

RBT®

REGISTERED BEHAVIOR TECHNICIAN® HANDBOOK

ABOUT THIS HANDBOOK

This handbook describes the requirements for obtaining and maintaining RBT certification. Applicants and certificants must comply with the requirements outlined in this handbook. Failure to do so may result in the BACB taking summary action (e.g., suspension, revocation, invalidation) against your eligibility or certification and/or submitting a Notice of Alleged Violation to the BACB Ethics Department.

This handbook contains clickable images that link directly to BACB documents and web pages. To assist with navigation, it also includes PDF bookmarks and a clickable Table of Contents icon (📖) in the corner of each page.

New versions of the RBT Handbook will be published quarterly as needed. Applicants completing requirements in a future year should take note of upcoming implementation dates for revised requirements, as they must meet the requirements in place at the time of application and take the version of the examination in effect when they schedule their examination appointment.

Additionally, please refer to the BACB Newsletter and the Upcoming Changes web page for the most up-to-date information on future certification requirements.

The BACB does not discriminate against any individual because of race, ethnicity, gender, age, creed, disability, religion, marital status, sexual orientation, or national origin. Allegations of discrimination can be reported via our Administrative Appeal Request Form.

For a complete list of updates included in this version of the RBT Handbook, please see page 44.

The BACB reserves the right to amend the procedures outlined in this handbook.

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Contents

Overview 1
About the Behavior Analyst Certification Board 1
What Is a Registered Behavior Technician? 1
Overview of Becoming and Maintaining RBT Certification 2
Why Should You Become an RBT? 2
Accreditation 2
Eligibility Requirements 3
Applying to Become an RBT 4
1. Create a BACB Portal Account 4
2. Complete the Following Items 4
3. Complete the Certification Application 5
4. Schedule the Examination 6
Fees 6
Examination 7
Examination Development 7
Preparation 7
Examination Outline 7
Scheduling 9
Late Arrival or Missed Examination Appointment 9
Retaking Your Examination 10
Examination Accommodations 10
Prior to Your Examination Appointment 10
What to Expect on Examination Day 10
What to Expect When Taking Your Examination 11
Examination Terms and Conditions 12
Examination Security 13
Examination Appeals 14
Examination Results 14
Scoring Methodology 14
What to Expect After Passing the Examination 15
Certification Maintenance Requirements 16
Ongoing Supervision 16
Ethics and Self-Reporting 23
Annual Recertification 27
Inactive Policy 31
Other Relevant Policies 34
Administrative Appeals 34
Name Change Policy 35
Acceptable Signatures Policy 36
Documentation Policy 36
Submission of False, Forged, or Untrue Information to the BACB 36
Timely Responding to the BACB 37
Responding to the BACB 37

TABLE OF CONTENTS

Documents and Resources 38
- Eligibility and Applying for Certification 38
- Examination 38
- Ethics and Self-Reporting 38
- Ongoing Supervision 38
- Recertification 38
- Administrative Appeals 38

Glossary 39

Appendix 41
- Application Processing Agreement 41

Version History and Updates 44
- Version 8/25/2025 Updates 44
- Version 1/2/2026 Updates 44
- Version 6/29/2026 Updates 44

Overview

About the Behavior Analyst Certification Board

The Behavior Analyst Certification Board, Inc.® (BACB®) has been the leader in behavior analyst certification for over two decades. The BACB is a nonprofit corporation that was established in 1998 to meet professional certification needs identified by behavior analysts, governments, and consumers of behavior-analytic services. The BACB's mission is to protect consumers of behavior-analytic services by systematically establishing, promoting, and disseminating professional standards of practice.

In the profession of applied behavior analysis, the BACB's primary role is to operate certification programs, which involves responsibilities similar to regulatory boards. In this role, the BACB establishes practice standards, administers examinations, and provides ethics requirements and a disciplinary system for each of its certification programs. To learn more about our role and limitations, read our blog post, The BACB: What It Is, What It Does, and Why, and listen to Episode 11 of our podcast, *Inside the BACB*.

Jurisdiction

The BACB currently accepts certification applications from individuals who reside in the following countries:

Country	Upcoming Changes
United States (US)	None
Canada	Ontario residents can no longer apply for RBT or BCaBA certification. Those holding RBT and BCaBA certification in Ontario have had their certification placed on voluntary inactive status. RBTs and BCaBAs who relocate to Ontario should contact the BACB to be placed on voluntary inactive status. Ontario residents will no longer be able to apply for BCBA/BCBA-D certification as of June 30, 2026. Those holding BCBA/BCBA-D certification in Ontario will be able to maintain their certification.
Australia	Residents of Australia will no longer be able to apply for BACB certification as of January 1, 2027. Those holding BACB certifications in Australia will be able to maintain their certification.

Existing certificants may maintain certification and reside in any country.

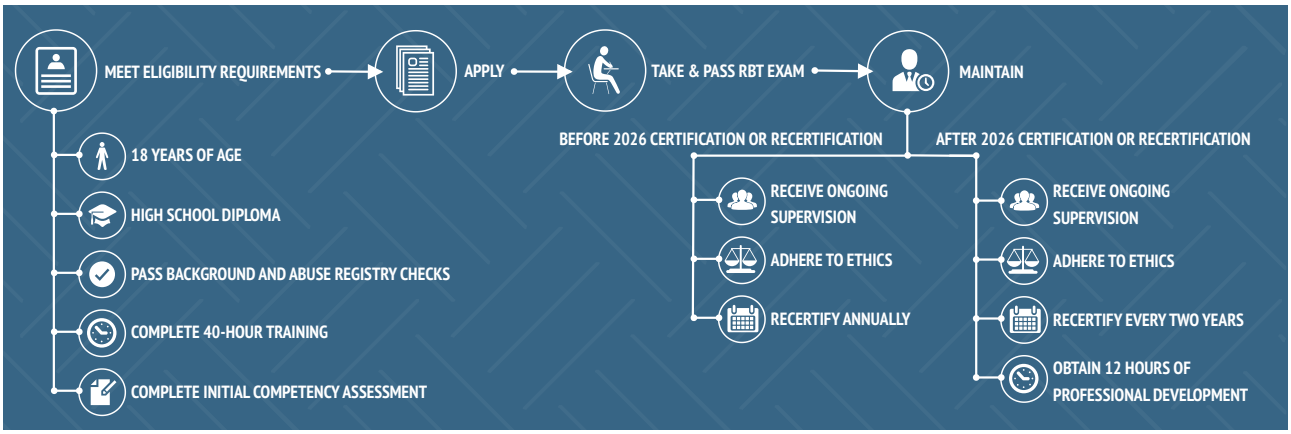
What Is a Registered Behavior Technician?

The Registered Behavior Technician® (RBT®) is a paraprofessional certified in behavior analysis. RBTs assist in delivering behavior-analytic services and practice under the direction and close supervision of an RBT Supervisor and/or an RBT Requirements Coordinator, who are responsible for all work RBTs perform.

RBT certification was originally designed for settings in which a BCBA® or BCaBA® is already providing behavior-analytic services. Thus, applying to become an RBT is most likely to occur after the applicant has been employed by the organization in which they will continue their work assisting qualified BCBAs and/or BCaBAs in their service-delivery activities.

Note: In the interest of consumer protection and to ensure that the BACB® certification mark is only used to accurately represent certification status, the BACB may seek legal and other remedies to address any misrepresentation of BACB certification (and/or any misuse of other BACB trademarks and logos) that constitutes trademark infringement. For more information about the use of BACB certification marks, see the September 2008, October 2013, and July 2021 BACB Newsletters.

Overview of Becoming and Maintaining RBT Certification



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Why Should You Become an RBT?

There are many benefits to obtaining RBT certification, including:

- It shows that you have met certain requirements that are critical in delivering behavior analysis services.
- It provides increased consumer protection since you must meet certain eligibility (e.g., pass a criminal background check and an abuse registry check, meet certain knowledge requirements) and maintenance (e.g., receive ongoing supervision, adhere to an ethics code) requirements to obtain and maintain certification.
- It makes it easier for employers, funders, consumers, etc. to verify that you have certain knowledge, skills, and abilities; have appropriate oversight; and are not under disciplinary sanctions.
- It is a widely recognized and respected credential since it is offered by the BACB, the nation's first organization to certify behavior analysis professionals.

Accreditation

The BCBA, BCaBA, and RBT certification programs are accredited by the National Commission for Certifying Agencies (NCCA), the accreditation body of the Institute for Credentialing Excellence (ICE). NCCA's Standards for the Accreditation of Certification Programs were the first standards developed for professional certification programs to help ensure the health, welfare, and safety of the public. NCCA standards articulate the essential elements of a high-quality certification program. Consistent with these standards, the BACB's certification requirements, examination content, and procedures undergo regular review by subject matter experts in the discipline. To learn more about accreditation, see ICE's video, Value of Accreditation: Why it Matters.

Eligibility Requirements

The following eligibility requirements must be met before applying for RBT certification.

Requirement	How to Demonstrate This Requirement
Age: You must be at least 18 years old when you submit your RBT certification application.	No more than 180 days before submitting your application, the Attesting Certificant must confirm: • your age, • completion of at least a high school education, • that you passed a criminal background check, AND • that you passed an abuse registry check. Once confirmed, the Attesting Certificant must sign and complete the RBT Certification Application Attestation form no more than 90 days before paying for the RBT certification application. This form must be uploaded in your application. In the event of an audit, your Attesting Certificant may be required to provide documentation to support their attestation. Please note, the Attesting Certificant may not be related to, subordinate to, or employed by the applicant.
Education: You must have at least a high school-level education or the equivalent when you apply for RBT certification.	
Criminal Background Check: You must complete and pass a criminal background check no more than 180 days before paying for your RBT certification application. The check must be comparable to those required for home health aides, child care professionals, and teachers in the community where you will provide services. If an organization uses a continuous monitoring system, the date of the most recent result may be entered on the form, even if it falls outside the 180-day requirement. Please note that fingerprinting is not required by the BACB, but this requirement may vary by state and organization.	
Abuse Registry Check: You must complete and pass an abuse registry check no more than 180 days before paying for your RBT certification application. The check must be comparable to those required for home health aides, child care professionals, and teachers in the community where you will provide services. Please note that fingerprinting is not required by the BACB, but this requirement may vary by state and organization. *Note:* If the applicant resides in a state or province without an abuse registry, or if the abuse registry information is unavailable to organizations like yours, then you may indicate "Unavailable" on the RBT Certification Application Attestation form.	
Training: You must complete a 40-hour training that meets the requirements described in the RBT 2026 40-Hour Training Requirements and Curriculum Outline in no less than 5 days and no more than 180 days. Please note, the start date and the end date are included in the total day count. For example, if training started on January 1, 2026, the end date cannot be any earlier than January 5, 2026, and no later than June 29, 2026. This training may be offered by your employer, a university, or an online training program. The BACB does not provide 40-hour training, certificates of completion, or training program recommendations.	Include a copy of your 40-hour training certificate with your RBT certification application. Your training provider will provide this certificate when you complete a 40-hour training program. Check with your instructor to confirm that your course was designed to meet the 2026 requirements. Previously completed 40-hour trainings may be eligible for submission but must meet all current requirements. Please note, the training provider may not be related to, subordinate to, or employed by the applicant.
Initial Competency Assessment: After you complete the required 40-hour training and no more than 90 days before you submit an RBT certification application, you must demonstrate that you can competently perform the tasks outlined on the RBT Initial Competency Assessment: Effective January 1, 2026.	Complete the RBT Initial Competency Assessment: Effective January 1, 2026 with your assessor and upload the completed assessment with your RBT certification application. Please note, the assessing certificant may not be related to, subordinate to, or employed by the applicant.

Applying to Become an RBT

To apply for RBT certification, complete the steps below:



1. Create a BACB Portal Account

You will need to enter some basic information about yourself to create a BACB portal account.

Save your account information in a secure location. You will need to log in to this account to maintain your RBT certification once you have obtained it.

Enter your full legal name exactly as it appears on your government-issued identification. If it does not match ***exactly***, you will not be able to take the examination. Name changes require review by BACB staff, so a name change could delay your ability to take the examination.

Use a personal email address and not a work email address. Important notifications and reminders are sent to this address, so if you switch employers, you will not receive reminders, correspondence, or password resets. Please add BACB as a "safe sender" and check your spam folder if you don't see an email response within two weeks.

Set up the profile yourself and do not share your account information with anyone else, including your employer. This is *your* certification—no one else should be managing it for you. The contact information you provide must include your current address and phone number. It is very important that you list your **current** address, as your residence must be under the BACB's jurisdiction.

