevant individual if appropriate. When considering whether submitting a Notice of Alleged Violation is appropriate, certificants should consult the Considerations for Reporting an Alleged Violation document.

Self-Reporting

In accordance with the Code, applicants and certificants must provide the BACB with information that could impact the BACB’s ability to effectively communicate with them or influence their certification status. In general, there are two types of information you should report to the BACB:

1. **Changes in Name, Mailing Address, or Email Address:** Report these changes within 30 days of when the changes occurred. This may be done in your BACB account.
2. **Other Critical Events or Changes:** Use the Considerations for Self-Reporting form to determine if there is an event you need to report to the BACB Ethics Department. This might include one of the following events:
   - You are the subject of an ethics violation; a disciplinary investigation, action, or sanction; the filing of charges; and/or a conviction or plea of guilty or no contest by a governmental agency, health-care organization, third-party payer, or educational institution.
   - You are named on any public health- and safety-related fines or tickets.
   - You have a physical or mental condition that would impair your ability to competently practice.
   - You have not been meeting maintenance requirements.

If you have an event to report, please use the Submit Legal Documentation form.
CERTIFICATION MAINTENANCE REQUIREMENTS

Recertification

As a BCBA, you are required to submit a recertification application (including payment) every two years. Recertification applications are available in your BACB account within 45 days of your recertification date AND as soon as you have entered your required CEUs. You must complete your recertification application on or before your recertification date to avoid lapses in your certification and late fees.

Recertifying

1. **Throughout your certification cycle, enter your CEUs into your portal.** *Note:* These entries require that CEU documentation is submitted to support each entry.

2. **As soon as all of your CEUs are entered AND you are within 45 days of your recertification date, a recertification application will appear in your BACB account under the Recertification tab.** This tab will not be visible until these two elements are met.

3. **Complete the application and pay the fee.** Make sure that you are reviewing your information closely in your recertification application to ensure that it is accurate, including your contact information and mailing address. *Note:* At the time of application, you will be asked to attest to questions in the Eligibility Affidavit section of the application and agree to the Application Processing Agreement. You will be asked to (a) affirm that you have read, are in compliance with, and will continue to comply with all BACB requirements; (b) report whether you have a physical/mental condition or substance addiction that could impair your service delivery; and (c) report about any disciplinary or legal investigations or actions. Please read each question carefully and answer truthfully. Answering "yes" to the second or third questions will result in communication from a BACB staff member with an opportunity to explain and provide relevant documentation. Please allow at least two weeks to be contacted by the relevant department with next steps.

4. **If your CEU entries are selected for audit, we might reach out for additional information via email.** If we do not receive the appropriate documentation to indicate that you met the CE requirements, your certification will expire.

If your application has been approved:

- Your certification dates will update with a new expiration date that is two years from your last recertification date.
- After your new recertification date, you may start accruing CEUs for your next recertification cycle. Even if you complete the recertification application before your recertification date, you can only count CEUs for your next cycle once that new cycle starts.
- You will receive a new certificate in the mail at the address on record within 4–6 weeks.

If you do not recertify:

- **By your recertification date:** Your certification status will become inactive, and you will not be permitted to bill, practice, supervise, or represent yourself as a BCBA (see the Reinstatement Period section for more details).
- **By the end of your reinstatement period:** Your certification will expire, and you will not be permitted to bill, practice, supervise, or represent yourself as a BCBA. You will need to reapply and meet the eligibility requirements applicable at that time to become a BCBA (see the following graphic).
CERTIFICATION MAINTENANCE REQUIREMENTS

Reinstatement Period

If you complete all of your CE requirements but fail to recertify before your recertification date, you will have 90 days from your recertification date to reinstate your certification and pay the late fee. Additional CEUs may not be accrued during the reinstatement period. After this grace period, you will lose your certification and will need to reapply and meet the eligibility requirements applicable at that time.

GUIDANCE FOR THOSE WHO MISSED THEIR RECERTIFICATION DATE AND WISH TO REMAIN CERTIFIED

**Fees***

<table>
<thead>
<tr>
<th>Fees</th>
<th>BCBA</th>
<th>BCBA-D</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recertification Application</td>
<td>$215</td>
<td>$290</td>
</tr>
<tr>
<td>Late Fee</td>
<td>$50</td>
<td>$50</td>
</tr>
<tr>
<td>Insufficient Funds/Returned Check</td>
<td>$45</td>
<td>$45</td>
</tr>
<tr>
<td>Certificate Replacement</td>
<td>$35</td>
<td>$35</td>
</tr>
</tbody>
</table>

* BACB fees are nonrefundable.
CERTIFICATION MAINTENANCE REQUIREMENTS

Inactive Policy

BCBAs may become inactive because:

- they placed their certification on voluntary inactive status or active duty/reserve status,
- they did not recertify by their recertification date, or
- they have sanctions against their certification.

BCBAs with an inactive certification may not bill, practice, supervise, or represent themselves as a BCBA.

Voluntary Inactive Status

BCBAs who need a break from maintaining their certification for a period—and who are within their recertification cycle and have completed continuing education for their recertification cycle (prorated to the month)—may request inactive status. Once granted voluntary inactive status, you may remain inactive for up to four years. There are no certification maintenance requirements (i.e., recertification fees) during the period of inactivity.

Applying for Voluntary Inactive Status

If you wish to request voluntary inactive status, you must complete the BCBA Application for Voluntary Inactive Status and pay a one-time, inactive-request fee of $50.

Applying for Reactivation

If you are on voluntary inactive status for less than four years and wish to reactivate your certification, you must submit a BCBA/BCaBA Request to Return from Voluntary Inactive Status Application.

Once your certification is reactivated, your recertification cycle will resume. If your certification remains inactive for a period of four years, you must request reactivation, or your certification will expire. Once you have returned from inactive status, you may not apply for inactive status again until you complete at least one full recertification cycle.

