



# Preliminary Coursework Evaluation Application for BCBA or BCaBA Certification

## 2022 Coursework Requirements



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

### 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. If your coursework was not completed at a [qualifying institution](#), we may need to evaluate your degree for equivalency. Additional documentation may be requested upon submission of your application, and you should allow additional time for application processing.

### 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. Electronic transcripts can be sent directly by the institution to [applications@bacb.com](mailto:applications@bacb.com) or via Parchment—**OR**
  - b. Mail transcripts to: BACB—Preliminary Coursework Evaluation, 7950 Shaffer Parkway, Littleton, CO 80127 USA.

**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 [2022 Nonverified Course Content Attestation\(s\)](#) with your application.
  - b. Please be sure to carefully complete the Course Information table below. We will only evaluate the courses listed on this table as part of your application.

**Please note:** If you completed verified 4th edition coursework, or if you have previously submitted a 4th edition nonverified course content attestation for a course, the BACB will translate content areas across coursework requirements per the [BCBA](#) and [BCaBA](#) 2022 transition resource documents.
3. Pay the \$100 non-refundable processing fee by either:
  - a. Paying via credit card:
    - i. If you select this option, BACB staff will send you payment instructions once your application is received—**OR**
  - b. 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.

**Please note:** Until January 1, 2023, up to \$100 will be deducted from the cost of the relevant BCBA or BCaBA certification application for applicants who have paid for a Preliminary Coursework Evaluation.
4. Allow at least two weeks for processing from the date a full application (including this form, payment, transcripts, and Nonverified Course Content Attestations, if applicable) 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 will be used toward the [BCaBA](#) or [BCBA](#) fieldwork 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 [Self-Reporting](#) 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](#).*