Update your information in your BACB portal account as soon as changes occur (e.g., name change, address change, email address change).

Do not create more than one account. If you are unable to access your account, please use the Contact Us Form for assistance with verifying your identity and regaining access. You will be assigned a BACB Identification Number (BACB ID) upon successfully creating your account. Make note of this ID, as it is unique to you and may be required on documentation requested by the BACB.

2. Complete the Following Items:

- RBT Certification Application Attestation Form (to be completed with an Attesting Certificant)
- RBT 2026 40-Hour Training Requirements and Curriculum Outline
- RBT Initial Competency Assessment Packet (to be completed with a Responsible Assessor)

3. Complete the Certification Application

If you meet all the eligibility requirements, complete the following steps to apply for RBT certification at any time:

Step
1. Log in to your BACB portal account.
2. Start an RBT Certification Application in the Applications tab. To start a new application, click on the RBT Certification Application button. Please note that individuals residing outside of BACB jurisdiction may not begin a new certification application. *Note:* Certification applications are active for 90 days. If you do not meet all of the requirements within the 90-day period, you must reapply, pay the fee for a new application, and meet the current requirements at the time you submit your application. We highly recommend waiting to apply until you have met all of the eligibility requirements.†
3. Using information from your application documents, follow the prompts to enter the requested information and upload the following documents in your RBT Certification Application. a. RBT Certification Application Attestation form b. certificate of completion for the RBT 40-hour training c. completed RBT Initial Competency Assessment (based on the current version of the RBT Initial Competency Assessment Packet) All documents must be submitted for each new application as previously submitted documents will not be reviewed for new applications. The BACB application system accepts PDF or JPEG format documents. Unclear or unreadable documents may not be accepted. *Note:* Ensure that the information you submit is accurate and truthful (see the consequences for submitting inaccurate information in the Submission of False, Forged, or Untrue Information to the BACB section). Also, make sure that all the application documentation you submit matches the name listed in your BACB portal account. If your name has changed since the documentation was issued, you must submit a Name Change Request in your account. When you submit your application, you must disclose whether you have a physical or mental health condition, or a substance use disorder, that could impair your ability to safely and competently work as a behavior technician. You must also report if you have been subject to certain types of investigations or disciplinary actions, or if you have been subject to official actions related to behavior analysis services or public safety. Please read the question carefully and answer truthfully. Answering "yes" to the question will require you to complete and submit an Ethics Self-Reporting Statement. Your application will be placed on hold while your self-report is reviewed by BACB staff. If you are unsure whether your prior criminal charges, convictions, or disciplinary actions may impact your eligibility for certification, you may request a review of your history by completing the Prior History Review form. This form is intended for individuals who have **not** yet paid for a BACB examination application and are concerned that their criminal or professional disciplinary history may affect their eligibility for BACB certification. Examination accommodations are available to individuals with a current disability as defined by the Americans with Disabilities Act (ADA) or a comparable human rights law in their country. For more information, please review the Examination Accommodations section.

† *Effective November 1, 2023, BACB examinations are no longer delivered in Quebec. Beginning July 1, 2024, the RBT examination is no longer delivered in Ontario.*

Step
4. Submit your payment Once you complete your application, you can pay online with a credit card or mail a check to the BACB.
5. Allow two weeks for BACB staff to process your application. Applications are processed in the order they are received (see the Application Processing Updates web page).
6. If your application is: • **Approved:** You will receive instructions via email for scheduling your RBT certification examination. • **Not approved:** You will receive feedback and guidance on the next steps via email and Action Items in your BACB portal account. These steps can be reviewed and resolved through your BACB portal account under the Action Items widget. If you do not meet the requirements within 90 days of submitting your application, you must submit a new RBT Certification Application, including payment of another certification application processing fee (see the fee table below). The status of your application will change as you complete the required steps. *Note:* After submitting your certification application, you will receive feedback on whether your documentation has demonstrated your eligibility under BACB certification requirements. BACB staff will not provide a rationale for the decision beyond what is included in your Action Item(s) (i.e., staff will not explain the review process to you). If you do not receive feedback via email or examination approval within 2 weeks of submitting your complete application, please check your junk or spam folders, as it may have been filtered out of your inbox. If you disagree with the application determination and believe that your submitted application materials were rejected in error, you may review our Administrative Appeals Policy to determine if a second, independent review of your application is warranted. If appropriate, you must submit an appeal within 30 days of the determination.

4. Schedule the Examination

Once your application is approved, you will receive an email with instructions on how to schedule your RBT examination with Pearson VUE. You will have one year from the day your application is approved to sit for the examination. Check your BACB portal account for specific testing deadlines. Please see the Examination section for more information.

Fees*, **

Application Fees	
2026 Certification Application Processing Fee (paid to the BACB)	$65
Exam Appointment (paid to Pearson VUE)	$45

* *BACB fees are nonrefundable and nontransferable. The BACB only accepts US currency. Please do not send cash.*

** *Veterans who qualify for the GI Bill can receive reimbursement for BACB certification examination fees from the Department of Veterans Affairs, regardless of whether they pass the examination. Learn more about this benefit on the GI Bill website.*

Examination

Once you meet all applicable eligibility requirements, submit your application, and receive an approved determination, you must take and pass the RBT certification examination. This examination assesses your knowledge of the RBT Test Content Outline (3rd ed.) at a level consistent with that of an entry-level behavior technician.

Note: Candidates permitted to take the RBT examination will test under the current edition of the test content outline (TCO). If a new edition goes into effect while a candidate's authorization period is active, they must test under the new edition. Exceptions will not be granted.

Examination Development

Job task analysis (JTA) is the predominant method for developing high-stakes examinations for professions, and it has been used in the development of all BACB examinations. The JTA process involves the development of the following: a draft task list, a content-validation survey of the profession that active BACB certificants are invited to participate in, and a new examination blueprint (also known as a test content outline). The RBT examination is currently based on the 3rd edition of the RBT Test Content Outline.

Preparation

The BACB recommends that you prepare for the RBT examination by reviewing the RBT Test Content Outline (3rd ed.) and the materials gathered from your 40-hour training and Competency Assessment. The BACB cannot endorse specific study guides or other preparation materials, and the purchase of any study materials does not guarantee that you will pass the examination.

Examination Outline

The RBT examination includes 75 scored questions and 10 unscored questions. The test content outline consists of 43 tasks (tasks that a behavior technician should be able to perform) organized into 6 content areas (broad areas of knowledge and skills necessary to perform the role), as shown below.

Each question has 4 possible answers and only 1 correct answer. Candidates have 90 minutes to complete the examination.

All questions on the RBT examination are equally weighted. Your examination result will be based on your overall performance on the examination, not on the performance in each content area. For a complete list of all content areas on the RBT examination, please see the Test Content Outline.

Content Area	Number of Questions	Percentage of Examination*
A. Data Collection and Graphing	13	17%
B. Behavior Assessment	8	11%
C. Behavior Acquistion	19	25%
D. Behavior Reduction	14	19%
E. Documentation and Reporting	10	13%
F. Ethics	11	15%
Total	**75**	**100%**

** Percentages in this table have been rounded.*

Sample Examination Questions

The following retired questions appeared on previous administrations of the RBT examination and represent content areas that are currently on the examination. These questions are provided to offer candidates insight into the format of the RBT examination.

1. An RBT is recording data on how often a client engages in aggression. The client engaged in 15 occurrences of aggression during the 90-minute session.

   What should the RBT record as the response rate per hour for aggression in that session?

   A. 5
   B. 10
   C. 15
   D. 25

2. While out to dinner, an RBT's friend, Alex, speaks to the RBT about a family with whom the RBT works. Alex says that the family attends their church and complains that their child screams throughout the service. Alex then asks the RBT if they think the child uses ABA services.

   What is the **BEST** way for the RBT to respond?

   A. Tell Alex that the child is a client, but that they are unable to share details.
   B. Explain to Alex that they are working with the child and remind them not to tell anyone.
   C. Confide in Alex that they should not talk about the child, but can share information about the family members.
   D. Remind Alex that they are unable to comment on whether someone is a client due to confidentiality laws.

3. An RBT is instructed to provide a reinforcer every time a student raises their hand, rather than shouting out in class. If the student shouts out, the RBT ignores the behavior.

   Which differential reinforcement procedure is the RBT implementing?

   A. DRO
   B. DRA
   C. DRL
   D. DRI

EXAMINATION

Scheduling

The BACB contracts with Pearson VUE to deliver BACB examinations in person at authorized Pearson VUE testing sites and US military bases that meet the security requirements necessary for the administration of high-stakes examinations. The BACB authorizes the use of testing sites in:

- The United States
- Australia (until January 1, 2027)
- Canada (except Quebec and Ontario)

The BACB routinely evaluates the addition of new sites by requests made through Pearson VUE's website. To see approved testing centers that deliver the RBT examination, please visit Find a Test Center.

How to Schedule Your Examination

Once authorized, you may schedule your RBT examination appointment via your Pearson VUE account or by contacting Pearson VUE's customer service center. The BACB cannot schedule your examination appointment for you.

Pearson VUE charges $45 for every RBT examination appointment. This fee is in addition to BACB application fees, and Pearson VUE will collect it at the time of scheduling. You may be required to pay applicable sales tax, value-added tax, GST, or similar tax required by law in the country or locality in which you are testing. If taxes are applicable, Pearson VUE will collect them at the time of scheduling.

Once you have scheduled your RBT examination appointment, you will receive a confirmation email from Pearson VUE. Please review the confirmation email in its entirety to ensure all appointment details are correct. If you do not receive your confirmation email from Pearson VUE regarding your exam appointment, contact Pearson VUE's customer service center.

Canceling or Rescheduling Your Examination

Any appointment canceled or rescheduled within 30 days of the examination date will be subject to a fee. If you are within 48 hours of your appointment, you will be unable to cancel or reschedule your appointment, and a refund will not be issued. Please note that all fees are nonrefundable and nontransferable.

Cancelation and rescheduling fees are as follows:

Cancelation/Rescheduling Time Period	Cancelation/Rescheduling Fee
5 days–48 hours before examination appointment	$32
30 days–5 days before examination appointment	$27
31 days or more before examination appointment	no fee

To cancel or reschedule your appointment, log in to your Pearson VUE account or contact Pearson VUE's customer service center. The BACB cannot cancel or reschedule your exam appointment for you.

Late Arrival or Missed Examination Appointment

If you arrive at the testing center later than 30 minutes for your examination appointment, you will be turned away and not allowed to test, and your scheduling fee will be forfeited. If you fail to appear for your examination appointment, your scheduling fee will be forfeited, and you will have to reschedule your examination appointment.

Within 24 hours of your missed examination appointment, you can schedule a new appointment in your Pearson VUE account and must pay the Pearson VUE scheduling fee.

Retaking Your Examination

You may retake the RBT examination for a maximum of 8 total attempts within a 12-month period following your initial application approval. An Examination Retake Application will be available online via your BACB portal account within 48 hours of each failed examination attempt. You will receive an examination authorization email within 48 hours of submitting the Examination Retake Application, which will provide further instructions on how to schedule a new examination appointment. A fee is not currently required to submit a retake application; however, you must wait 7 days to retake the examination following your previous attempt.

Note: If you do not pass the examination after 8 attempts and you still have time in your 12-month authorization period, you must wait until your 12-month authorization period is over to reapply for RBT certification.

Examination Accommodations

Examination accommodations are available for individuals with a current disability as defined by the Americans with Disabilities Act (ADA) or a comparable human rights law in their country. Accommodation requests must include the BACB Examination Accommodation Request Form and documentation from a qualified professional (e.g., physician, school official, licensed psychiatrist, licensed psychologist).

Appropriate documentation must identify the disability and state the need for the requested accommodation(s). Examples of appropriate documentation include official letters, reports of test results, and documentation of past accommodation(s) received, including accommodation(s) received for standardized testing (e.g., previous Individualized Education Plan [IEP], documentation from another organization similar to the BACB).

The Examination Accommodation Request Form and supporting documentation will be uploaded when completing the certification application through your BACB portal account. Once the accommodation request and supporting documentation have been received, the BACB will conduct a review, which typically takes 10–14 days. The BACB may require additional documentation, which can result in longer processing times.

After an accommodation decision is made and your application is approved, you will receive instructions for scheduling the examination.

Prior to Your Examination Appointment

Before your RBT examination appointment, review your confirmation email from Pearson VUE to confirm your appointment details and testing center location. Knowing the testing center's location will enable you to plan and arrive with plenty of time to spare.