Example of how your recertification cycle is paused while on voluntary inactive status:

If you go on inactive status 18 months into your recertification cycle, you will have needed to complete 24 CEUs. When you return, you will need to accrue the remaining CEUs for the next 6 months of your cycle before your next recertification date. Your next recertification date will be 6 months from the date that you return from inactive status.
CERTIFICATION MAINTENANCE REQUIREMENTS

Active Duty/Reserve Status

If you are called to active military duty in the armed forces and are actively certified, you may apply for a temporary pause of your recertification cycle or examination authorization period to cover the time frame for which you are called (not to exceed two years). While on reserve inactive status, you are prohibited from representing yourself as a BCBA. This policy only applies to service members. If a spouse of a service member wishes to go on inactive status, they must apply for voluntary inactive status.

Upon being called to active duty, notify the BACB via the Contact Us web page and provide a copy of your official call-up notice. The BACB will place your certification on inactive status during your active duty period. Following completion of your active duty or two years, whichever is earlier, you must contact the BACB to update your certification status. When your certification becomes active again, your recertification cycle or authorization period will resume.

Fees*

<table>
<thead>
<tr>
<th>Inactive Status Fees</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>BCBA Application for Voluntary Inactive Status</td>
<td>$50</td>
</tr>
<tr>
<td>BCBA/BCaBA Request to Return from Voluntary Inactive Status Application (0–2 years inactive)</td>
<td>$0</td>
</tr>
<tr>
<td>BCBA/BCaBA Request to Return from Voluntary Inactive Status Application (2–4 years inactive)</td>
<td>$50</td>
</tr>
<tr>
<td>Active Duty/Reserve Status</td>
<td>$0</td>
</tr>
</tbody>
</table>

*BACB fees are nonrefundable.
Supervision, Assessment, Training, and Oversight

As a BCBA, you may serve in the important role of overseeing the work, training, or assessment of others who are providing behavior-analytic services or working toward BACB certification. This oversight may occur in three primary roles:

- **Supervisor:** As a supervisor, you will oversee those who are providing behavior-analytic services (i.e., RBTs, BCaBAs) and/or those who are accruing experience hours toward becoming certified (i.e., trainees). Note: In overseeing RBTs, you may also be an RBT Requirements Coordinator who is responsible for ensuring that multiple supervisors in an organization are providing appropriate supervision to RBTs (see the Ongoing Supervision section of the RBT Handbook for more details).

- **Assessor:** As an assessor, you will be responsible for directly conducting or overseeing assessments of those pursuing RBT certification or those who are maintaining their RBT certification to determine whether they are competent in specific tasks commonly conducted by behavior technicians (i.e., Initial Competency Assessment or Renewal Competency Assessment).

- **Trainer:** As a trainer, you will develop and/or provide the RBT 40-hour training and/or oversee individuals who are providing the RBT 40-hour training.

Because of the obvious importance of these roles, failing to meet these requirements may constitute an ethics violation that could adversely impact the status of your BCBA certification.

This section of the handbook provides an overview of each role; however, you will need to carefully review the linked requirements specified in each section. It is the responsibility of every candidate, certificant, and supervisor to ensure that any supervision provided or received is consistent with current BACB requirements, any applicable state regulatory requirements (e.g., licensure), and relevant third-party payer requirements.

**Overview of Additional Requirements by Role:** Although holding BCBA certification is the primary qualification, additional requirements are indicated in the following table.

<table>
<thead>
<tr>
<th>Role</th>
<th>8-Hour Supervision Training*</th>
<th>Ongoing CEUs in Supervision</th>
<th>May Not Be Related to, Subordinate to, or Employed by the Trainee, Supervisee, Certificant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessing RBTs (competency assessments)</td>
<td>✓</td>
<td>×</td>
<td>✓</td>
</tr>
<tr>
<td>Training RBTs (RBT 40-hour training)</td>
<td>×</td>
<td>×</td>
<td>✓</td>
</tr>
<tr>
<td>Supervising RBTs</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Supervising BCBA and BCaBA trainees</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Supervising BCaBAs</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

* You can find a list of ACE Providers who may offer 8-hour supervision training on the ACE Provider Directory.
Assessing, Training, and Supervising RBTs

Assessing RBTs (Competency Assessments)

One of the primary eligibility and maintenance requirements for RBT certification is demonstrating competence in the tasks on the Initial/Renewal Competency Assessment. A qualified assessor conducts these assessments and, in some cases, may also involve and oversee assistant assessors.

**Requirements:** The [Initial Competency Assessment](#) and the [Renewal Competency Assessment](#) include the requirements for administering the assessments.

Training RBTs (RBT 40-Hour Training)

As one of the requirements to obtain certification, RBT applicants must complete a 40-hour training based on the RBT Task List (2nd ed.). A qualified trainer conducts the training and, in some cases, may also involve and oversee assistant trainers.

**Requirements:** The [RBT 40-Hour Training Packet](#) outlines the requirements for conducting the RBT 40-hour training.

Supervising RBTs

RBTs practice under the close, ongoing supervision of an RBT Supervisor and/or an RBT Requirements Coordinator who is responsible for the RBT’s work (see the Ongoing Supervision section of the [RBT Handbook](#) for a full description of each role’s requirements).

**Requirements:** The Ongoing Supervision section of the [RBT Handbook](#) helps RBT Supervisors, RBT Requirements Coordinators, and RBTs ensure that the appropriate ongoing supervision is provided in order to maintain active certification.

Managing Alleged Ethics Violations by RBTs

As an RBT Supervisor, you are responsible for the actions of all RBTs under your supervision, so it’s important to be aware of the special considerations for submitting a Notice of Alleged Violation against an RBT. Supervisors are often best positioned to immediately and directly address some ethics violations by an RBT. Therefore, in an instance where an RBT Requirements Coordinator or RBT Supervisor becomes aware of a potential ethics violation by an RBT, they must take steps to investigate and document the alleged violation. If they determine that a violation did occur, they should decide if the matter should be addressed internally or by submitting a Notice of Alleged Violation to the BACB.

