



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 BCBA or BCaBA coursework requirements prior to completing a full BCBA or BCaBA certification application. You may request that the BACB evaluate your coursework under the current 4th edition requirements, the upcoming 2022 requirements, or, for an additional fee, under both.

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 [4th Edition Nonverified Course Content Attestation\(s\)](#) or [2022 Nonverified Course Content Attestation\(s\)](#) with your application.

Please note: The BACB will translate content areas across coursework requirements per the [BCBA](#) and [BCaBA](#) 2022 transition resource documents. If you are requesting your coursework be evaluated under both the current and upcoming requirements, please only submit one Nonverified Course Content Attestation per course.

3. Pay the \$100 (or \$150 for an evaluation under both editions) 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: Up to \$100 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

Requirements: 4th Edition 2022 Both (requires an additional \$50 fee)



*On September 16, 2021, the BACB introduced an option for current BCBA-certified VCS Coordinators to review coursework and attest that all coursework requirements have been met. If your VCS Coordinator is willing to complete a [BCBA](#) or [BCaBA VCS Coordinator Coursework Attestation](#), you do **not** need a Preliminary Coursework Evaluation.*

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](#).