The RBT examination is administered using a computer-based testing (CBT) format at all Pearson VUE testing centers. To familiarize yourself with the CBT format and testing center expectations, visit Pearson VUE's BACB Certification Testing web page, which offers the following:

- Pearson VUE demo test
- Pearson VUE Candidate Rules Agreement
- Online tour of a Pearson Professional Center

What to Expect on Examination Day

You are advised to arrive approximately 30 minutes before your examination appointment to allow sufficient time to complete all necessary check-in procedures. Listen to all instructions from the testing-center staff and read all directions thoroughly. The check-in process includes verification of your identification, agreement to Testing Center rules, palm vein scanning, and a digital photograph.

The check-in process will be conducted in English only. Translators or interpreters are not allowed at testing centers, including print, electronic, or in-person translators, unless you have an approved accommodation. Testing center staff will not act as translators during the check-in and/or testing process. If you cannot complete the check-in process, you will be turned away from the testing center, and all paid fees will be forfeited.

You must provide **one** form of valid identification to be admitted into the examination area. The identification must show your first and last name exactly as it appears in your BACB portal account. Any name discrepancy will prevent admission to the examination. The identification must be government issued and original (not a photocopy or digital ID), have you signature, include a recognizable photo, and be current (i.e., not expired).

Failure to present valid identification will prevent admission to the testing center. If this happens, you will be turned away and all paid fees will be forfeited.

Examples of acceptable IDs include:

- International travel passport
- Driver's license
- Military ID
- Identification card (national/state/province ID card)
- Alien registration card (green card/permanent resident/visa)

If you use a fake ID, your examination may be invalidated and you may be subject to additional disciplinary action by the BACB. Admission to the testing center and access to a BACB examination does not mean that your identification is valid and does not prevent the BACB from any potential invalidation of your examination results due to misrepresentation, impersonation, or fraud.

No personal belongings are permitted in the testing room. Secure storage is provided at the testing center for storing a small number of items as needed. The BACB is not responsible for any items that are lost, stolen, or damaged at the testing center.

Prohibited items accessed during your examination, whether inside or outside of the testing center, will result in termination of your examination and potential disciplinary action by the BACB. Items not permitted into the testing room include, but are not limited to:

- Cameras, phones, recording devices, watches, beepers, or electronic-transmitting devices
- Notes or reference materials, textbooks, briefcases, backpacks, portfolios, or purses
- Scratch paper, calculators, and rulers
- Food or beverage items
- Visitors/guests

What to Expect When Taking Your Examination

The RBT examination is only offered in English.

The RBT examination is 90 minutes and consists of 85 multiple-choice questions; 75 scored questions and 10 unscored questions. Each question has 4 possible answers and only 1 correct answer. The time allocated includes reviewing the Terms and Conditions, exam navigation tutorial, load time prompt, and the examination (plus any review).

You will be monitored by Pearson VUE testing-center staff throughout your examination. Any misconduct will be documented and may result in the dismissal of your examination. You are not permitted to remove any examination materials from the examination area.

EXAMINATION

Be sure to keep your ID with you during the examination after the administrator checks you in. **The only items permitted into the examination area are your *one* form of ID and your locker key.** Breaks during the examination are taken on your own time. **The clock does not stop if you take a break during the examination.** Security protocols will be in effect as you exit and re-enter the testing room. During breaks, you are prohibited from accessing phones, electronic devices, notes, or other stored items. However, you can access food, drink, or medication during breaks. Additionally, you cannot leave the building at any time during your examination.

All testing centers provide earplugs upon request, and some also provide noise-canceling headphones. Additionally, a dry-erase board will be provided.

Examination Terms and Conditions

Before the start of your RBT examination, you must read and agree to the following examination Terms and Conditions. Failure to agree will result in immediate dismissal from the examination administration and forfeiture of your examination attempt and paid fees. The time spent reviewing these Terms and Conditions is part of your examination time.

Confidentiality

- **YOU ARE PERMANENTLY PROHIBITED FROM DISCLOSING THE CONTENT OF BACB EXAMINATION QUESTIONS.** Such prohibition includes, but is not limited to, verbal, written, and/or electronic (e.g., email, social media, online study sites) disclosure. Because BACB examinations are copyright protected and highly confidential trade secrets, any disclosure, transmission, or reconstruction of examination questions or content to other individuals, organizations, or study groups is a violation of BACB rules and is subject to damages, including, but not limited to:
    - BACB investigation fees, court costs, and legal fees;
    - the cost of replacing the compromised question(s); **AND**
    - the cost of reconstructing the examination at the discretion of the BACB.
- The BACB reserves the right to report examination content theft to applicable law enforcement authorities. You authorize the BACB to release your name, examination performance data, audio and video files from the examination administration, and any other pertinent information necessary to demonstrate the basis for finding that you participated in or benefited from theft of BACB examination content.
- You may not communicate with other examinees or other individuals besides testing center staff during the examination.

Test Security

- BACB examinations may only be taken by individuals (i.e., you) wishing to apply for BACB certification and for no other purpose. Third parties not approved by the BACB are not allowed in your examination administration.
- You will be continuously monitored by video (e.g., face) and audio (e.g., voice) while taking the examination. You recognize and consent that you have no right to privacy before, during, and after the examination delivery in the testing center and that you waive all claims asserting a right to privacy.
- You are prohibited from using **any** electronic device while the examination is in progress (e.g., cell phone, Bluetooth glasses, smartwatches). Additionally, you cannot access or be in possession of any study materials, documents, or notes at the testing center. The access or use of these unauthorized materials and/or devices is grounds for termination of the examination administration, invalidation of examination results, and/or other disciplinary action by the BACB.
- Any items worn by the candidate before or during the examination, including, but not limited to, cell phones, electronic devices, glasses, head scarves/shawls/wraps, bags, purses, and jewelry, may be investigated at the discretion of the examination proctor.

- Proctors are authorized to maintain a secure and proper examination administration and assist with operational issues but will not provide comments or recommendations regarding examination questions. Tampering with Pearson VUE's software or equipment, cheating, or permitting cheating (e.g., letting someone copy answers, letting someone provide answers, providing information on the content of examination questions to others, recording or photographing test questions) is cause for termination of the examination administration, invalidation of examination results, and/or other disciplinary action by the BACB.
- At the sole discretion of the BACB and/or Pearson VUE, any irregular, disruptive, inappropriate, or suspected cheating behavior by you before, during, or after the examination may result in any combination of the following:
    - relocation or removal from the testing center;
    - banning from the testing center in the future;
    - immediate termination of examination delivery;
    - invalidation of examination results;
    - inactivation of examination authorization pending investigation of the irregularity;
    - inactivation of certification pending investigation of the irregularity;
    - a required retest to validate your examination results;
    - temporary or permanent restriction on sitting for any future BACB examination;
    - another disciplinary action related to eligibility or certification status;
    - forfeiture of all paid application and examination fees; **AND**
    - any other remedy necessary to protect BACB examination content and security.

Breaks

- You are able to take unscheduled breaks (e.g., restroom) during the examination, however, you **may not** leave the testing center or facility at any point during your examination. Doing so will result in termination of the examination and forfeiture of your examination attempt and paid fees.
- You may take as many breaks as you need during the examination; however, the time spent on breaks will be deducted from the time allotted for your examination. You must follow all rules set forth by the testing center staff when requesting an unscheduled break.
- You will **not** be permitted to use a cell phone, any other electronic devices, study materials, or access your vehicle during your unscheduled break. Accessing unauthorized devices or materials will constitute cheating and result in dismissal from your examination and forfeiture of your examination attempt and paid fees.

Examination Security

The BACB and Pearson VUE take examination security seriously because the value of your certification and our credibility depend on it. RBT examination content is confidential; it is never appropriate to share, discuss, post, or upload examination content. In addition, candidates are required to adhere to the RBT Ethics Code (2.0), which includes the following requirement: "RBTs do not cheat or help others cheat on RBT competency assessments or RBT examinations. RBTs follow the rules and requirements of the BACB and its approved testing centers, including, but not limited to, those related to falsifying information and the unauthorized collection, use, or distribution of examination materials."

Unauthorized possession, reproduction, publication, or disclosure of any BACB examination materials—including storing or disclosing examination questions to any person or entity by any means before, during, or after the examination—is prohibited. Individuals violating these terms will not be permitted to retest or take any BACB examination until the matter has been resolved and the BACB has determined whether the candidate can have access to BACB examinations. Examples of violations and misconduct include:

- submitting false, inconsistent, or misleading statements or omitting information the BACB requests
- attempting to take the examination for someone else or having someone else take the examination for you
- copying or sharing information or any other form of cheating
- obtaining advanced access to examination materials
- stealing examination materials
- bringing prohibited items into the examination room
- failing to follow directions from testing-center staff
- violating Pearson VUE scheduling or testing-center rules and regulations

Examination Appeals

The BACB is committed to reporting valid examination results; however, certain circumstances may cause results to be invalidated. The BACB reserves the right to invalidate examination results and certification status due to suspected or documented misconduct during testing or violation of the RBT Ethics Code (2.0). The RBT Code requires certificants, candidates, and applicants to immediately report any confirmed or suspected examination misconduct by others to the BACB.

Additionally, invalidation may also occur due to situations beyond your control—or that of the BACB's—at the testing site. If you experience examination condition irregularities (e.g., poor lighting or disruptive noises at the testing site, long screen-load times) during your examination, you may file an examination appeal with the BACB. Pearson VUE delivers BACB examinations via a web browser, so minor Internet bandwidth variances are to be expected.

BACB standards, requirements, deadlines, procedures, fees, examination content, examination edition, examination delivery modality, examination results, and examination-specific questions/answers may not be appealed.

How to appeal: You must file a request for appeal within **7 days** of your examination appointment by completing the Administrative Appeal Request Form.

Examination Results

The RBT examination is pass/fail. After completing your examination, you will receive your result at the testing center. The BACB does not have the ability to view or download your examination result report. To obtain a copy, you must log in to your Pearson VUE account and select "View Score Reports."

If you pass the RBT examination, you will receive an email communication from the BACB within one week regarding your RBT certification. Please note that your RBT certification status will begin as inactive. In order to change the status to active, your RBT Supervisor/Requirements Coordinator must add you as a supervisee.

If you fail the RBT examination, you will need to submit a retake application, which will be available in your BACB portal account within 48 hours, to take the examination again. You must wait 7 days from your previous attempt to take the examination again.

Scoring Methodology

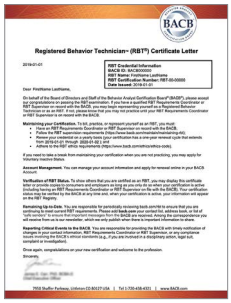
The BACB uses the modified Angoff method to establish the RBT examination's passing score. This method is criterion-referenced, meaning that the passing score is determined by a panel of BACB-certified subject matter experts and then approved by the BACB Board of Directors. Your performance on the examination is solely dependent on your understanding of entry-level behavior technician knowledge.

A new passing score is established when a significant change to the industry or examination content occurs (e.g., introduction of a new test content outline).

What to Expect After Passing the Examination

What documentation will I receive to verify that I am an RBT? In most instances, you will receive a pass/fail report at the testing center. If you pass the RBT examination, within approximately 24 hours, you will receive an email from the BACB with an attached letter that provides details about your certification, including your certification number and expiration date. You may also find information about your certification status in your BACB portal account and on the BACB Certificant Registry.

When can I start using my RBT certification? Your RBT certification status will be inactive after you pass the examination. While your certification status is inactive, you cannot use your RBT certification under any circumstances. To start using your RBT certification after receiving your certificate letter from the BACB, your qualified RBT Supervisor and/or RBT Requirements Coordinator, who is providing your ongoing supervision, must add you as a supervisee in their BACB portal account. If at any time you do not have a qualified RBT Supervisor or RBT Requirements Coordinator, you may not practice, and your certification will be considered inactive (see the Ongoing Supervision section). Supervisors should review the Process for Adding or Removing Supervisees document for detailed instructions.


Registered Behavior Technician™ (RBT®) Certificate Letter

Sample RBT Certificate Letter

How can employers, funders, and others verify my RBT certification? Newly certified RBTs appear on the BACB Certificant Registry within approximately 24 hours of passing the examination. The Certificant Registry will show your RBT Supervisor/RBT Requirements Coordinator and the status of your certification. If you do not have an RBT Supervisor and/or RBT Requirements Coordinator on record with the BACB, or if you are inactive for any other reason, this is indicated on the registry with red text stating that you may not practice.