Submit a Notice of Alleged Violation against the RBT if the alleged violation:

- involves abuse or neglect of a client;
- results in the RBT being charged with or convicted of a violation of the law;
- is a violation of 1.10, 1.11, 1.12, 3.01, or the preamble obligations to the BACB outlined in the RBT Ethics Code; OR
- has occurred repeatedly despite reasonable attempts to address the problem with the RBT.

If none of these situations apply, the RBT Requirements Coordinator and/or RBT Supervisor should develop and implement an individualized corrective-action plan for the RBT and document the outcome. The BACB reserves the right to audit the RBT Requirements Coordinator or RBT Supervisor for documentation of the complaint, investigation, and resolution.
**SUPERVISION, ASSESSMENT, TRAINING, AND OVERSIGHT**

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**Tips for Supervising Trainees, RBTs, or BCaBAs**

Being a supervisor is an important responsibility in both shaping future behavior analysts and helping to facilitate quality services being provided to clients. With that in mind, here are a few tips for those who supervise.

- **Know the relevant supervision requirements.** This might be obvious by now, but supervisors should know the relevant requirements for supervision and stay up to date about requirements changes by reading the BACB Newsletter and periodically reviewing the BACB website and BCBA Handbook.

- **Become intimately familiar with the BACB’s ethics Codes.** Supervisors should know the Code and, if relevant, the RBT Ethics Code. Not only do you need to follow the Code in your practice and supervision, but you will also need to be an ethical resource and guide for your supervisees/trainees. Of note, abruptly discontinuing supervision, especially in the case of ongoing supervision of RBTs and BCaBAs, can negatively impact services, so make sure that you have transition plans in place when discontinuing supervision services. See the November 2019 Newsletter on our Newsletters web page for the most recent ethics data. So, it is important to review these sections carefully and take them into account when determining how you will provide supervision. For instance, when determining how many supervisees you can supervise, consider the number of clients on your caseload, how many hours each supervisee is working, and how much of your time will be dedicated to their supervision, the clients’ needs, and the program settings, among others. Of note, abruptly discontinuing supervision can negatively impact services, so make sure that you have transition plans in place when discontinuing supervision services.

- **Consider whether you are ready to be a supervisor.** We highly recommend waiting until after you have ample experiences of your own before you supervise others. In addition, consider whether supervision activities will be within your area of defined competence and whether you have the time and ability to supervise trainees.

- **Determine whether your trainee is pursuing or maintaining more than one credential.** If so, you will need to ensure that all requirements are being met and separately documented for each credential that you are overseeing.

- **Develop your time management and organizational systems.** Have these systems in place before you start supervision to ensure that you are meeting all relevant requirements. For example, you will need a system for keeping your RBT and BCaBA supervisee accounts up to date with the BACB, documenting feedback, and evaluating the effects of your supervision, among other areas. In the event of an audit, it is your responsibility to produce the requested documentation.

- **Evaluate fit before agreeing to supervise.** Identify your work and supervision style before taking on a supervisee/trainee to determine whether their style is a good fit. Both you and the trainee/supervisee have a history of experiences coming into the relationship, so it is helpful to know a little about them before agreeing to be their supervisor. If your styles don’t fit, determine whether you are open to adjusting your supervision style.

- **Set clear expectations.** Although a supervision contract is only required for supervising trainees and BCaBAs—not RBTs—setting clear expectations at the beginning of supervision is valuable in all supervisory relationships.

- **Aim to provide high-quality, individualized, and effective supervision.** Don’t just focus on doing enough to meet the BACB’s requirements. These were established as minimum requirements that allow flexibility for variations in each setting. Think about what your past supervisors have done well (and maybe not so well) so that you can identify how you can provide high-quality supervision. For instance, you may want to develop a supervision curriculum for the trainee/supervisee that includes behavior-analytic topics, specific skills that are important in practice (e.g., problem solving, interpersonal skills), and skills that they will need when they become a supervisor (see the Supervisor Training Curriculum Outline [2.0]).

- **Continue your professional development as a supervisor and seek out a trusted mentor.** These tips are only a starting point. There is growing literature on supervision, as well as continuing education events and resources on the topic, so make continued growth and learning part of your regular schedule.
Supervising BCBA and BCaBA Trainees

To obtain BCBA and BCaBA certification, individuals must complete a defined practical experience in applied behavior analysis under the supervision of a qualified supervisor.

**Requirements:** Depending on when the trainee will be applying for certification, supervisors need to provide supervision in accordance with the BCBA or BCaBA experience requirements (applying before January 1, 2022) or the BCBA or BCaBA fieldwork requirements (applying on or after January 1, 2022).

Supervising BCaBAs

BCaBA certificants may not practice independently, so they must practice under the supervision of a qualified supervisor.

**Requirements:** The Ongoing Supervision section of the BCaBA Handbook helps both supervisors and BCaBAs ensure that the appropriate ongoing supervision is provided in order to maintain certification.
Board Certified Behavior Analyst-Doctoral (BCBA-D)

BCBAs with doctoral training in behavior analysis may receive the designation of Board Certified Behavior Analyst-Doctoral (BCBA-D). The BCBA-D is not a separate certification and does not grant any privileges beyond the BCBA certification. If you hold the BCBA-D designation, you function in the same capacity as a BCBA (i.e., as an independent practitioner who provides behavior-analytic services) and are required to meet all BCBA maintenance requirements.

BCBA-D Eligibility Requirements

If you wish to become a BCBA-D, you must be actively certified as a BCBA and meet one of the following options.

Option A: Accredited Doctoral Program

**Doctoral Degree From an ABAI-Accredited Program:** You hold a doctoral degree from a doctoral program accredited by the Association for Behavior Analysis International.

Demonstrate that you meet this requirement when you apply by submitting an official transcript listing a doctoral degree that was conferred by an ABAI-accredited doctoral program.

