



# Qualify for Examination via Past Certification: Overview

## Requirements

### Eligibility

Qualifying for examination via past certification is available to former BCBA or BCaBA certificants. To qualify, the individual must have:

- 1) Previously held a BCBA or BCaBA certification that expired 5 or fewer years ago **and**
- 2) Completed continuing education meeting the following requirements:
  - Obtained 16 CEUs (previously BCBA) or 10 CEUs (previously BCaBA) for each year that has elapsed since the certification expiration date (prorated to the month that the application is submitted to the BACB)
  - CEUs must be earned during the expired period (i.e., CEUs earned prior to expiration may not be used)
  - CEUs must meet current [CEU requirements](#)

### Fees

Application to Qualify for Examination via Past Certification ( <i>must be included with this application</i> )	\$100
Exam Appointment Fee ( <i>paid to Pearson VUE when scheduling</i> )	\$125
Insufficient Funds/Returned Check Fee	\$45

## Application Checklist

### Phase 1:

#### **Submit Qualify for Examination via Past Certification Application**

- 1) Complete and [sign](#) the Qualify for Past Certification Application (page 2). This application may only be completed by previous BCBA or BCaBA certificants.
- 2) Make a copy of the application for your records.
- 3) Send your Qualify for Past Certification Applications to [applications@bacb.com](mailto:applications@bacb.com) or in the mail\* to: BACB, ATT: Applications, 7950 Shaffer Parkway, Littleton, CO 80127 USA
- 4) Send your \$100 payment by check\* (US currency) or, if paying by credit card, BACB staff will send you information on how to pay once the application has been received.  
*\*If you mailed your documents, we highly recommend that you use a tracking method. You will receive an acknowledgement when your information has been received.*

#### **Monitor your email for information and updates on the status of your application**

- 1) Please allow two weeks for processing of your application.
- 2) If you are approved, you will receive an examination authorization via email.

#### **Examination**

- 1) If approved, take and pass the exam for the BCBA or BCaBA certification (all standard exam policies and procedures apply, including the standard two-year window of eligibility, as well as retake policies).
- 2) Upon passing the exam, you will receive a new certification number and will be required to meet all current BCBA or BCaBA maintenance requirements.  
*Please note, individuals previously certified as BCBA-Ds will need to reapply for the doctoral designation under the then-current standards after passing the exam.*



# Qualify for Examination via Past Certification: Application

## Application

Complete all portions of this application. Incomplete applications will not be processed.

### A. Applicant Information

Full Name: \_\_\_\_\_

Former Certification:  BCBA  BCaBA

Former Certification Number: \_\_\_\_\_

BACB Account ID # (located in your Gateway Account): \_\_\_\_\_

### B. Payment (check one)

- I have included a check for \$100 (US dollars) with this application or
- I would like to pay via credit card. (If you select this option, a BACB staff member will create an online invoice in your BACB Gateway account and notify you when it is ready for payment. This application will not be complete until the payment is successfully processed.)

### C. Continuing Education

Using the table below, indicate the number of CEUs per type that you have earned since the date your certification expired. CEUs are assessed at the time the application is submitted. This application may only be submitted once all of the required CEUs have been earned.

CEU Type	Limit	# of CEUs (see <a href="#">certification type requirements</a> )
Type 1 - College/university coursework	None	
Type 2 - CE issued by ACE Provider	None	
Type 3 - Non-approved events	25%	
Type 4 - Instruction of Type 1 or Type 2	50%	
Type 5 - CE issued by the BACB directly	50%	
Type 7 - Scholarly activities	25%	

See [Continuing Education Requirements](#) for complete details of acceptable types of continuing education.

The BACB reserves the right to audit your application and request documentation of the CEUs reported here at anytime.