In addition, anyone may request a written verification of your current certification status from the BACB for $25 per verification. The verification letter is delivered via email as a PDF document and includes all the information shown on the BACB Certificant Registry. Please note that RBTs do not receive a physical copy of a certificate.

You may also view and print an on-demand verification letter in your BACB portal account. Once you log in, navigate to the My Certification tab and select Print Verification Report. Please note that this verification report is only available with an active certification and will not be accessible if your certification has expired.

What else should I do to ensure my certification remains active? Review the Certification Maintenance Requirements section with your supervisor and meet the maintenance requirements, keep your contact information up to date in your BACB portal account to ensure that you receive important updates about RBT certification requirements, stay informed of changes by periodically reviewing the BACB website, and report critical events to the BACB Ethics Department (see the Ethics and Self-Reporting section). This is especially important because if the BACB tries to contact you and receives no response after reasonable attempts are made, the BACB may take summary action (e.g., suspension) against your certification (see the Timely Responding to the BACB section).

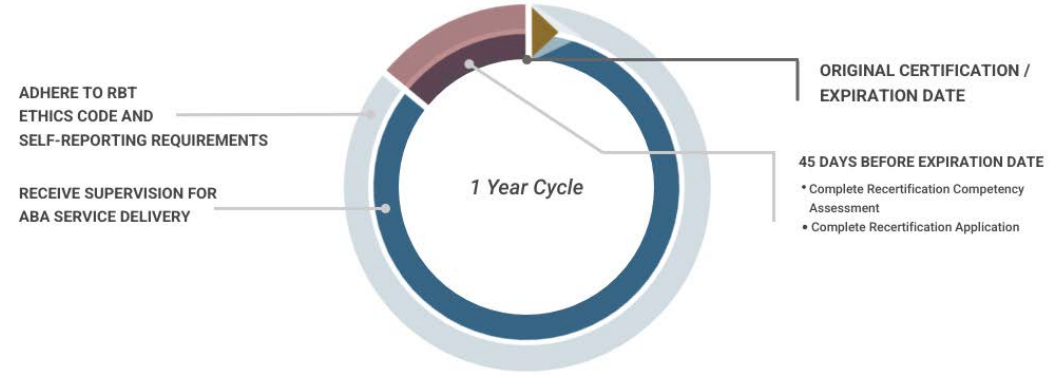
If your certification status changes (e.g., your certification becomes inactive), ensure that you accurately reflect your certification status to the public. For more information about the correct use of the RBT certification mark, see the September 2008 and July 2021 BACB Newsletters.

Certification Maintenance Requirements

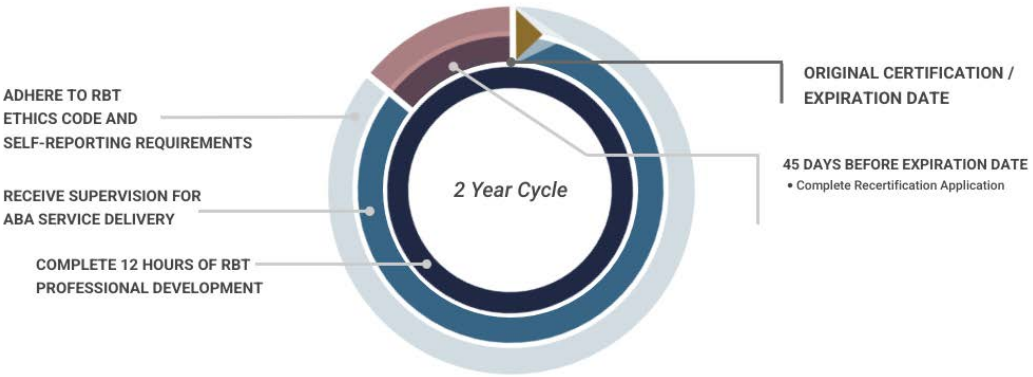
RBTs must meet certain maintenance requirements to remain proficient in performing critical behavior technician skills for behavior analysis services, receive appropriate oversight over those activities, and demonstrate a continued commitment to ethical behaviors that help protect consumers and the public.

Remember to keep your information up to date in your BACB portal account, and please ensure that bacb.com is in your email contacts and list of safe senders. If you reside or practice outside of BACB jurisdiction, please review the FAQs About the 2023 International Changes blog post.

OVERVIEW OF RBT MAINTENANCE REQUIREMENTS THROUGH DECEMBER 31, 2026



OVERVIEW OF RBT MAINTENANCE REQUIREMENTS AFTER 2026 RECERTIFICATION



Ongoing Supervision

Supervision Requirements

As an RBT, you must practice under the close, ongoing supervision of a qualified RBT Supervisor and/or RBT Requirements Coordinator who are responsible for the work you perform. The purpose of ongoing supervision is to improve and maintain your behavior-analytic, professional, and ethical repertoires, and facilitate the delivery of high-quality services to clients (i.e., any recipient or beneficiary of behavior-analytic services). All activities must comply with the respective Codes (i.e., RBT Ethics Code [2.0] for RBTs, Ethics Code for Behavior Analysts for RBT Supervisors and RBT Requirements Coordinators). **For that reason, you must meet the supervision requirements at each organization where you are providing behavior-analytic services.**

Appropriate activities. RBTs may perform activities that behavior technicians typically perform. These activities are determined by their supervisor(s) and may include conducting preference assessments, implementing discrete-trial teaching procedures, and generating session notes, among others.

Amount of supervision. You must obtain ongoing supervision for a minimum of 5% of the hours you spend providing behavior-analytic services each calendar month.

Supervision activities. The supervision of RBTs may include the following activities:

- developing performance expectations
- observing, providing behavioral skills training, and delivering performance feedback
- modeling technical, professional, and ethical behavior
- guiding the development of problem-solving and ethical decision-making repertoires
- reviewing written materials (e.g., daily progress notes, data sheets)
- overseeing and evaluating the effects of behavior-analytic service delivery
- providing ongoing evaluation of the effects of supervision

Structure of supervision. Supervision must include at least two face-to-face, real-time contacts per month (i.e., supervision may not occur over the phone or via email). Your supervisor must observe you providing services in at least one of the monthly meetings. In-person, on-site observation is preferred. However, these may be conducted via web cameras, video-conferencing, or similar means instead of your supervisor being physically present. *Note:* Internet-based supervision needs to comply with all applicable laws. Although only one observation is required, the BACB encourages direct observation of service delivery as much as possible. Keep in mind that video monitoring on its own, without real-time interaction or feedback, may not count as supervision.

At least one of the two supervision sessions must be individual (i.e., no other RBTs or trainees present), but the other may occur in a small-group meeting. Small-group meetings are interactive meetings in which 2–10 RBTs who share similar experiences participate. The number of RBTs may not exceed 10, regardless of the number of supervisors present. If non-RBTs are present during the meeting, their participation should be limited to increase the interaction of RBTs.

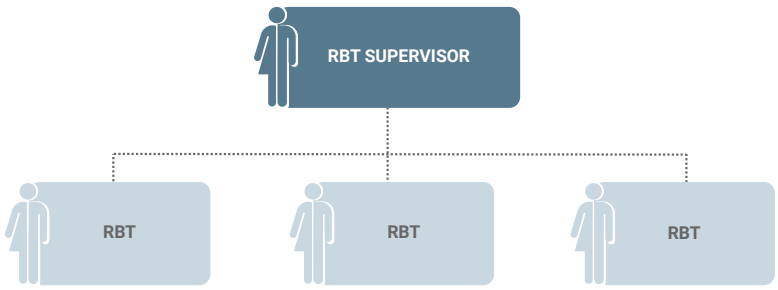
Ongoing supervision and professional development are separate requirements, and one event cannot cover both. Keep in mind that ongoing supervision must be client focused and may not count toward professional development.

RBT Supervisor Requirements

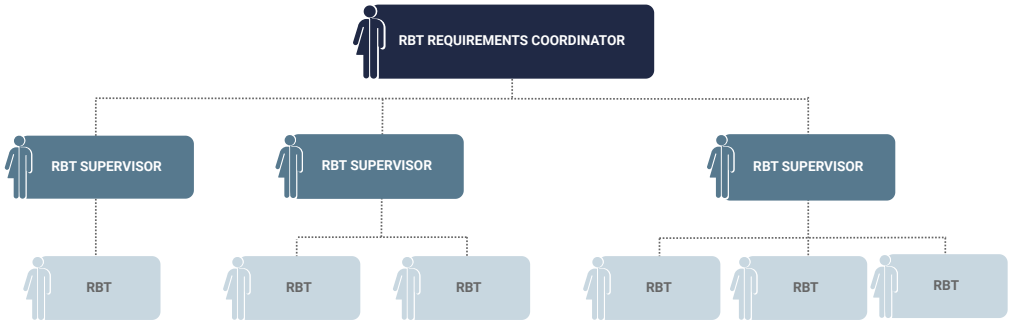
Your organization likely has one of the following supervision structures:

- **RBT Supervisor structure.** In this structure, you have one or more RBT Supervisors. These individuals provide supervision and are responsible for the services that you provide.
- **RBT Requirements Coordinator structure.** If you have more than one RBT Supervisor, you might also have an RBT Requirements Coordinator. This individual ensures that your RBT Supervisors meet all supervision requirements and coordinates supervision across the RBT Supervisors. In some cases, this individual also serves as one of your RBT Supervisors. Please note that an organization can have more than one RBT Requirements Coordinator, but an RBT may only have one RBT Requirements Coordinator per organization.

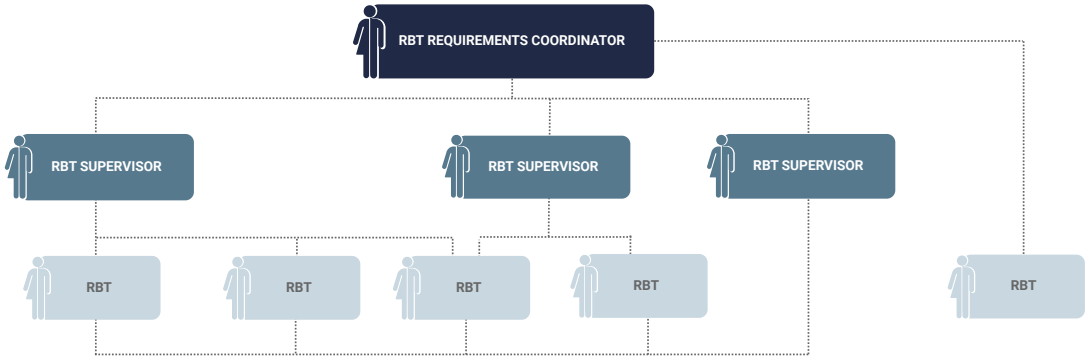
This is one example of an RBT Supervisor structure:



This is one example of an RBT Requirements Coordinator structure, in which the RBT Requirements Coordinator does **not** serve as an RBT Supervisor:



This is another example of an RBT Requirements Coordinator structure, in which the RBT Requirements Coordinator serves as an RBT Supervisor, and the RBTs each have multiple supervisors:



CERTIFICATION MAINTENANCE REQUIREMENTS

The following table outlines the requirements for each type of RBT supervision structure:

RBT Supervisor Requirements			
	RBT Supervisor Structure	**RBT Requirements Coordinator Structure**	
Role	**RBT Supervisor**	**RBT Supervisor**	**RBT Requirements Coordinator**
Responsibilities	• Responsible for all services the RBT provides • Individual supervisors provide all supervision. Multiple supervisors at one organization collaborate to ensure that all requirements are met. RBTs working at different organizations must meet all requirements independently at each organization (e.g., they cannot have 3% supervision at organization A and 2% supervision at organization B). • Ensure that BACB records are up to date	• Responsible for all services the RBT provides under their supervision • Give the RBT Requirements Coordinator all supervision details • Not required to meet all supervision requirements independently	• Ensure that all RBTs they are responsible for meet the supervision requirements (e.g., RBT Supervisors are qualified, all requirements are met each month) • Ensure that BACB records are up to date • May also serve as an RBT Supervisor. If so, they would still refer to their role as an RBT Requirements Coordinator.
Qualifications	• BCBA certified • BCaBA certified	• BCBA certified • BCaBA certified	• BCBA certified
Relationships	The RBT may not be related to, superior to, an employer of, or in a multiple relationship with (e.g., personal or business relationship) the RBT Supervisor or RBT Requirements Coordinator. An RBT paying for supervision services is not considered the employer of the supervisor.		
Training	Before providing any supervision, RBT Supervisors and RBT Requirements Coordinators must have completed a training based on the Supervisor Training Curriculum Outline (2.0) and uploaded it to their BACB portal account.		
Public identification with the BACB	All RBT Supervisors must identify as the RBT's supervisor in the BACB's records.	Does not need to be listed in the BACB's records	Only the RBT's Requirements Coordinator at their organization needs to be listed in the BACB's records. RBT Requirements Coordinators may also add RBT Supervisors in their BACB portal account when coordinating supervision.