Option B: Nonaccredited Doctoral Program

**Doctoral Degree With a Behavior-Analytic Dissertation:** You hold a doctoral degree from a qualifying institution, conducted a behavior-analytic dissertation, AND meet ONE of the following requirements:

- **Doctoral Coursework:** You passed at least four behavior-analytic courses as part of your doctoral program of study.
  
OR

- **Mentorship:** You received formal mentorship from a faculty member who, at the time of your mentorship, held the BCBA credential and met the supervisor qualifications in place at that time.
  
OR

- **Publications:** You authored two peer-reviewed journal articles that are behavior analytic in nature. These articles may have been published before, during, or after conferral of your doctoral degree.
Option C: Postdoctoral Respecialization

**Doctoral Degree:** You hold a doctoral degree from a qualifying institution.

**Postdoctoral Experience:** You accumulated a minimum of 1,800 hours (beyond the experience hours used to qualify for BCBA certification) in applied behavior analysis during a postdoctoral fellowship or postdoctoral employment experience, which included explicit, ongoing education in behavior analysis conducted under the supervision of a BCBA who met the supervision requirements in place at that time.

**Publications:** You authored two peer-reviewed journal articles that are (a) behavior analytic in nature and (b) were completed as a product of the training experience described earlier. These publications do not need to be experimental in nature, and first authorship is not required.

Demonstrate that you meet this requirement when you apply by submitting:

- a copy of an official transcript showing a conferred doctoral degree;
- a copy of the published (e.g., in ProQuest) dissertation abstract; AND
- one of the following:
  - if applying with doctoral coursework: syllabi from the courses to demonstrate that they were entirely behavior analytic in nature;
  - if applying with mentorship: a letter on university letterhead that attests to the formal mentorship relationship from the faculty member who held a BCBA certification; OR
  - if applying with publications: copies of the journal articles.
Applying for the BCBA-D Designation

If you are currently a BCBA, an application is required to apply for the BCBA-D designation. The application requires supplemental documentation and a fee. Applications are accepted on a continual basis.

1. Complete the [BCBA-D Designation Application](#) online.
2. Submit all required supplemental documentation as described in the following table:

<table>
<thead>
<tr>
<th>Options</th>
<th>Requirements</th>
<th>Documentation</th>
<th>How to Submit Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Option A:</strong> ABAI-Accredited</td>
<td>Doctoral degree from a doctoral program accredited by the Association for</td>
<td>Official university transcript(s)</td>
<td>Institution sends electronic transcript(s) to <a href="mailto:applications@bacb.com">applications@bacb.com</a> OR Institution or applicant mails sealed transcript(s) to BACB–Applications 7950 Shaffer Pkwy Littleton, CO 80127 USA</td>
</tr>
<tr>
<td>Doctoral Program</td>
<td>Behavior Analysis International</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Option B:</strong> Nonaccredited</td>
<td>Doctoral degree and behavior-analytic dissertation</td>
<td>Official university transcript(s)</td>
<td>Institution sends electronic transcript(s) to <a href="mailto:applications@bacb.com">applications@bacb.com</a> OR Institution or applicant mails sealed transcript(s) to BACB–Applications 7950 Shaffer Pkwy Littleton, CO 80127 USA</td>
</tr>
<tr>
<td>Doctoral Program</td>
<td>AND</td>
<td>Copy of the published dissertation abstract showing that it meets the behavior-analytic dissertation* requirement</td>
<td>File is uploaded in the <a href="#">BCBA-D Designation Application</a></td>
</tr>
<tr>
<td>AND</td>
<td></td>
<td>Syllabi from the courses to demonstrate that they were entirely behavior analytic in nature</td>
<td></td>
</tr>
<tr>
<td><strong>Publications</strong></td>
<td>Mentorship</td>
<td>A letter on university letterhead that attests to the formal mentorship relationship from the</td>
<td></td>
</tr>
<tr>
<td></td>
<td>OR</td>
<td>faculty member who held a BCBA credential</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Copies of the two peer-reviewed journal articles that are behavior analytic in nature</td>
<td></td>
</tr>
</tbody>
</table>

* The BACB reserves the right to request a copy of the complete dissertation.
Option C: 
Postdoctoral Respecialization

<table>
<thead>
<tr>
<th>Options</th>
<th>Requirements</th>
<th>Documentation</th>
<th>How to Submit Documentation</th>
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<tbody>
<tr>
<td></td>
<td>Doctoral degree</td>
<td>Official university transcript(s)</td>
<td>Institution sends electronic transcript(s) to <a href="mailto:applications@bacb.com">applications@bacb.com</a> OR Institution or applicant mails sealed transcript(s) to BACB–Applications 7950 Shaffer Pkwy Littleton, CO 80127 USA</td>
</tr>
<tr>
<td></td>
<td>Postdoctoral experience</td>
<td>A letter of attestation from the BCBA who supervised the 1,800 hours of postdoctoral experience or fellowship</td>
<td>File is uploaded in the BCBA-D Designation Application</td>
</tr>
<tr>
<td></td>
<td>Publications</td>
<td>Copies of the two peer-reviewed journal articles that are behavior analytic in nature</td>
<td></td>
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</tbody>
</table>

3. **Submit your payment**: Pay the $105 processing fee by either:
   - including a check with your application documentation (The BACB only accepts US currency. Please do not send cash.) OR
   - having BACB staff add a $105 invoice to your BACB account for online payment (credit card) after submitting your application.

4. **Allow up to two weeks from the date the BACB receives your complete application and payment for your application to be reviewed.**

5. **If your application is**:  
   - **Approved**: You will be notified via email. Your certification will be updated in your BACB account, and you will receive a new certificate in the mail within four to six weeks. Your certification number and recertification date will stay the same.
   - **Not approved**: You will receive feedback and guidance on next steps via email.*

   *If you believe the decision was made in error, you will need to review the Administrative Appeals Policy, and, if appropriate, submit an appeal within 30 days of the determination.

