



# Preliminary Coursework Evaluation Application for BCBA or BCaBA Certification

## 2022 Coursework Requirements

### 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. Create a [BACB account](#).
2. Complete this application and submit it through the [Contact Us](#) form.
  - a. 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.
  - b. We will review the courses listed below with the records we have for your institution. If any additional information is needed to establish course content for these courses we will contact you with next steps.
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.
4. Send an official transcript that includes all of the courses that you would like to include in the evaluation. Transcripts must be sent directly by the institution.
  - a. Electronic transcripts can be sent either to [applications@bacb.com](mailto:applications@bacb.com) or via Parchment—**OR**
  - b. Mail transcripts can be sent 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.

5. 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



*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 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.*

## Course Information

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

Institution Name	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 may require us to contact you to request additional information. 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](#).*