CERTIFICATION MAINTENANCE REQUIREMENTS

RBT Supervisor Requirements			
	RBT Supervisor Structure	RBT Requirements Coordinator Structure	
Supervisor-client oversight	Must have sufficient client-specific knowledge to inform the RBT's clinical direction (see the following Supervisor-client oversight section for more information)	Must have sufficient client-specific knowledge to inform the RBT's clinical direction (see the following Supervisor-client oversight section for more information)	If providing supervision, must have sufficient client-specific knowledge to inform the RBT's clinical direction (see the following Supervisor-client oversight section for more information)
BACB audit responsibilities	• Maintain supervision documentation for 7 years and be prepared to submit it, even for former RBTs • In the event of an audit, give the BACB documentation of the supervision they provided	• In the event of an audit, give the RBT Requirements Coordinator documentation of the supervision they provided, even for former RBTs	• Maintain supervision documentation for 7 years and be prepared to submit it, even for former RBTs • In the event of an audit, give the BACB documentation of all supervision that occurred under their supervision/ oversight

Public identification. For your RBT certification to be active (i.e., to practice, bill, or represent yourself as an RBT), your RBT Supervisor(s) and/or RBT Requirements Coordinator must have you listed as a supervisee in their BACB portal account(s). The BACB Certificant Registry will show your current RBT Supervisor(s) and, if relevant, RBT Requirements Coordinators, as well as your certification status. Information about your current and former supervisors is also available in your BACB portal account under the Supervision tab.

Depending on the supervision structure at your organization, the following individuals must list you in their BACB portal account:

- If you do **not** have an RBT Requirements Coordinator, all of your RBT Supervisors must list you as a supervisee in their BACB portal account any time they provide supervision.
- If you have an RBT Requirements Coordinator, only they must list you as a supervisee in their BACB portal account while they provide supervision/oversight. RBT Requirements Coordinators may also list RBT Supervisors in their BACB portal account when coordinating supervision.

Supervisor-client oversight. The RBT Supervisor(s) and RBT Requirements Coordinator must have sufficient client-specific knowledge to inform the clinical direction of your work as an RBT. Specifically, the two parties should be employed by the same organization, or they should have a contractual relationship with your client(s). In addition, you must ensure that you are receiving supervision in accordance with these requirements, including having an RBT Supervisor or RBT Requirements Coordinator for every client with whom you work. It is not permissible, for example, for you to have a supervisor for three of your clients, but no supervisor for one of your clients.

If your RBT Requirements Coordinator and/or RBT Supervisor changes, they must make the change in their BACB portal account when the supervisory relationship has ended.

Non-practicing and Unsupervised RBTs

Consequences for not being properly supervised. Any RBT found to be substantially noncompliant with the supervision requirements will be subject to immediate termination of their certification or termination of their eligibility to be recertified. In both cases, the RBT will be prohibited from reapplying for RBT certification for six months following the termination. If an RBT requalifies, the RBT will be subjected to enhanced auditing of their supervision records.

A Notice of Alleged Violation may be submitted against the RBT Supervisor and/or RBT Requirements Coordinator if their RBT(s) are not receiving supervision in accordance with these requirements.

Unsupervised RBTs. As an RBT, you may only practice if you have an RBT Supervisor or RBT Requirements Coordinator on record with the BACB (and reflected on the Certificant Registry).

Non-practicing RBTs. If you are not currently providing behavior-analytic services as an RBT, monthly supervision is not required to maintain certification. However, you must still complete the other maintenance requirements to maintain certification. If you do not plan to provide behavior-analytic services for an extended period of time you should consider applying for voluntary inactive status.

Not sure you're meeting the supervision requirements?
Review this section with your supervisor to ensure that you are meeting all the supervision requirements.

What if you find that you're not meeting the supervision requirements?
Report this to the BACB (see the Self-Reporting section) and, depending on your situation, you may want to review how to apply for voluntary inactive status, get another supervisor, and/or discuss with your supervisor how you can work together to ensure that you are meeting the supervision requirements moving forward.

Supervision Documentation and Audits

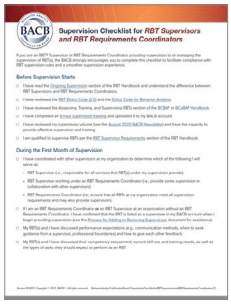
Documentation of supervision. You and your RBT Supervisor/RBT Requirements Coordinator must maintain documentation to demonstrate that you are meeting supervision requirements, including:

- days and times you provided behavior-analytic services
- dates and duration of supervision
- format (e.g., one-on-one, group) of supervision
- dates that direct observations of you working with a client occurred
- names of supervisors who provided supervision
- proof of supervisor's relationship to the client
- additional documentation in the event of discrepant records (e.g., session notes)

For additional guidance, use these optional RBT supervision checklists.



Supervision Checklist for RBTs



Supervision Checklist for RBT Supervisors and RBT Requirements Coordinators

You and your RBT Supervisor/RBT Requirements Coordinator must retain supervision documentation for at least 7 years, even if the supervisory relationship has ended and/or someone else has assumed responsibility.

Audits. The BACB reserves the right to audit current and former RBTs, RBT Supervisors, or RBT Requirements Coordinators at any time. If it is found that the supervision requirements are not being met, action may be taken against any or all these parties. See page 22 to view the RBT Supervision Audit Process infographic.


RBT Supervision Audit Process
AUDIT INITIATED
The BACB may initiate an RBT Supervision Audit at any time for any reason. For instance, it might be initiated as part of a quality assurance check, self-report of lapse, or ethics-related matter. Please note, your RBT certification status will not be impacted by the initiation of an audit.
BACB REQUESTS AUDIT INFORMATION
The BACB may contact the current or former RBT, RBT Supervisor, and/or RBT Requirements Coordinator via email. The request may include one or more of the following: completion of an RBT Supervision Audit Log and/or other supervisor-related documents as described in the Documentation of Supervision section of the RBT Handbook.
PARTIES SUBMIT AUDIT DOCUMENTS TO BACB
All relevant parties will submit requested documents to the BACB as directed in the audit initiation email within the specified time frame, typically 14 days. Documents submitted after the deadline will not be reviewed or considered in the determination.
BACB REVIEWS DOCUMENTS
All audit cases are reviewed to evaluate compliance with the RBT Supervision requirements and other applicable BACB requirements. If additional documents or information is required, relevant parties will be contacted via email.
BACB PROVIDES FEEDBACK ON DETERMINATION
The BACB will provide a determination and, if applicable, feedback about the audit outcome.
NONCOMPLIANT
COMPLIANT
TERMINATION OF CERTIFICATION OR RIGHT TO RECERTIFY
Any RBT found to be substantially noncompliant with supervision requirements will either have their certification terminated or be made ineligible for recertification as of the date they receive their audit determination.*
NOTICE OF ALLEGED VIOLATION AGAINST SUPERVISOR(S)
A Notice of Alleged Violation may be submitted against the RBT Supervisor and/or RBT Requirements Coordinator if their RBT(s) are not receiving supervision in accordance with these requirements.
CONTINUE TO MEET SUPERVISION REQUIREMENTS
If the supervision is found to be compliant with the RBT supervision requirements for the audited period, the supervision may occur as usual.
*In both cases (certification termination or termination of eligibility), the RBT will be prohibited from applying for RBT certification for at least 6 months following the termination and may be subjected to enhanced auditing if they return. If you believe the decision was made in error, you will need to review the Administrative Appeals Policy and, if appropriate, submit an appeal within 30 days of the determination.

Ethics and Self-Reporting

You must adhere to the RBT Ethics Code (2.0) and Self-Reporting Requirements. The BACB is prohibited from providing any legal advice and from interpreting any ethics requirements.

RBT Ethics Code (2.0). The RBT Ethics Code (2.0) includes 29 standards across 3 sections: (a) General Responsibilities, (b) Responsibilities in Providing Behavior-Technician Services, and (c) Responsibilities to the BACB and BACB-Required Supervisor.

Work directly with your supervisor(s) to ensure that you are complying with the RBT Ethics Code (2.0). Consult your supervisor(s) if you have questions or concerns regarding BACB ethics requirements.



RBT Ethics Code (2.0)

Visit the Ethics web page for information about code enforcement procedures, ethics resources, and more.

Self-Reporting

Per the BACB's ethics requirements, applicants and certificants must self-report to the BACB any personal or professional conduct, condition, or event that may pose a risk to others or reasonably impact their ability to safely or competently practice. These events may relate to their roles as service providers, supervisors, educators, trainers, or business owners or managers of any organization or company that provides behavior-analytic services, supervision, education, and/or training. Please see the following sections for details on the three main types of information that must be self-reported to the BACB.

For further guidance on when to self-report, please review the information on the Self-Reporting web page.

Changes to Personal Information

You are required to keep the personal information in your BACB portal account up to date, including your address, email address, and legal name. Please change or correct any outdated information within 30 days of the change or of becoming aware of the outdated information. Please note that name changes will require the submission of government-issued documentation reflecting your previous and current name, and address changes may require the submission of documentation that verifies your residence.

Noncompliance with BACB-Required Supervision

BCaBAs, BCaBA Supervisors, RBTs, RBT Supervisors, and RBT Requirements Coordinators, among others, are required to self-report any supervision noncompliance to the BACB in a timely manner.

Critical Events

The following events must be self-reported to the BACB in a timely manner (no more than 30 days after becoming aware of the event). This guidance does not constitute ethics or legal advice. If it is not required that you self-report your situation to the BACB, but you are still unsure, the best course of action is to self-report. Please note that for the purposes of self-reporting, *funder* refers to any entity (e.g., healthcare organization, state or federally funded service, commercial payer, managed care organization, educational institution, other payment entity) that you have contracted with to provide behavior-analytic, educational, or health-care services.

CERTIFICATION MAINTENANCE REQUIREMENTS

Violations of Ethics Standards: You must self-report any violation of one or more standards in the applicable BACB ethics code (i.e., Ethics Code for Behavior Analysts for BCBAs and BCaBAs, RBT Ethics Code [2.0] for RBTs). This includes, but is not limited to, the following events:

- failure to protect the privacy and confidentiality of clients or other stakeholders
- engaging in a multiple relationship with a client or supervisor
- failure to maintain appropriate client records (including documentation for billing purposes)

Physical and Mental Health Conditions and Substance Use Disorders: You must self-report the following events related to physical and mental health conditions and substance use disorders:

- You currently have, or within the past 3 years have had, a physical or mental health condition or substance use disorder that directly impacts your ability to provide services safely and competently, **AND**:
  - you do not have an active, effective care plan in place;
  - you have an active, effective care plan in place, and your care provider recommends that you self-report to the BACB; **OR**
  - you have an active care plan in place, but it is no longer effective.
- Within the past 3 years, you have been voluntarily or involuntarily hospitalized or placed in a treatment facility (e.g., in-patient, intensive out-patient) because of a physical or mental health condition or substance use disorder for which you **do not** or **did not** have a care plan in place, and your ability to provide services safely and competently is or was directly impacted.
- Within the past 3 years, you have participated in a diversion plan or treatment plan related to a physical or mental health condition or substance use disorder in accordance with a license or credential held by you in any profession.
- Within the past 3 years, you have participated in a diversion plan or treatment plan in accordance with a court of law following criminal charges against you for which a physical or mental health condition or substance use disorder lessened the offense that resulted in the diverted or deferred outcome.