### D. Eligibility Affidavit

I (Applicant):

- Agree I have read, am in compliance with, and agree to continue compliance with all Behavior Analyst Certification Board (“BACB”) rules and regulations, as may be revised, including, but not limited to, the BACB educational and experiential requirements, application standards, application FAQs, disciplinary and appeal standards, renewal, recertification, reentry rules, fees and application requirements.
- Agree  Disagree I do not have a physical or mental condition or addiction to any substance that could impair competent and objective professional performance of behavior analysis services and/or jeopardize public health and safety.

- Agree  Disagree I have not been subject to an investigation or disciplinary action by a health care organization, professional association, governmental entity or regulatory or licensing agency or authority and/or have you ever been convicted, found or entered a plea of guilty, or are presently being investigated or charged with any felony or misdemeanor directly relating to behavior analysis services or public health and safety.

*Note: If you are currently imprisoned, on probation or parole or a case is being appealed, the BACB may deny certification or recertification until three (3) years following the exhaustion of your appeal, completion of probation or parole, or final release from imprisonment, whichever is later.*

If you selected 'Disagree' to any of the above items, you must report required information, including, all conditions, investigations, allegations, charges and outcomes using the [Submit Legal Documentation form](#). Please note, this may delay processing of your application.

### **E. Mandatory Certification Processing Agreement**

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

- 1) That you have read and currently agree to be bound by and comply with all BACB rules and requirements, as may be revised, relating to:
  - Your application for certification;
  - Maintaining ongoing certification; and
  - Recertification.
- 2) That you will only convey truthful and accurate information to the BACB;
- 3) You are required to complete all requirements of the BACB relating to the BACB certification you are requesting or any BACB certification or credential held by you, including, but not limited to:
  - Payment of applicable fees (which are non-refundable);
  - Demonstration of requirements met by you for eligibility, ongoing certification, or recertification, as may be applicable;
  - Compliance with the [BACB's Professional and Ethical Compliance Code](#) or other applicable ethical standards;
  - Compliance with all BACB documentation and reporting requirements; and
  - Ongoing review and compliance with any revised requirements. You will receive notice of revisions in one (1) of the following mediums:
    - The BACB Newsletter or other applicable pages available on the BACB's official website;
    - Email between you and the BACB or as published to your BACB gateway account.
- 4) You are responsible for checking the BACB website, your email on record with the BACB, and your BACB gateway account regularly, at least monthly, for changes, revisions and additions to the standards. You are deemed to have received notice of the changes, revisions and additions within 30 days of the date they are posted on the website, emailed to you, or published to your gateway account.
- 5) You authorize the BACB to publish or otherwise release the information identified herein to state licensing boards or agencies, other health care organizations, professional associations, employers or the public. It is the policy of the BACB not to release candidate information provided and contained in BACB applications and certificant records, unless such information relates to pending or final disciplinary matters and/or is requested by a state or federal licensing authority, agency, court of law, or necessary for the conduct of a disciplinary investigation or criminal background check, or otherwise properly subpoenaed.

It is also the policy of the BACB to publish and make publicly available on the BACB website the following information:

- Certificant name;
- Certification status (e.g., active, inactive, expired, suspended, revoked, mandatory supervision, or other limitation);
- Certificant city/ state of residence;
- Year of certification;
- Year of disciplinary action, if any;
- Qualifications and willingness to supervise;
- Violations of the BACB Professional and Ethical Compliance Code, including, but not limited to:
  - Code section alleged to have been violated;
  - Interim or Final action/sanction(s) imposed;
  - Name of applicant or certificant on a matter resulting in revocation or suspension of certification or eligibility, restriction or limitation of providing certain services, and/or mandatory supervision; and
  - State of current residence of the applicant or certificant and state where the matter occurred.

In the BACB's discretion, the BACB may authorize email contact of you through the BACB's Online Registry and through use of the BACB email campaign. You authorize the BACB to publish or otherwise release the information identified in this agreement to state licensing boards or agencies, other health care organizations, professional associations, employers or the public.

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 provide the BACB with written notice of the conflict prior to publication of your information on the BACB website or release of your information. Once the information has been published on the BACB website or released outside the BACB, the BACB is unable to assure removal or retrieval of the information without advance notice from you of the conflict with applicable law.