**Maintaining the BCBA-D Designation**

As a BCBA-D, you are required to meet all BCBA maintenance requirements. The BCBA-D recertification fee is $290 every 2 years. Please note that you may choose to discontinue your BCBA-D designation and retain your original BCBA certification at the time of your recertification by contacting the BACB.

The BCBA-D designation is **not** a distinct certification. It is merely an addition to the BCBA certification, indicating that the BCBA has earned a doctoral or postdoctoral education in behavior analysis.
Other Relevant Policies

Administrative Appeals

Application Appeals

Any adverse eligibility or certification decision including, but not limited to, a denial of a certification application, recertification application, or other application submitted to the BACB may be appealed by applicants or certificants.

BACB requirements, deadlines, procedures, and fees may not be appealed. Do not submit an appeal in order to request information about a denied application; you will receive detailed information (i.e., reasons for the denial, steps that need to be taken to correct any deficiencies) at the time of the denial.

How to appeal: You must file a written request for appeal within 30 days of the date of the decision being appealed by completing the Administrative Appeal Request Form.

Examination Appeals

If you experience examination condition irregularities (e.g., poor lighting, disruptive noises, long screen-load times) during your examination, you may file an appeal with the BACB. Note: Pearson VUE sites deliver BACB examinations via a web browser, so minor Internet bandwidth variances are to be expected. Examination scores, content, questions, answers, procedures, deadlines, fees, and requirements may not be appealed.

How to appeal: You must file a written request for appeal within seven days of your examination appointment by completing the Administrative Appeal Request Form.

Acceptable Signatures Policy

The BACB accepts electronic signatures* for applications and forms, whether submitted electronically or by mail. Although it is preferred that documents are digitally signed using a third-party electronic signature service (e.g., Adobe Sign, DocuSign, HelloSign), the BACB will accept any type of electronic signature (e.g., Adobe Fill & Sign, JPEG of a signature), provided the document is signed by the appropriate party with the intent of signing the document.

The BACB also accepts handwritten signatures on scanned documents, unless the document states that an original signed copy is needed. Alterations on documents (e.g., white-outs, strikethroughs) must be initialed by all relevant parties.

“An electronic signature is “an electronic sound, symbol, or process, attached to or logically associated with a contract or other record and executed or adopted by a person with the intent to sign the record” (7 U.S.C. § 7006 (2000)). Simply stated, an electronic signature is an electronic expression indicating a signee’s intent to sign a document. By contrast, a digital signature is a specific kind of electronic signature, which requires authentication of a signee’s identity.

Documentation Policy

All documentation submitted to the BACB, for any reason, becomes the property of the organization. Documents submitted to the BACB will be retained and/or safely discarded at the discretion of the BACB. For this reason, candidates should retain a copy of their certification application and all supporting documentation.
Submission of False, Forged, or Untrue Information to the BACB

The BACB reserves the right to invalidate any certification (immediately making the certification null and void) and/or prohibit any individual from taking a BACB examination if the individual submitted false, forged, or untrue information.

Examples of false, forged, or untrue information include:

- submitting false, inconsistent, or misleading statements or omitting information the BACB requests
- submitting an altered or inauthentic transcript
- submitting an application containing false, inconsistent, or misleading information
- attempting to take the examination for someone else or having someone else take the examination for you
- copying or sharing information or any other form of cheating
- obtaining advanced access to certification or examination material
- stealing examination materials
- bringing prohibited items into the examination room
- failing to follow directions from testing-center staff
- violating Pearson VUE scheduling or testing-center rules and regulations

Please see the BACB’s Code-Enforcement Procedures for more specific information.
DOCUMENTS AND RESOURCES

Documents and Resources

Eligibility and Applying for Certification
- BCBA/BCaBA Task List (4th ed.)
- Qualify for Examination via Past Certification: Application

Coursework
- Nonverified Course Content Attestation
- Preliminary Coursework Evaluation Application

Experience

Monthly and Final Experience Verification Forms
- Monthly Experience Verification Form: Individual Supervisor
- Final Experience Verification Form: Individual Supervisor
- Monthly Experience Verification Form: Organization with Multiple Supervisors
- Final Experience Verification Form: Organization with Multiple Supervisors

Optional Resources
- Pre-Experience Checklist
- Fieldwork Tracker—Technical Resources and Issues
- Sample Supervision Contract for BCBA/BCaBA Trainees
- FAQs
- Experience Tip Sheet
- Contested Experience/Fieldwork Form

Examination
- Pearson VUE Website
- Accommodation Request Form

Continuing Education
- ACE Provider Directory
- Supervisor Training Curriculum Outline (2.0)

Ethics and Self-Reporting
- Professional and Ethical Compliance Code for Behavior Analysts (Code)
- Considerations for Self-Reporting
- Code-Enforcement Procedures
- Ethics Web Page

Voluntary Inactive Status
- BCBA Application for Voluntary Inactive Status
- BCBA/BCaBA Request to Return from Voluntary Inactive Status Application
DOCUMENTS AND RESOURCES

Supervising, Training, and Assessing

Assessing RBTs
- RBT Initial Competency Assessment Packet
- RBT Renewal Competency Assessment Packet
- Sample RBT Assessor Evaluation and Log

Training RBTs
- RBT 40-Hour Training Packet
- RBT Trainer Evaluation and Log

Supervising RBTs
- RBT Handbook (Ongoing Supervision section)
- Noncertified RBT Supervisor Form
- Process for Adding or Removing Supervisees

Supervising BCaBAs
- BCaBA Handbook (Ongoing Supervision section)
- BCaBA Supervision Contract Specifications

Administrative Appeals
- Administrative and Examination Appeal Request Form

Requirements for Those Applying in 2022 or Later
- BCBA 2022 Eligibility Requirements
- Guidance for Those Applying for BCBA Certification during the 2022 Transition
Glossary

Applicant: An individual who is pursuing certification.