You **do not** need to self-report the following events:

- a new or existing diagnosis of a physical or mental health condition or substance use disorder that is unlikely to impact the competent and safe delivery of services
- a new or existing diagnosis of a physical or mental health condition or substance use disorder for which you have an active, effective care plan, and you and your care provider have determined that it will not likely impact the competent and safe delivery of services
- unless advised otherwise, an event that has already been self-reported and that the BACB has dismissed or cleared

Investigations: You must self-report any investigation naming you, a company that you own, or a company in which you hold a primary role related to the matter under investigation (e.g., billing, clinical quality control) within 30 days of becoming aware of the investigation. Do not wait until the conclusion of the investigation to self-report. This includes, but is not limited to, the following events:

- any investigation conducted by an employer in response to an alleged violation of any BACB ethics standard
- any investigation or audit conducted by a state or federal entity (e.g., funder, licensure or regulatory board), professional association, or educational institution that was triggered by a complaint or irregularity identified by the entity
- any investigation or audit triggered by a self-identified irregularity
- any billing or quality control audit (e.g., random or scheduled audit that was not triggered by a complaint or concern) conducted by a funder, governmental insurance provider, licensure or regulatory board, or other entity (e.g., department of health, fire department) that resulted in an order to repay money due to overbilling and a penalty that exceeded $2,500 (USD or equivalent)



You **do not** need to self-report the following events:

- any billing or quality control audit (e.g., random or scheduled audit that was not triggered by a complaint or concern) conducted by a funder, governmental insurance provider, licensure or regulatory board, or other entity (e.g., department of health, fire department) that did **not** result in any corrective actions, improvement plans, fines, or repayments exceeding $2,500 (USD or equivalent)

Agreements and Actions: You must self-report certain agreements and actions within 30 days of (a) receiving an order from the court, civil or criminal charges, a final determination, or a disposition or (b) signing an agreement or consent order that relates to any of the following events:

- termination by an employer in response to a violation of any BACB ethics standard
- requirement to report a situation or action that posed a risk of harm to others and occurred during the delivery of behavior-analytic, health-care, or educational services to a licensure or regulatory board, professional liability insurance company (i.e., if the event triggered malpractice coverage), or other governmental agency (i.e., if the event warranted mandated reporting to a welfare or protective agency)
- denial of a professional licensure application for conduct or competence reasons, such as eligibility requirements deficits, that would not otherwise constitute ethics code violations (e.g., unmet education, training, experience, application, and/or documentation requirements; unpaid fees)
- an arbitration decision or a settlement or consent agreement/order between yourself and any funder, licensure board, or certification entity
- required actions (e.g., repayment, compliance or remediation plan, participation restrictions, probation or suspension, voluntary surrender or relinquishment of license or certification, revocation or suspension, practice restrictions or inclusions, mandatory mentorship or continuing education) assigned to you by a state or federal entity (e.g., licensure or regulatory board), professional association, court or tribunal, arbitrator, funder, or educational institution in response to a complaint, audit, or investigation related to the delivery of behavior-analytic services or a behavior-analytic service company that you own or manage
- public health and safety tickets, citations, or fines greater than $750 (USD or equivalent) **or** of any amount if the situation (a) led to an arrest warrant, jail time, or other incarceration or (b) involved or occurred in the presence of a client

- criminal or civil suits naming you that are directly or indirectly related to the delivery of behavior-analytic services or involve assault, battery, neglect, or abuse of a person or animal (this must be reported within 30 days of becoming aware of the criminal or civil suit)
- criminal or civil suits in which you have been found guilty, have entered a plea of no contest, or have otherwise been sanctioned related to a misdemeanor or felony involving public health and safety or the delivery of behavior-analytic, health-care, educational, or other human services (this must be reported within 30 days of becoming aware of the criminal or civil suit)
- official expungement of court records that meet BACB self-reporting requirements **if** the action occurred during the delivery of behavior-analytic, health-care, or educational services or involved the assault, battery, neglect, or abuse of a person or animal
- probation, parole, pretrial diversion agreements, settlement agreements, or consent orders assigned to you
- current detainment (e.g., you are being held in custody in a jail, prison, other correctional facility, court-mandated treatment facility, or under house arrest)
- any conviction of a felony that carried a maximum sentence of more than 5 years imprisonment and that has not been expunged

You **do not** need to self-report the following events:

- credit or tax hearing
- personal bankruptcy
- fines related to tax, revenue, or wage garnishment
- parking tickets or tickets generated by traffic cameras
- traffic tickets not exceeding $750 (USD or equivalent)
- family court proceedings (e.g., divorces, custody hearings)
- employer layoffs and actions that do not involve a violation of a BACB ethics standard
- a DUI or DWI charge or conviction that is a first-time offense, did not result in injury to any party, did not occur with clients in the vehicle or during work hours, and is not related to a substance abuse disorder that must otherwise be reported

Behavior Technicians May Not Be Independent Contractors in the US

The U.S. Internal Revenue Service (IRS) provides definitions of two primary worker classifications. A worker is an *employee* when the company controls what duties will be performed and how they will be performed. A worker is an *independent contractor* when he/she controls how the duties will be performed (e.g., which procedures are used). Behavior technicians–those who are certified (e.g., as an RBT) and those who are not–have increasingly advertised their availability to provide services as independent contractors. Because over 97% of RBTs reside in the US, we provide the following guidance.

The BACB defines an RBT as "a paraprofessional who practices under the close, ongoing supervision of a BCBA, BCaBA, or FL-CBA." Because an RBT is not an independent practitioner with control over how his/her duties are performed, in the US an RBT would almost never qualify as an independent contractor as defined by the IRS. Thus, any RBT who is working as an independent contractor and any business that hires RBTs as independent contractors should immediately consult a tax professional to confirm compliance with IRS regulations. The following resources might be helpful during this consultation:

- The July 20, 2017 IRS Interpretation of Employee vs. Independent Contractor (See FS-2017-09, U.S. Department of the Treasury, 2017)
- The California Association for Behavior Analysis (May 2018) interpretation of this issue

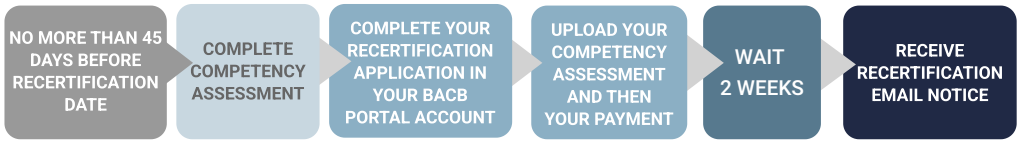
In addition to this being a serious IRS matter, failure to use the appropriate worker classification for behavior technicians may constitute a violation of the Ethics Code for Behavior Analysts or the RBT Ethics Code (2.0). In the event that a Code violation is alleged against you for mischaracterization of RBT services, the BACB will request a copy of the written opinion of a tax professional to demonstrate that appropriate due diligence was exercised in making the classification.

We strongly encourage RBTs who are practicing outside the US to consult with a tax professional in their country to determine compliance with applicable employment laws.

Annual Recertification

Recertification Through December 31, 2026

RBT certificants who recertify on or after January 1, 2026, will need to meet the now-current maintenance requirements (e.g., Recertification Competency Assessment) one last time before their 2-year recertification cycle begins and pay the recertification application fee effective in 2026. Once they are recertified, their 2-year recertification cycle will begin. If they wish to recertify again in 2028, they will need to meet the 2026 maintenance requirements (e.g., ongoing professional development).



Your annual RBT certification expiration date is typically on the one-year anniversary of the date you passed the examination. You can find the expiration date in your BACB portal account and on the BACB Certificant Registry.

1. Complete a Recertification Competency Assessment

You must demonstrate that you can competently perform the tasks on the RBT Recertification Competency Assessment as part of the annual requirements to maintain the RBT certification. The assessment is an important maintenance requirement because it requires RBTs to demonstrate their ongoing proficiency in performing critical behavior technician skills. This is especially valuable given the integral, hands-on activities RBTs perform.

The assessment must be:

- overseen by a qualified BACB-certified RBT supervisor
- completed no more than 45 days prior to your expiration date
- based on the current version of the RBT Recertification Competency Assessment Packet

Demonstrate that you meet this requirement by uploading a copy of your completed RBT Recertification Competency Assessment with your recertification application. Your assessor will provide your completed assessment to you once you demonstrate you can competently perform the outlined tasks.

Note: Your Recertification application must be submitted through the BACB portal account associated with your RBT certification. If you need help accessing your account, please reach out through the Contact Us Form.

2. Submit Your Recertification Application in Your BACB Portal Account

After completing the RBT Recertification Competency Assessment, complete the RBT Recertification application in your BACB portal account under the Applications tab, which includes reporting whether you met the supervision requirements during the last recertification cycle and agreeing that you will continue to adhere to the BACB's various rules and requirements, reporting, and ethics requirements.

Step	Responsible Person
1. Log in to your BACB portal account up to 45 days before your certification expiration date and select the RBT Recertification Application in the Applications tab. Please be sure to log in to your existing BACB portal account. If you create a new account, you will not be able to recertify through it. *Note:* While the BACB sends recertification and expiration notifications to the email address listed in your BACB portal account, it is your responsibility to actively maintain your certification.	Applicant
2. Complete the RBT Recertification Application in your BACB portal account. The recertification application includes: a. Uploading your completed RBT Recertification Competency Assessment (based on the current version of the RBT Recertification Competency Assessment Packet). b. Indicating if you (a) met the supervision requirements, (b) were not practicing, or (c) did not meet the supervision requirements. Please read each question and answer truthfully. If you indicated that you did not meet the supervision requirements, the BACB still may contact you about next steps (see the audit process under the Ongoing Supervision section). c. You must disclose whether you have a physical or mental health condition, or a substance use disorder, that could impair your ability to safely and competently work as a behavior technician. You must also report if you have been subject to certain types of investigations or disciplinary actions, or if you have been subject to official actions related to behavior analysis services or public safety. Please read the question carefully and answer truthfully. Answering "yes" to the question will require you to complete and submit an Ethics Self-Reporting Statement. Your application will be placed on hold while your self-report is reviewed by BACB staff. d. Paying the recertification application processing fee and agreeing to the Application Processing Agreement. If you submit an approvable application or additional documentation during the reinstatement period, you will also be charged a $50 late fee. Please note that all of the application documentation you submit must match the name listed in your BACB portal account. If your name has changed since the documentation was issued, you must complete a Name Change Request in your account by selecting Update Profile to notify of a former name for application documents.	Applicant
3. Allow two weeks for BACB staff to process your application. a. The BACB will send status updates and notifications to the email address listed in your BACB portal account. *Note:* If your documentation is submitted close to your expiration date, you may receive an automated expiration notification while your documentation is still under review.	BACB Staff

Step	Responsible Person
4. If your application is: a. **Approved:** You will be notified via email, and your certification will be recertified for an additional year. b. **Not approved:** You will receive feedback and guidance on the next steps via email and Action Items in your BACB portal account. These steps can be reviewed and resolved through your BACB portal account under the Action Items widget. If you do not meet the requirements within 90 days of submitting your application, you must submit a new RBT Certification Application, including payment of another certification application processing fee (see the fee table below). The status of your application will change as you complete the required steps. *Note:* After submitting your recertification application, you will receive feedback via email and Action Items in your BACB portal account indicating whether your documentation demonstrates that you have met the maintenance requirements. BACB staff will not provide a rationale for the decision beyond what is included in your feedback email and in your BACB portal account under Action Items (i.e., staff will not explain the review process to you). If you disagree with the application determination and believe that your submitted application materials were rejected in error, you may review our Administrative Appeals Policy to determine if a second, independent review of your application could be triggered. If appropriate, you must submit an appeal within 30 days of the determination.	BACB Staff/ Applicant

Reinstatement Period. If you fail to meet the recertification requirements before your certification expires, your certification will be considered inactive, and you will have 30 days* from your expiration date to reinstate your certification by submitting an approvable application and paying a late fee. You will not be permitted to practice, bill, or represent yourself as an RBT while inactive.

** The BACB operates on US Mountain Standard Time (MST).*

Failure to Recertify. If you do not recertify by the end of the reinstatement period, your certification will expire, and you will not be permitted to practice, bill, or represent yourself as an RBT. You must meet the eligibility requirements applicable at that time, reapply, and retake the examination to become an RBT again (see the following graphic).

GUIDANCE FOR THOSE WHO MISSED THEIR RECERTIFICATION DATE



Fees*

Recertification Fees	
2-Year Recertification Application Processing Fee (beginning January 1, 2026)	$50
Recertification Application Late Fee	$50
Insufficient Funds/Returned Check	$45

** BACB fees are nonrefundable and nontransferable. The BACB only accepts US currency. Please do not send cash.*

Recertification After January 1, 2027

If you become RBT certified in 2026 or recertify in 2026, you will need to meet the following recertification requirements.

Note: To maintain your RBT certification, you will also need to meet the Ongoing Supervision and Ethics and Self-Reporting requirements sections as well.

Professional Development

As an RBT, you must earn 12 hours of professional development units (PDUs) during each 2-year recertification cycle.