- 6) You agree to hold the BACB harmless, and to waive, release, and exonerate the BACB, its officers, directors, employees, committee members, panel 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 credentialing, certification, recertification or 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.
- 7) You are prohibited from engaging in vexatious or harassing communications with BACB Personnel. You must immediately comply with any cease and desist notice issued to you from the BACB.
- 8) You must accurately identify to others (including employers and clients) that this credential, if granted, acknowledges that you have met the BACB's minimum standards, but does not warrant or guarantee your competence to provide professional services, and to indemnify the BACB from and against any liability that may arise from the BACB's issuance of your credential and your professional practice.
- 9) You agree to abide by the following testing conditions:
  - **Admission Restrictions.** The BACB and Pearson VUE reserve the right to refuse admission to any BACB examination if you do not have the proper identification, or if administration has begun. If you are refused admission for any of these reasons or fail to appear at the test site, you will not be entitled to a refund of the application or administration fees. During the examination, the use of scratch paper, calculators, or reference to textbooks or notes is prohibited and you are not allowed to remove any examination materials from the administration room.

- **Permitted Access.** The BACB examinations are only offered to individuals who are seeking BACB certification or recertification, and for no other purpose. You are not permitted access to BACB examinations for any other purpose, including, but not limited to:
  - Memorizing content, copying content, photographing or recording content in any medium;
  - Contributing to or operating test-preparation for examination candidates;
  - Contributing to or operating an “examination dump” site or similar site designed to collect information about BACB examinations; and
  - Any other activity other than becoming certified by the BACB.
- **Copyrighted Material.** The BACB examinations and individual questions are copyright protected and highly confidential trade secrets. Any disclosure or reconstruction of test questions and content shall be a violation of BACB rules and subject to damages including, but not limited to, the cost of replacing the compromised question(s) and reconstruction of the examination, if advisable, at the discretion of the BACB.
- **Proctors Administration.** Proctors are authorized to maintain a secure and proper test administration. You consent to and agree to the testing center’s rules for candidates, as may be revised in the discretion of the testing center. You will be required to read and indicate your agreement to the rules for candidates when you check-in at the testing center.
- **Inspection.** Prior to entry to the examination, you must consent to being subjected to visual inspection and to physical inspection of any comfort items accompanying you in to the examination room (e.g., glasses, hearing aids, medical equipment/braces, footwear, hair clips, ties, pieces, baggy clothing, buttons, and embellishments to clothing). In the discretion of the examination center personnel, you may be denied entry to the examination if you refuse consent to the inspection or if there is an actual or perceived security threat that has been identified by the examination center personnel.
- **Behavior Requirements.** You may not communicate with other examinees during the examination. Any irregular, disruptive, appropriate or suspected cheating behavior by you may result in relocation or removal from the examination site and/or a refusal to release your examination scores; in such event, your examination and administration fees will not be refunded or deferred.
- **Scoring.** The examination is designed to determine whether applicants possess sufficient knowledge to become certified. The examination is not designed to rank order those examinees who achieve passing scores. Consequently, the BACB does not provide numeric scores to passing candidates.
- **Failing Candidates.** Failing candidates will be provided with numeric scores and with an indication of their performance level in each of the major examination content areas. This information is provided solely for the purpose of providing applicants with an indication of areas where they may wish to complete additional study. You are not and will not be allowed to review your examination, appeal your examination scores or individual examination questions, contest examination content, require public release (via subpoena or other legal action) of examination content, or request alternative methods of scoring your examination.

The terms of this agreement shall survive expiration of your certification application, certification or credential. This agreement is governed by the laws of the State of Colorado. In the event of a judgment against the BACB in a matter filed by or on behalf of you, you agree that damages payable by the BACB may not exceed any monies you have paid to the BACB in association with filing this application.

By submitting this application, you acknowledge and affirm that you have carefully read and understand these rules and requirements and that you agree to abide by these terms.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

*This document must be signed in accordance with the [Acceptable Signatures Policy](#)*