BCBA-Doctoral: BCBAs with doctoral training in behavior analysis may receive the designation of Board Certified Behavior Analyst-Doctoral® (BCBA-D®). The BCBA-D is not a separate certification and it does not grant any privileges above or beyond the BCBA certification. If you are certified at the BCBA-D level, you function in the same capacity as a BCBA (i.e., as an independent practitioner who provides behavior-analytic services) and are required to meet all BCBA maintenance requirements. Information that pertains to BCBAs also pertains to BCBA-Ds (e.g., supervisor qualifications).

Behavior-Analytic Dissertation: The dissertation must include at least one experimental manipulation. The independent variable must be explicitly operant or respondent in nature, the dependent variable must be sufficiently operationalized, and the problem must be framed using an operant/respondent conceptualization. The experimental criterion may be met with either single-subject or group-design methods. The dissertation must have been published in a public database (e.g., ProQuest).

Candidate: An individual who has submitted a certification application.

Certification Application: An application to apply for certification after eligibility requirements have been met.

Client: The direct recipient of the behavior analyst’s services. In some contexts, the client might be a group of individuals.

Conferral Date: The official date on which your degree was awarded by the institution.

Continuing Education: Initial BCBA certification indicates that an individual has met entry-level standards of practice as a behavior analyst. The purpose of the BACB’s continuing education requirement is to ensure that BCBA certificants engage in activities that will expand their behavior-analytic skills beyond the requirements for initial certification and help them stay up to date on developments in the profession.

Degree in Behavior Analysis: The degree or program name must include the term “behavior analysis” (or a functional equivalent). Graduate programs accredited by Association for Behavior Analysis International meet this requirement.

Degree in Education: The degree or program name must include the words “education” or “educational” (or a functional equivalent). Applicants with education degrees that do not meet this requirement must submit documentation clearly illustrating that (a) the coursework was focused on education AND (b) the department (defined as the local collection of academic faculty responsible for mounting a specialized curriculum within a college/school) of education offered the degree.

Degree in Psychology: The degree or program name must include the word “psychology” or “psychological.” Applicants with psychology degrees that do not meet this requirement must submit documentation clearly illustrating that (a) the coursework was focused on psychology AND (b) the department (defined as the local collection of academic faculty responsible for mounting a specialized curriculum within a college/school) of psychology offered the degree.

Didactic Course: A course that includes synchronous instruction by an instructor.

Experience: The experiential activities in which one engages as part of the eligibility requirements for obtaining BCBA (or BCaBA) certification. The Experience Requirements section details the experience requirements.

Note: For those applying for certification on or after January 1, 2022, this will be called fieldwork.
Experience Verification Forms: The forms used by the supervisor and trainee to document experience hours each month (Monthly Experience Verification Form) and at the end of experience (Final Experience Verification Form). Versions of the forms are provided for individual supervisors as well as organizations with multiple supervisors.

Freestanding Course: The entire course was devoted to the topic.

Group Supervision: An interactive supervision meeting that includes no fewer than 2 and no more than 10 trainees. The number of trainees in a group meeting may not exceed 10 at any time, regardless of the number of supervisors in the meeting.

Inactive Status: BCBAs may be inactive for the following reasons:

- They are on voluntary inactive or reserve status (i.e., they put a pause on maintaining their certification). To qualify for these options, BCBAs must complete a BCBA Application for Voluntary Inactive Status or request reserve active duty.
- They did not recertify their BCBA certification and are within their reinstatement period.
- They have disciplinary actions against their certification.

BCBAs with an inactive certification may not bill, practice, supervise, or represent themselves as a BCBA.

Independent Hours: Experience hours that are accrued when a supervisor is not present.

Individual Supervisor: An individual supervisor must ensure that all of their trainees’ experience requirements are being met during their supervision. In this situation:

- the supervision contract should clearly outline the roles, responsibilities, and expectations for the trainee and supervisor (see the Supervision Contract section);
- all supervision must be related to specific client programming;
- the supervisor must have written permission to receive client information and must be well aware of the organization’s values, practices, and personnel; AND
- the person signing the M-EVF and F-EVF for Individual Supervisors must be able to agree to all of the relevant attestations, including that all experience requirements were met.

Multiple Supervisors at One Organization: An organization may coordinate and oversee multiple supervisors who provide experience to a trainee. For example, a service organization might have multiple supervisors providing supervision, or a university might coordinate all on- and off-campus activities under one system. The supervisors must work together to ensure that all of their trainees’ experience requirements are met (e.g., all of the hours provided by the supervisors are used to calculate the supervision percentage). One supervisor must ensure that the activity is well organized and coordinated. In this situation:

- the supervision contract should clearly outline the roles, responsibilities, and expectations for the trainee and each supervisor (see the Supervision Contract section);
- all supervision must be related to specific client programming;
- the supervisor(s) must have written permission to receive client information and must be well aware of the organization’s values, practices, and personnel; AND
- the person signing the M-EVF and F-EVF for Multiple Supervisors at One Organization (i.e., the responsible supervisor) must be able to agree to all of the relevant attestations, including that all experience requirements were met.

Nonverified Coursework: If you completed coursework in anything other than an ABAI Verified Course Sequence, that coursework is considered nonverified. You must have your department chair complete a Nonverified Course Content Attestation and submit it with your BCBA Certification Application or your preliminary coursework evaluation.
Observation With a Client: The trainee must be observed working with a client in the natural environment during each supervisory period by at least one supervisor. In-person, on-site observation is preferred. However, the observation may be conducted using asynchronous (e.g., recorded video) or synchronous (e.g., live video conference) formats.

Official Transcripts: Transcripts that are either:
- electronically sent directly by the institution to the BACB
- mailed in the original sealed and unopened envelope

Ongoing Supervision: Supervision of the services provided by an RBT or BCaBA as one of their requirements to maintain their certification.

Preliminary Coursework Evaluation: A preliminary review of coursework (i.e., a review that occurs before the submission of a certification application) by the BACB to determine whether it meets the Option 1 coursework requirements.