All PDUs must occur within the recertification cycle to which they are applied. For example, if you submit your recertification application on September 27, 2026, and your recertification date is September 30, 2026, you may only count PDUs accrued from October 1, 2026, to September 30, 2028, toward your next recertification application.

Note: You may not make up missed PDUs after your recertification date (i.e., during the reinstatement period). PDUs exceeding the required amount cannot be applied to the next cycle.

Demonstrate that you meet this requirement by entering your PDUs into your BACB portal account as soon as you have supporting documentation. Use the following table to identify which type of PDU was earned. Depending on the type of PD event selected, you will need to enter specific information about the activity and upload supporting documentation. Be sure to enter the information exactly as it is shown on your documentation.

PDU Types

You can earn PDUs via three activity types, as shown in the following table. There are no restrictions or limitations on the number of non-repeating PDUs you can earn through each activity type. All PDU types are intended to ensure that certificants continue to engage in activities that expand their behavior-analytic skills.

Professional Development Type	Provider	Documentation
An organization's in-service training related to behavior-analytic service delivery (does not include training on a specific client's program)	A BCaBA, BCBA, or BCBA-D at the RBT's service organization	RBT Professional Development form from the organization
Professional development event	Authorized Continuing Education (ACE) Provider(s)	RBT Professional Development form from the ACE Provider
Didactic behavior-analytic university courses with a passing grade ("C" or higher in a graded course or "pass" in a pass/fail system)*	An accredited university	Syllabi and transcripts from university courses

* *For the purpose of establishing instructional requirements that can be applied globally, 1 semester credit hour will represent 15 hours of classroom instruction, and 1 quarter credit hour will represent 10 hours of classroom instruction. This conversion is based on US Federal Rule.*

Note: Ongoing RBT supervision, client-specific training, and supervised fieldwork toward BCaBA or BCBA certification will not count toward this requirement. Supervision is intended to be client-specific, and PDUs for RBT recertification are meant to provide ongoing education in behavior analysis; therefore, PDUs cannot overlap with RBT supervision.

PDU Content

The content of RBT PD events should expand upon material included in the RBT 2026 40-Hour Training Requirements and Curriculum Outline, the RBT Ethics Code (2.0), other BACB requirements, or additional content that is appropriate for RBTs (e.g., working with supervisors, communicating with clients, managing stress).

Repeating PD Activities

Repeating PD activities of any type does not provide new or expanded knowledge or skills. Therefore, they do not meet BACB certification maintenance requirements.

For example, attending the same presentation offered annually by an organization on best practices for interactions with parents and other caregivers of clients would not be eligible for additional PDUs if it was counted in a previous recertification cycle. However, attending two different presentations on behavior assessment, where one focuses on ABC data collection and the other focuses on participating in a functional analysis, could both be eligible for PDUs.

Recertification

As an RBT, you will be required to submit a recertification application (including payment) every two years beginning in 2027. Recertification applications will be available in your BACB portal account within 45 days of your recertification date **and** once you have entered your required PDUs. You must complete your recertification application on or before your recertification date to avoid a lapse in your certification and late fees.

Inactive Policy

RBTs may be inactive because they:

- placed their certification on voluntary inactive status or active/duty reserve status
- do not have a qualified RBT Supervisor or RBT Requirements Coordinator on record with the BACB
- did not recertify by their expiration date and are in their reinstatement period
- have sanctions against their certification

RBTs with an inactive certification may not bill, practice, or represent themselves as active RBTs and will be listed as inactive on the Certificant Registry.

Inactive Due to No Supervisor/Coordinator on Record

An RBT's certification is considered inactive if they do not have an RBT Supervisor and/or RBT Requirements Coordinator on record with the BACB. As an inactive RBT, you are not permitted to practice, bill, or represent yourself as an active RBT, and you will be listed as inactive on the Certificant Registry with "No Supervisor/Coordinator on Record" as the reason for inactivity. To reactivate, you must have an RBT Supervisor or RBT Requirements Coordinator add you as a supervisee in their BACB portal account. Note that an inactive status due to no supervisor/coordinator on record is not the same as Voluntary Inactive Status (VIS).

Voluntary Inactive Status

RBTs who need a break from maintaining their certification for a period of time—and who are within their recertification cycle (i.e., have not missed their expiration date)—may request inactive status. As an inactive RBT, you are not permitted to practice, bill, or represent yourself as an active RBT, and you will be listed as inactive on the Certificant Registry. You may request to be inactive for up to two years and will not be required to submit RBT recertification applications during this time. After returning from voluntary inactive status, you may not apply for voluntary inactive status again until you have completed one full recertification cycle.

Applying for Voluntary Inactive Status

If you wish to request voluntary inactive status, complete and submit the RBT Application for Voluntary Inactive Status in your BACB portal account and pay the $25 voluntary inactive status fee well in advance of the date your certification expires to allow time for processing. Your voluntary inactive status will begin on the date your application and payment are approved. You may not apply for voluntary inactive status while you are in your reinstatement period.

As of January 1, 2027, this form will be called the RBT Reentry Competency Assessment, but its content will remain the same as the RBT Recertification Competency Assessment.

Applying for Return from Voluntary Inactive Status

Only RBTs on voluntary inactive status who wish to return must request to reinstate certification by:

1. completing the RBT Recertification Competency Assessment no more than 45 days before requesting reactivation
2. completing and submitting the RBT Return from Voluntary Inactive Status Application in your BACB portal account, and paying the fee within two years of your inactivation date.

Once your certification has been reactivated and you have an RBT Supervisor or RBT Requirements Coordinator on record with the BACB, your certification will resume. You may not apply for inactive status again until your next recertification cycle has been renewed. If you do not apply to return from voluntary inactive status within 2 years, your RBT certification will expire as of the date it would have expired had you not gone on voluntary inactive status. For example, if your certification cycle was from September 30, 2025, to September 29, 2026, and you went on voluntary inactive status on December 1, 2025, you would need to return by December 1, 2027. If you do not, your certification will show as expired as of September 29, 2026. If you wish to become certified again, you must reapply for certification under the eligibility requirements in place at that time. Please note that individuals who reside outside of BACB jurisdiction and do not reactivate their certification within two years are ineligible for BACB certifications.

Active Duty/Reserve Status Policy

If you are called to active military duty in the armed forces and are actively certified, you may apply for a temporary pause of your certification status to cover the period for which you are called (not to exceed two years). While on reserve inactive status, you are prohibited from representing yourself as an active RBT. This policy only applies to service members just joining the military or those being deployed. If the spouse of a service member wishes to go on voluntary inactive status, they must apply and pay the $25 processing fee.

Applying for Active Duty/Reserve Status

Upon being called to active duty, you will need to submit a Voluntary Inactive Status Application in your BACB portal account under the Applications tab. You will need to provide a copy of your official active duty orders. If approved, the BACB will place your certification on voluntary inactive status during your period of active duty, effective as of the date listed in your application or orders. No fees are required for this application.

Applying for Reactivation

Following completion of your active duty or reserve status, or two years, whichever comes first, you must complete a Return from Voluntary Inactive Status Application in your BACB portal account under the Applications tab to reactivate your certification. When your certification becomes active again, your recertification cycle or examination authorization window will resume.

Fees*

Inactive Policy Fees	
Voluntary Inactive Application	$25
Request to Return from Inactive	$25
Active Duty/Reserve Status	$0

** BACB fees are nonrefundable and nontransferable. The BACB only accepts US currency. Please do not send cash. Note that fees are applied once your application has been received.*

Other Relevant Policies

Administrative Appeals

The BACB offers three types of administrative appeals: application, examination, and compassionate.

Appeals submitted to the BACB are reviewed by the Administrative Appeals Committee. Only one (1) type of administrative appeal may be requested for any specific matter or event. Once an administrative appeal has been reviewed by the Administrative Appeals Committee and a determination has been made, no further review of the specific matter or event that was the subject to the administrative appeal will be available from the Committee or the BACB. Appeals decisions are final and may **not** be further reviewed or appealed.

Note: BACB standards, requirements, deadlines, procedures, fees, examination content, examination editions, examination delivery modality, examination results, and examination-specific questions/answers may **not** be appealed.

Application Appeals

Adverse BACB decisions including, but not limited to, the denial of a certification, renewal, recertification, or other applications submitted to the BACB may be appealed if (a) you have sufficient evidence to support that you properly completed and submitted all of the required documentation to the BACB by the deadline, (b) you were given incorrect feedback or guidance from the BACB, or (c) you experienced a technical issue with your BACB portal account that prevented you from meeting the deadline. This type of appeal applies to all trainees, applicants, certificants, and Authorized Continuing Education (ACE) Providers.

The following may **not** be appealed:

- BACB standards,
- requirements,
- deadlines,
- procedures,
- fees,
- examination content,
- examination edition,
- examination delivery modality,
- examination results, and
- specific questions/answers

Do not submit an appeal in order to request information about a denied application; you will receive detailed information (i.e., reasons for the application denial, steps that must be taken to correct any deficiencies) at the time of the denial. To request information about a denied application, please use the Contact Us Form. If you have an active application and must submit additional or corrected documentation, please follow the instructions in your application determination email by completing Action Items in your BACB portal account.

How to appeal: You must file a written request for an appeal within **30 days** of the determination by completing the Administrative Appeal Request Form. You must include evidence with your submission to support your appeal request.

OTHER RELEVANT POLICIES

Examination Appeals

If you experience examination condition irregularities (e.g., lighting, disruptive noises, long load times) during your examination, you may file an appeal with the BACB. Please note, Pearson VUE sites deliver BACB examinations via a web browser, so minor internet bandwidth variances are to be expected. BACB standards, requirements, deadlines, procedures, fees, examination content, examination delivery modality, examination results, and examination-specific questions/answers may not be appealed.

How to appeal: You must file a written request for appeal within **7 days** of your examination appointment. To file an appeal, complete the Administrative Appeal Request Form located on the BACB's Administrative Appeals web page.

Compassionate Appeals

If you have experienced a qualifying unforeseen life event or extenuating circumstance that warrants relief (e.g., hospitalization, act of nature) within 1 year before the determination that you wish to appeal (e.g., the day that your certification expires), you may submit an appeal request. This type of appeal applies to all trainees, applicants, candidates, certificants, and ACE Providers who have supporting evidence that a qualifying life event occurred.

BACB staff will evaluate the appeal based on the date of the event, its potential impact on your ability to obtain or maintain BACB certification, the amount of time you had to meet the applicable requirements (e.g., whether you are using the 2 years between recertification to accrue continuing education), and whether you could have taken preventative actions (e.g., applied for voluntary inactive status).

How to appeal: You must file a written request for an appeal within **6 months** of the determination by completing the Administrative Appeal Request Form. This appeal request requires documentation that verifies the event or circumstance in question.

Name Change Policy

Depending on where you are in the certification process, submitting a Name Change Request may be necessary for any of the following reasons:

- Your name has changed since creating a BACB portal account.
- Your name does not match your ID.
- You are notifying of a former name for application documents.

To submit a Name Change Request, log in to your BACB portal account.

- Go to My Account
- Select Profile Settings
- Click Name Updates
- Select the applicable option
- Follow the instructions to enter your requested name and upload the required documentation
- Select Submit

Please allow 2 weeks for processing. You will be contacted if additional information is required.

OTHER RELEVANT POLICIES

Acceptable Signatures Policy

The BACB accepts electronic signatures* for applications and forms, whether submitted electronically or by mail. Although it is preferred that documents are digitally signed using a third-party electronic signature service (e.g., **Adobe Sign**, **DocuSign**, **HelloSign**), the BACB will accept any type of electronic signature (e.g., Adobe Fill & Sign, JPEG of a signature) provided the document is signed by the appropriate party with the intent of signing the document.

The BACB also accepts handwritten signatures on scanned documents, unless the document states that an original signed copy is needed. Alterations on handwritten documents (e.g., white-outs, strike-throughs) must be initialed by all relevant parties.

Documentation Policy

All documentation submitted to the BACB, for any reason, becomes the property of the BACB. Documents submitted to the BACB will be retained and/or safely discarded at the discretion of the BACB. For this reason, candidates should retain a copy of their certification application and all supporting documentation for their personal records and to be prepared for future applications. The BACB will not return documentation to applicants or certificants.

Submission of False, Forged, or Untrue Information to the BACB

The BACB reserves the right to prohibit any individual from taking a BACB examination, or invalidate any certification (immediately making the certification null and void), in the event that the individual submitted falsified, forged, or untrue information.

