



Preliminary Coursework Evaluation Application for BCBA or BCaBA Certification

Overview

A Preliminary Coursework Evaluation may be requested if you would like the BACB to evaluate whether your courses meet the BACB's current BCBA or BCaBA coursework requirements prior to completing a full BCBA or BCaBA certification application.

Instructions

If you would like to request a Preliminary Coursework Evaluation:

1. Send an official transcript that includes all of the courses that you would like to include in the evaluation.
 - a. Mail transcripts to: BACB—Preliminary Coursework Evaluation, 7950 Shaffer Parkway, Littleton, CO 80127 USA
—OR
 - b. Electronic transcripts can be sent directly by the institution to applications@bacb.com or via Parchment.

Please note: The BACB will prepare a determination based on the course content hours of verified coursework (i.e., hours granted from coursework found on ABAI's VCS Directory) and nonverified coursework (i.e., hours not completed as part of a VCS but outlined in a Nonverified Course Content Attestation) in our records.

2. Complete this application and submit it through the [Contact Us](#) form.
 - a. If you completed any nonverified coursework, submit [Nonverified Course Content Attestation\(s\)](#) with your application.
3. Pay the \$100 non-refundable processing fee by either:
 - a. Sending a check to the BACB:
 - i. Make check payable to: BACB—Preliminary Coursework Evaluation
 - ii. Send check to: 7950 Shaffer Parkway, Littleton, CO 80127 USA—
OR
 - b. Paying via credit card:
 - i. If you select this option, BACB staff will send you payment instructions once your application is received.

Please note: The \$100 fee will be deducted from the cost of the relevant BCBA or BCaBA certification application.

4. Allow at least two weeks for processing from the date a full application is received.

Applicant Information

Legal Name: _____

BACB ID # (obtained from your BACB account): _____

Email Address: _____

I am paying by: Check Credit Card

Certification Type: BCBA BCaBA

Course Information

I have taken the following courses and plan to use them to meet the coursework requirements:

Course Number	Course Name	Semester & Year Taken	Is this course part of a VCS?
			Yes No* If yes: VCS #: _____
			Yes No* If yes: VCS #: _____
			Yes No* If yes: VCS #: _____
			Yes No* If yes: VCS #: _____
			Yes No* If yes: VCS #: _____
			Yes No* If yes: VCS #: _____
			Yes No* If yes: VCS #: _____
			Yes No* If yes: VCS #: _____
			Yes No* If yes: VCS #: _____
			Yes No* If yes: VCS #: _____

* Any course that is not part of a VCS will need a [Nonverified Course Content Attestation](#). If you are unsure if your courses were a part of a VCS, you can review ABAI's [VCS Directory](#) or consult with the VCS Coordinator at your academic institution.

Processing Notes:

- Transcript(s) are needed to confirm the semester and year that your courses were completed.
- Your official transcript(s) must indicate a passing grade.
- Practicum courses that were used toward the [BCaBA](#) or [BCBA](#) experience requirements do **not** also count toward the coursework requirements and should **not** be submitted as part of this application.

Attestation

By signing, I (applicant) acknowledge and affirm that:

I have carefully read and understand the BACB rules and requirements, including the [Terms of Use](#) and Application Processing Agreement outlined in the [BCaBA](#) and [BCBA](#) handbooks.

I agree to abide by the BACB's rules and requirements, including the [Terms of Use](#) and Application Processing Agreement outlined in the [BCaBA](#) and [BCBA](#) handbooks.

The information I have provided in this application is true and correct to the best of my knowledge.

I understand that I am responsible for ensuring that all information needed to process the Preliminary Coursework Evaluation has been included, as the BACB will issue a final determination based only on documentation provided with the application packet. I understand that if I would like additional coursework to be evaluated at a later time, a new application and fee will be required.

If you need to report any information or noncompliance with BACB requirements, you may do so via the [Submit Legal Documentation](#) form on the BACB website. Please note: This may delay the processing of your application.

Signature: _____

Printed Name: _____ Date: _____

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