Preliminary Degree Evaluation: The BACB offers two types of preliminary evaluations of degrees:
- Degree-Equivalency Evaluation: This evaluation will determine whether a degree obtained outside of the United States was from a qualifying institution and meets the graduate-level requirement.
- Field-of-Study Evaluation: This evaluation will determine whether the field of study of a degree meets our current acceptable degree definitions to apply for BCBA certification.

You may request either type of determination, or both, as needed before completing a BCBA Certification Application.

Professional and Ethical Compliance Code for Behavior Analysts: The document that describes ethics obligations for BCBAs, BCaBAs, applicants, and trainees. All BCBAs, BCaBAs, applicants, and trainees agree to abide by this Code.

Qualifying Coursework: Coursework that must come from a qualifying institution and cover the required content. Only graduate (i.e., master’s or doctoral) courses where the applicant was formally enrolled and earned a passing grade (“C” or higher in a graded course or “pass” in a pass/fail system) are acceptable.

Qualifying Institution: Institutions within the US that are listed in the Council for Higher Education Accreditation database OR institutions outside of the US whose degrees meet certain requirements.

Recertification Date: The date on which a BCBA's certification lapses (the day the BCBA first became certified). BCBAs may locate this date in their BACB account, in the Certificant Registry, and on their certificate.

Reinstatement Period: If you complete all of your CE requirements but fail to recertify before your recertification date, you will have 90 days from your recertification date to reinstate your certification. After this grace period, you will lose your certification and will need to reapply and meet the eligibility requirements applicable at that time.

Responsible Supervisor: A supervisor who signs an Experience Verification Form on behalf of an organization where multiple supervisors are providing supervision for one trainee accruing experience hours.

Restricted Activities: The delivery of therapeutic or instructional procedures to a client for those accruing experience hours. Note: Not all time spent working with a client is considered restricted. For example, a number of unrestricted activities may involve the trainee working directly with a client (see Unrestricted Activities).

Supervised Hours: Hours accrued when a supervisor is present. These may include restricted or unrestricted activities observed by a supervisor or individual or group meetings with the supervisor.

Supervisee: For the purpose of BACB requirements, this includes RBTs and BCaBAs who are receiving supervision from a qualified supervisor (see Trainee).
GLOSSARY

**Supervisor**: A supervisor might supervise trainees who are pursuing BCBA or BCaBA certification (i.e., experience), RBTs who require ongoing supervision, or BCaBAs who require ongoing supervision. BCBAs who are serving as a supervisor must complete an [8-hour supervision training](#) before providing any supervision and may not be related to, subordinate to, or employed by the trainee during the supervisory period.

**Supervisor-Trainee Contact**: A real-time interaction between the supervisor and trainee that takes place in an individual or group format.

**Trainee**: Any individual accruing experience toward fulfilling eligibility requirements for BCBA or BCaBA certification.

**Unique Documentation System**: The documentation system developed to track experience and supervision hours. The system must include the session and supervisor-and-client-contact information outlined under the eligibility requirements and fully support all entries in the Fieldwork Tracker.

**Unrestricted Activities**: Activities under the experience requirements that are most likely to be performed by a BCBA or BCaBA, including conducting assessments, staff training, and developing behavior plans, among others.

**Verified Course Sequence (Verified Coursework)**: ABAI works with institutions to identify and verify sequences of courses—known as Verified Course Sequences—that meet the BACB’s coursework requirements. The [ABAI Verified Course Sequence Directory](https://www.abai.org) includes all Verified Course Sequences, Verified Course Sequence Coordinators, content hours, and dates for which the courses were verified. The BACB also publishes [examination pass rates](https://www.bacb.com) for Verified Course Sequences.
Appendix

Application Processing Agreement

The Behavior Analyst Certification Board agrees to process this certification application subject to your agreement to the following terms and conditions:

1. That you have read and currently agree to be bound by and comply with all BACB rules and requirements, as may be revised, relating to:
   • your application for certification,
   • maintaining ongoing certification, and
   • recertification.

2. That you will only convey truthful and accurate information to the BACB.

3. That you are required to complete all BACB requirements relating to the BACB certification you are requesting or any BACB certification held by you, including, but not limited to:
   • payment of applicable fees (which are non-refundable)
   • demonstration of requirements met by you for eligibility, ongoing certification, or recertification, as may be applicable
   • compliance with the BACB’s applicable ethics code and requirements
   • compliance with all BACB documentation and reporting requirements
   • ongoing review and compliance with any revised requirements. You will receive notice of revisions in one of the following mediums:
     • the BACB Newsletter or other applicable pages available on the BACB’s official website or
     • an email between you and the BACB or as published to your BACB account.

4. That you are responsible for checking the BACB website, your email on record with the BACB, and your BACB account regularly, at least monthly, for changes, revisions, and additions to the requirements. You are deemed to have received notice of the changes, revisions, and additions within 30 days of the date when they are posted on the website, emailed to you, or published to your BACB account.

5. That you authorize the BACB to publish or otherwise release the information identified herein to state licensing boards or agencies, other health care organizations, professional associations, employers, or the public. It is the policy of the BACB not to release candidate information provided and contained in BACB applications and certificant records, unless such information relates to pending or final disciplinary matters; is requested by a state or federal licensing authority, agency, or court of law; is necessary for the conduct of a disciplinary investigation or criminal background check; or is otherwise properly subpoenaed.

It is also the policy of the BACB to publish and make publicly available on the BACB website the following information:

• certificant name
• certification status (e.g., active, inactive, expired, suspended, revoked, mandatory supervision, or other limitation)
• certificant city/state of residence
• year of certification
• year of disciplinary action, if any
• qualifications and willingness to supervise
• violations of the applicable ethics code and requirements, including, but not limited to:
  • code section alleged to have been violated
  • interim or final action/sanction(s) imposed
  • name of applicant or certificant on a matter resulting in revocation or suspension of certification or eligibility; restriction or limitation of providing certain services; and/or mandatory supervision
  • country and state/region of current residence of the applicant or certificant and country and state/region where the matter occurred
APPENDIX

At the BACB’s discretion, the BACB may authorize you to be contacted through the Certificant Registry and through use of the BACB’s mass email service.