Examples of false, forged, or untrue information include:

- submitting false, inconsistent, or misleading statements or omitting information the BACB requests
- submitting an altered or inauthentic transcript
- submitting an application containing false, inconsistent, or misleading information
- submitting documentation that misrepresents your current address and/or country of residence to become eligible for certification
- attempting to take the examination for someone else or having someone else take the examination for you
- copying or sharing information, or any other form of cheating
- obtaining advanced access to certification or examination material
- stealing examination materials
- bringing prohibited items into the examination room
- failing to follow directions from test center staff
- violating Pearson VUE scheduling or test center rules and regulations

Timely Responding to the BACB

If an individual fails to respond to the BACB after reasonable contact attempts are made, or if an individual fails to comply with a request from the BACB, the BACB may take summary action (e.g., suspension) against their eligibility or certification. See the Code-Enforcement Procedures document for more information.

* *An electronic signature is "an electronic sound, symbol, or process, attached to or logically associated with a contract or other record and executed or adopted by a person with the intent to sign the record" (**15 U.S.C. § 7006 [2000]**). Simply stated, an electronic signature is an electronic expression indicating a signee's intent to sign a document. By contrast, a digital signature is a specific kind of electronic signature, which requires authentication of a signee's identity.*

Responding to the BACB

Do not email the BACB at a no-reply email address. Either submit the information through the Contact Us Form or follow the instructions provided in the email or on the form.

Documents and Resources

Eligibility and Applying for Certification

- 2026 RBT Initial Competency Assessment
- RBT Examination Pass Rates for 40-Hour Training Providers: 2024
- RBT 2026 40-Hour Training Requirements and Curriculum Outline
- RBT Certification Application Attestation

Examination

- RBT Test Content Outline (3rd ed.)
- Pearson VUE website
- Request for Accommodations

Ethics and Self-Reporting

- RBT Ethics Code (2.0)
- Code-Enforcement Procedures
- Ethics Web Page
- Self-Reporting Web Page

Ongoing Supervision

- Supervision Training Curriculum Outline (2.0)
- Supervision Checklist for RBTs
- Supervision Checklist for RBT Supervisors and RBT Requirements Coordinators

Recertification

- RBT Recertification Competency Assessment

Administrative Appeals

- Administrative Appeal Request Form

Glossary

RBT 40-Hour Training: All RBT applicants are required to complete a 40-hour training as one of the eligibility requirements for RBT certification.

Applicant: An individual pursuing certification.

Behavior-Analytic Services: For RBTs, behavior-analytic services include performing tasks related to the 40-hour training curriculum outline, assisting with the RBT 40-hour training, and assisting in the completion of RBT competency assessments. The RBT's supervisor has the discretion to determine if they can competently perform activities outside of the 40-hour training curriculum outline.

Certification Application: The initial application to apply for certification as an RBT after eligibility requirements have been met.

Client: Any recipient or beneficiary of behavior-analytic services.

Expiration Date: The annual anniversary date when an RBT became certified. RBTs are required to complete recertification requirements, including submitting an RBT recertification application and RBT Recertification Competency Assessment, by this date every year. RBTs may find this date in their BACB portal account and on the BACB Certificant Registry.

Inactive Status: RBTs may be inactive for the following reasons:

- They are on voluntary inactive or reserve inactive status (i.e., they put a pause on maintaining their certification). To qualify for these options, RBTs must complete a Voluntary Inactive Status Application or request reserve active duty.
- They are not currently supervised. RBTs without a qualified supervisor on record with the BACB are considered inactive.
- They did not recertify their RBT certification and are within their reinstatement period.
- They have disciplinary sanctions against their certification.

RBTs with an inactive certification may not bill, practice, or represent themselves as active RBTs.

RBT Ethics Code (2.0): The RBT Ethics Code (2.0) describes the ethics requirements for both RBTs and applicants. All RBTs and applicants must agree to abide by this code. Because RBTs are not independent practitioners and must receive ongoing supervision to practice, individuals who supervise RBTs must also be familiar with this code.

RBT Initial Competency Assessment: All applicants must demonstrate they can competently perform the tasks on the RBT Initial Competency Assessment as one of the requirements to qualify for the RBT certification. The Initial Competency Assessment must be completed within 90 days of applying and after the 40-hour training has been completed.

RBT Recertification Competency Assessment: All RBTs must annually demonstrate their ongoing proficiency in performing critical behavior technician skills as part of the requirement to maintain RBT certification. The RBT Recertification Competency Assessment must be completed within 45 days of an RBT's expiration date.

GLOSSARY

RBT Requirements Coordinator: Some organizations with many RBTs and RBT Supervisors may designate RBT Requirements Coordinator(s). The RBT Requirements Coordinator must ensure that the RBTs they are responsible for meet the supervision requirements. The RBT Requirements Coordinator may also serve as the RBT Supervisor in addition to fulfilling their coordination duties. The RBT Requirements Coordinator must hold an active BCBA certification (see the Ongoing Supervision section for full qualifications). Please note that an organization can have more than one RBT Requirements Coordinator, but an RBT may only have one RBT Requirements Coordinator per organization.

RBT Supervisor: An individual responsible for an RBT's work. The RBT Supervisor must be certified as a BCBA or BCaBA (see the Ongoing Supervision section for full qualifications).

RBT Test Content Outline (3rd ed.): The RBT Test Content Outline serves as the basis for the RBT certification examination. It is organized into the following primary content areas: measurement, assessment, skill acquisition, behavior reduction, documentation and reporting, and professional conduct and scope of practice.

Recertification Application: The online application that is submitted through an RBT's BACB portal account to recertify their RBT certification on a biannual basis (starting in 2027) before its expiration date.

Reinstatement Period: RBTs who fail to complete all recertification requirements by the date their certification expires have 30 days after the expiration date to reinstate their certification, which includes paying a late fee.

Appendix

Application Processing Agreement

The Behavior Analyst Certification Board (BACB) agrees to process this application subject to your agreement to the following terms and conditions:

1. You have read and agree to be bound by and comply with all BACB rules and requirements (which may be revised) as specified in the applicable BACB certification handbook(s) and on the BACB website relating to:
    - your application for initial certification,
    - your compliance with the relevant ethics code and code-enforcement procedures,
    - the maintenance of your certification, and
    - your application for recertification.
2. You will only convey truthful and accurate information to the BACB. You hereby authorize the BACB to take any and all actions necessary to verify the authenticity of the information provided by you in this application. By indicating your agreement below, you are agreeing and acknowledging that you hereby provide, as part of this application, your express written consent for the educational institution or supervisors listed in this application to provide any information necessary to verify that you have met the eligibility requirements.
3. You must complete all requirements related to the BACB certification you are seeking or currently hold, including, but not limited to:
    - paying applicable fees (which are nonrefundable)
    - demonstrating that you have met requirements for initial certification, maintaining certification, and recertification, as may be applicable
    - complying with applicable BACB ethics requirements
    - complying with all BACB documentation and reporting requirements
    - reviewing and complying with any revised requirements. You will receive notice of revisions in at least one of the following mediums:
        - the BACB Newsletter,
        - the BACB website,
        - an email from the BACB, or
        - a notice published in your BACB portal account.
4. You must check the email account you have on record with the BACB, review the BACB website, and review your BACB portal account on a monthly basis, as the BACB typically provides at least thirty (30) days' advance notice of updated requirements.
5. You authorize the BACB to publish or otherwise release the following information to governmental licensure boards or agencies, funders, professional associations, supervisors, mentors, and employers. You also authorize the BACB to publish the following information on the BACB website:
    - certificant name
    - certification status (e.g., active, inactive, expired, suspended, revoked, practice restrictions, ineligible for certification)
    - certificant geographic location
    - certification dates
    - qualifications and willingness to supervise others

- violations of ethics requirements, including, but not limited to:
  - your name on a matter resulting in revocation of certification or eligibility, suspension of certification or eligibility, invalidation of certification, mandatory supervision, or other practice restrictions
  - geographic region where the matter occurred
  - code standard(s) violated
  - year of disciplinary action(s)
  - interim or final action(s) imposed

Unless you choose to opt out, you may be contacted through the BACB Certificant Registry and/or through the BACB mass-email service.

Except as otherwise provided herein, it is the policy of the BACB not to release information provided in BACB applications (initial and recertification) or contained in certificant records unless such information relates to a pending or final disciplinary, educational/coaching, or supervision matter; is requested by a governmental licensure board or agency, other governmental agency, or court of law; is necessary to conduct a disciplinary investigation or criminal background check; is necessary to provide feedback to a supervisor; or is otherwise properly subpoenaed.

It is the policy of the BACB to comply with all applicable privacy and publication laws. If you become aware that this agreement contravenes laws where you reside, you agree to immediately provide the BACB with written notice of the conflict. Once your information has been published on the BACB website or released outside of the BACB, the BACB is unable to assure removal or retrieval of the information.

6. You agree to hold the BACB harmless and to waive, release, and exonerate the BACB, its officers, directors, employees, committee members, and agents (referred to collectively as BACB personnel) from any claims that you may have against the BACB arising out of the BACB's review of this application or any future applications relating to eligibility for certification, recertification, reinstatement, conduct of the examination, disciplinary processing, issuance of a disciplinary decision, publication, or third-party disclosure in accordance with Clause 5 of this Agreement. **Except as may be found to contravene the law, you waive any right to assert a claim against the BACB where you are a representative or member of a class or representative action; further, should you be permitted by law or court of law to proceed with a class or representative action, you shall not be entitled to recover attorneys' fees. Additionally, you agree to refrain from subpoenaing the BACB and BACB personnel in any legal proceeding.**

7. Your communications with BACB personnel must be professional. You agree to use BACB-approved contact forms and processes for contacting BACB personnel. Communication from you or your representatives regarding a BACB-related matter or decision may not be made outside of the BACB-approved contact forms or processes, including, but not limited to, contacting personnel at their home, in their community, or at their place of employment (if employed outside of the BACB). You also agree that you will not engage in threatening, vexatious, harassing, and/or profane communications with BACB personnel. If you are sent a cease-and-desist notice from the BACB for any reason (e.g., engaging in harassing communication or unauthorized contact, misrepresentation of BACB-owned intellectual property), you agree to immediately comply with that cease-and-desist notice.

8. You acknowledge that this certification, if granted, indicates that you have met the BACB's requirements but does not warrant or guarantee your competence to provide professional services. You also indemnify the BACB from and against any liability that may arise from the BACB's issuance of your certification as it relates to your professional practice.

9. You agree to abide by all BACB ethics requirements, Examination Terms and Conditions, and any other testing-related requirements identified by the BACB and/or the BACB's testing vendor.

10. You agree that your address of record with the BACB will, at all times, accurately reflect your lawful residence (state/province and country) and you may be required to provide the BACB with evidence of your lawful address. You understand that initial certification applications are only available to candidates who reside in authorized geographic locations, and that the BACB reserves the right to modify or discontinue offering initial certification applications and/or recertification applications in certain geographic locations in the discretion of the BACB.

The terms of this agreement include and incorporate by reference the Terms of Use and Privacy Policy published on the BACB website. This agreement survives expiration of your certification application and certification. This agreement is governed by the laws of the state of Colorado. In the BACB's sole discretion, any disputes between you and the BACB must be resolved by binding, individual arbitration in Colorado with an arbitrator selected by mutual agreement of the parties, except as may be necessary for the BACB to obtain injunctive or other relief to protect the BACB's intellectual property rights. Arbitration, if applicable, will be governed by the Federal Arbitration Act and not by any state law concerning arbitration. In the event of a judgment against the BACB in a matter filed by or on behalf of you, you agree that damages or compensation awarded, payable, or due to you by the BACB may not exceed any fees you have paid to the BACB in association with submitting this application.

Do you agree to be bound by all the terms of this Application Processing Agreement?

Version History and Updates

Version 8/25/2025 Updates

In addition to minor edits for clarity, the following changes were made:

- Provided more detail on the changes from the current RBT eligibility and maintenance requirements to the 2026 RBT eligibility and maintenance requirements (p. 3) and (p. 30).
- Updated the term *renewal* to *recertification* to ensure consistency with BCaBA and BCBA certifications.

Version 1/2/2026 Updates

In addition to minor edits to enhance clarity, the following changes were made:

- Updated the 2026 eligibility requirements to reflect the current eligibility requirements (p. 3).
- Provided clarification that the BACB does not offer the 40-hour training (p. 3).
- Removed the UK from BACB jurisdiction (p. 1).

Version 6/29/2026 Updates

In addition to minor edits for clarity, the following change was made:

- Added detailed step-by-step instructions throughout the handbook for completing tasks in the new BACB portal account.