



RBT® 40-Hour Training Packet: Requirements

Overview

All RBT applicants are required to complete a 40-hour training based on the [RBT Task List \(2nd ed.\)](#). The training is one of the [eligibility requirements](#) for the RBT credential. The BACB reserves the right to decline training certificates from any organization not meeting the training requirements.

Qualified Trainer(s)

Responsible Trainer: A BACB certificant (BCaBA, BCBA, or BCBA-D) who is responsible for overseeing the training. The Responsible Trainer must:

- Develop the training materials in accordance with these requirements;
- Ensure that the training is conducted in accordance with these requirements;
- Identify himself/herself as the Responsible Trainer at the outset of training and on the training documentation;
- Maintain records of all trainings conducted; and
- Ensure that the training meets quality standards, even when an assistant trainer is conducting the training.

Assistant trainer: The Responsible Trainer may delegate some or all of the training experience to an assistant trainer who has demonstrated, through direct observation, proficiency in the material being delivered. This individual does not need to be certified by the BACB, however, the Responsible Trainer is professionally and ethically accountable for all of the assistant trainer's activities.

The Responsible Trainer and assistant trainer(s) (hereafter referred to as the "trainer") may not be related to, subordinate to, or employed by the applicant during the training. Employment does not include compensation paid to the trainer by the RBT applicant for training services.

Content

The training must:

- Cover all of the tasks in the *RBT Task List (2nd ed.)*; and
- Include at least three hours on the [RBT Ethics Code \(2.0\)](#); and
- Include at least 1 hour on supervision.

The training cannot include (i.e., count the activities toward the 40 hours):

- Time spent completing independent activities (e.g., readings, assignments); or
- Any non-behavior analytic or agency-specific training (e.g., crisis management, CPR, billing systems).

Note: This training *does not* meet [continuing education requirements](#) for BACB certificants.

Duration

The cumulative duration of the training must be at least 40 hours. The training must be completed within a 180-day period and in no less than a 5-day period.

Delivery

The training:

- May be structured using didactic (e.g., lecture-based), experiential (e.g., role-playing), in person, and/or online instruction.
 - * Online training must use instructor-led delivery of content (e.g., interactive modules, video lectures, online instructor-led class discussions).
- May be conducted in a single course or separated into briefer units that add up to the 40 hours.
- Should be designed using behavior-analytic instructional procedures (e.g., programmed instruction, behavior skills training).

Documentation

The Responsible Trainer must provide each RBT applicant with a completed [RBT 40-Hour Training Form](#) (see page 4 for an example). Applicants will be required to upload this training documentation as part of the RBT application process.

Document Retention: The Responsible Trainer must maintain documentation of each training (e.g., trainees in attendance, trainers who completed portions of the trainings) for a minimum of 7 years.

40-Hour Training Form Requirements: Responsible Trainers may develop their own version of the 40-hour training form. The form must be a *single* training document for the entire training that includes the following information:

- Name and BACB ID number of the attendee
- Signature of Responsible Trainer or company branding (i.e. logo)
- Start and end dates (must be within 180 days and in no less than a 5-day period);
- The amount of time that this specific trainee spent engaged in the training (e.g., 40 hours and 15 minutes);
- Name and certification number of the Responsible Trainer;
- Names of assistant trainers (if applicable);
- The following content statement:
This training program is based on the RBT Task List (2nd ed.) and is designed to meet the 40-hour training requirement for RBT certification. The program is offered independent of the BACB.

RBT 40-Hour Training Audits: The BACB makes eligibility and disciplinary decisions based on information provided by the Responsible Trainer; therefore, the BACB reserves the right to audit RBT 40-hour training materials and records at any time. The BACB may request documentation, such as attendee records or training materials, to verify that all of the RBT 40-hour requirements were met. Before or during an audit, if inconsistencies are found between documentation submitted by the applicant/certificant and the Responsible Trainer, or if the Responsible Trainer has provided inconsistent responses, the Responsible Trainer may be required to sign an [RBT 40-Hour Training Affidavit](#) verifying attendee records.

Training Provider Requirements

Training providers must include the following text in all online and print materials for their training program:

This training program is based on the RBT Task List (2nd ed.) and is designed to meet the 40-hour training requirement for RBT certification. The program is offered independent of the BACB.



As indicated in the November 2019 Newsletter, the BACB now publishes annual [examination pass rates](#) for first-time RBT examination candidates who completed a 40-hour training program that is publicly available and trained 50 or more RBT examination candidates in that year. Note: Only one training entity will be identified per candidate and, if there is no organization clearly indicated on the certificate, the Responsible Trainer will be listed.



RBT[®] 40-Hour Training: Responsible Trainer Checklist

Instructions: The Responsible Trainer should complete this self-review checklist prior to overseeing the implementation of a 40-hour training.

- I am actively certified as a BCaBA, BCBA, or BCBA-D.
- I understand that I may not be related to, subordinate to, or employed by the RBT applicants being trained.
- I have read and understand the 40-hour training requirements (see page 1-2).
- I have developed my training to meet the 40-hour training requirements.
- I have a system to track and maintain records of the trainings that I have provided (e.g., date training started and ended, amount of time each trainee spent in training, names of trainers, names of RBT applicants; see the [Sample RBT Trainer Evaluation and Log](#) for an example of how to track training information).
- I have a mechanism for receiving feedback from attendees.

Oversight and Evaluation of Assistant Trainers

- I have criteria to evaluate assistant trainer readiness and a process to assess their skills before they provide portions of the training.
- I have materials for the assistant trainers who are providing portions of the training (e.g. training materials, guided notes, role-play scenarios, videos) to ensure every training is conducted in a high-quality manner.
- I have procedural integrity metrics and systems in place to ensure there is consistency within and across trainings (see the Sample RBT Trainer Evaluation and Log as a model).
- I have a process in place to ensure that the assistant trainers are not related to, subordinate to, or employed by the trainees.

RBT[®] 40-Hour Training

Name of RBT Applicant:

RBT Applicant BACB ID:

Training Information

Training Start Date:

hh:mm
Time to Complete:

Training End Date:

Trainer Information

Responsible Trainer Name:

Responsible Trainer Certification #:

Responsible Trainer Signature:

Assistant Trainer(s) Names (if applicable):

Agency Name (if applicable):

This training program is based on the Registered Behavior Technician Task List (2nd ed.) and is designed to meet the 40-hour training requirement for the RBT credential. The program is offered independent of the BACB.

RBT 40-Hour Training Affidavit

The following individuals did not complete _____ (Responsible Trainer name)'s RBT 40-hour training in accordance with the BACB's current RBT 40-hour training requirements, including completing the training in no more than 180 days and no less than 5 days.

BACB ID	First Name	Last Name	Name on Training Certificate

By signing below, I hereby attest that:

- The information provided in this affidavit is accurate, and I understand that it may be used by the Behavior Analyst Certification Board (BACB) in its eligibility and disciplinary decisions.
- This statement is sworn to under penalty of perjury.

Responsible Trainer's Signature: _____ Date: _____

State: _____

County: _____

Signed and affirmed before me on ____/____/____ (date) by _____ (name of the Responsible Trainer making the statement)

Notary Public: _____

My Commission Expires: ____/____/____