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 provide the BACB with written notice of the conflict prior to publication of your information on the BACB website or the release of your information outside of the BACB. 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 without advance notice from you of the conflict with applicable law.

6. That 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, 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.

7. That you are prohibited from engaging in vexatious or harassing communications with BACB personnel. You must immediately comply with any cease and desist notice issued to you by the BACB.

8. That you must accurately identify to others (including employers and clients) that this certification, if granted, acknowledges that you have met the BACB’s minimum requirements, but that this does not warrant or guarantee your competence to provide professional services. You must also indemnify the BACB from and against any liability that may arise from the BACB’s issuance of your certification and your professional practice.

9. That you agree to abide by the following testing conditions:

• The BACB and Pearson VUE reserve the right to refuse admission to any BACB examination if you do not have the proper identification or if administration has begun. If you are refused admission for any of these reasons or fail to appear for the testing appointment, you will not be entitled to a refund of the application or administration fees. During the examination, the use of certain materials, including, but not limited to, scratch paper, calculators, textbooks, and notes is prohibited, and you are not allowed to remove any examination materials from the administration room.

• The BACB examinations are only offered to individuals who are seeking BACB certification or recertification and for no other purpose. You are not permitted access to BACB examinations for any other purpose, including, but not limited to:
  • memorizing content, copying content, or photographing or recording content in any medium
  • contributing to or operating test preparation for examination candidates
  • contributing to or operating an “examination dump” or similar site designed to collect information about BACB examinations
  • any activity other than becoming certified by the BACB

• BACB examinations and individual questions are copyright protected and are highly confidential trade secrets. Any disclosure or reconstruction of test questions and/or content shall be a violation of BACB rules and subject to damages, including, but not limited to, the cost of replacing the compromised question(s) and reconstruction of the examination at the discretion of the BACB.

• Proctors are authorized to maintain a secure and proper test administration. You consent to and agree to the testing center’s rules for candidates, as may be revised at the discretion of the testing center. You will be required to read and indicate your agreement to the rules for candidates when you check in at the testing center.
• Before entering the examination, you must consent to being subjected to visual inspection and to physical inspection of any comfort items accompanying you in the examination room (e.g., glasses, hearing aids, medical equipment/braces, footwear, hair clips, ties, hairpieces, baggy clothing, buttons, and embellishments to clothing). At the discretion of the examination-center personnel, you may be denied entry to the examination if you refuse consent to the inspection or if there is an actual or perceived security threat that has been identified by the examination-center personnel.
• You may not communicate with other examinees or individuals during the examination.
• At the sole discretion of the BACB and/or the BACB’s testing vendor, irregular, disruptive, inappropriate, or suspected cheating behavior by you may result in any combination of the following:
  • relocation or removal from the examination
  • immediate termination of your examination delivery
  • a cancellation or an invalidation of your examination scores
  • temporary inactive certification pending investigation of the irregularity
  • a requirement that you retest to confirm your examination scores. In such event, the retest will be free of charge to you.
  • your examination scores being withheld
  • a refusal to permit you to retest
  • other disciplinary action related to your eligibility or certification status
  • a forfeiture of all application and examination fees paid by you
• The BACB may permanently restrict your authorization to sit for a BACB examination if you are found by the BACB to have cheated on the examination or compromised the content of the examination. The BACB reserves the right to report examination content theft to applicable law enforcement authorities, and you authorize the BACB to release your name, performance data, and audio and video files from your examination administration and other pertinent information necessary to investigate and/or demonstrate the basis for finding that you participated in or benefited from theft of BACB examination content.
• Following the administration of the examination to you, the BACB will not provide you with access to the examination you completed or the responses that you entered to the examination questions.
• The examination is designed to determine whether applicants possess sufficient knowledge to become certified. The examination is not designed to rank order those examinees who achieve passing scores. Consequently, the BACB does not provide numeric scores to passing candidates.
• Failing candidates will be provided with numeric scores and with an indication of their performance level in each of the major examination content areas. This information is provided solely for the purpose of providing applicants with an indication of areas where they may wish to complete additional study. You are not and will not be allowed to review your examination, appeal your examination scores or individual examination questions, contest examination content, require public release (via subpoena or other legal action) of examination content, or request alternative methods of scoring your examination.

10. Should your application be approved, that you are aware that you have a two-year authorization period (for the BCBA or BCaBA examination) or a one-year authorization period (for the RBT examination) in which to take and pass the examination. If you live outside of the US, Canada, Australia, or the United Kingdom and apply after January 1, 2021 (for the BCBA or BCaBA examination) or January 1, 2022 (for the RBT examination), your authorization period will automatically end on December 31, 2022.

The terms of this agreement include and incorporate by reference the Terms of Use and Privacy Policy published on the BACB’s website. This agreement survives expiration of your certification application or certification. This agreement is governed by the laws of the state of Colorado. Any action arising out of this agreement may be required to be submitted to and resolved by arbitration in the sole discretion of the BACB. 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 payable or due to you by the BACB may not exceed any monies you have paid to the BACB in association with filing this application.

Do you agree to the BACB terms and conditions outlined above?
Version History and Updates

Version 2/18/2021 Updates

In addition to minor edits to enhance clarity, the following changes were made:

- Provided definitions for *Individual Supervisor* and *Multiple Supervisors at One Organization* (pp. 16, 19, 56).
- Clarified that the Fieldwork Tracker is merely a model that can be used to evaluate progress while accruing hours. In the event of an audit, the BACB will send an audit log that the trainee and/or supervisor will need to complete at that time (p. 15).
- Added Australia to the Jurisdiction section (p. 1).
- Updated the Application Processing Agreement with a note that those applying from countries that are not within the BACB's jurisdiction will have a shorter examination authorization period if they apply on or after January 1, 2021 (p. 59).
- Further clarified that the supervisor may not be in a multiple relationship with (e.g., personal or business relationship) the trainee (p. 16).