




# BCaBA<sup>®</sup>

BOARD CERTIFIED ASSISTANT BEHAVIOR ANALYST<sup>®</sup>  
HANDBOOK

# ABOUT THIS HANDBOOK

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This handbook describes the requirements for obtaining and maintaining BCaBA certification, including the eligibility requirements that went into effect on January 1, 2022. 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 help with navigation, this handbook also includes PDF bookmarks and a clickable Table of Contents icon () on the corner of each page. New versions of the BCaBA Handbook will be published quarterly as needed. Applicants completing requirements in a future year should make note of upcoming implementation dates for revised requirements, as they must meet the requirements in place at the time they apply and take the version of the examination in effect when they schedule their examination appointment. Please refer to the [BACB Newsletter](#) and the [Upcoming Changes](#) web page for the most updated 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 BCaBA Handbook, please see [page 64](#).

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

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## 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*.

### What Is a Board Certified Assistant Behavior Analyst?

The Board Certified Assistant Behavior Analyst (BCaBA) is an undergraduate-level certification in behavior analysis. Professionals certified at the BCaBA level provide behavior-analytic services under the supervision of a Board Certified Behavior Analyst (BCBA).

Professionals certified at the BCaBA level may not provide behavior-analytic services without the supervision of a BCBA. BCaBAs may [supervise](#) the work of Registered Behavior Technicians (RBTs). They may also function in the role of an RBT.

*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.

### Jurisdiction

The BACB currently accepts certification applications from individuals who reside in the United States (US), Canada,\* Australia, and the United Kingdom (UK).\*\* For more information about the BACB's jurisdiction, visit the [International Development & Support](#) web page. The BACB will confirm that you've met this requirement via the address listed in your [BACB account](#).

### 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](#).

\* Beginning July 1, 2024, Ontario residents can no longer apply for BCaBA certification or take the examination. Those who already hold BCaBA certification in Ontario or relocate to Ontario will be placed on voluntary inactive status. Please review the [Upcoming Changes to BACB Certification in Ontario](#) announcement for details.

\*\* Individuals who reside in the UK may continue to apply for BACB certification through 2025. This date may be moved earlier if the UK Society for Behaviour Analysis seeks national recognition for UK behavior analysts, develops its own credentialing system, and transitions current BACB certificants into the UK system.



## Reasons for Becoming a BCaBA

There are many benefits to obtaining BCaBA certification, including:

- BCaBA certification is the leading assistant behavior analyst credential and is required by many funders and licensure boards. BCaBA certification is offered by the first certifying entity in behavior analysis, the BACB, which has been certifying behavior analysts for over 20 years.
- BCaBA certification shows that you have met certain requirements that are critical in providing behavior-analytic services under the supervision of a BCBA.
- BCaBA certification provides increased consumer protection since you must meet certain eligibility and maintenance requirements to obtain and maintain certification.
- BCaBA certification makes it easier for employers, funders, and consumers, among others, to verify that you have certain knowledge, skills, and abilities and are not under disciplinary sanctions.

## You Want to Pursue Certification... Now What?\*

So, you are interested in pursuing BCaBA certification. What should you do now? Although the BACB cannot instruct you on how to meet our requirements, the content in this section is intended to provide some guidance that might be helpful as you start this journey.

### A Few Tips Before Getting Started

First, carefully review both the eligibility and maintenance requirements that are detailed in this handbook. Then, determine which eligibility pathway you plan to pursue. Once you have selected a pathway, determine when you might apply, as it may take a few years to meet all of the requirements, and the eligibility requirements may change.

Third, you will want to create a [BACB account](#) using these tips:

- **Enter your full 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 or school email address. Important notifications and reminders are sent to this address, so if you switch employers or lose access to your school email address, you will not receive reminders, correspondence, or password resets.
- **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.
- **Update your information** in your BACB account as soon as changes occur (e.g., name change, address change).

Creating a BACB account will give you a BACB account ID number, which you will need to add to documents as you work toward certification. Having a BACB account also means that you will receive important updates from the BACB.

*\* This is not a comprehensive resource for all activities you will need to or should complete as you prepare for certification.*



## Considerations When Exploring Training Options

You only receive your initial training once. If possible, don't pick your training out of convenience, expense, or geography. We recommend thoroughly researching the trainings before committing to one. While we can't provide guidance on where to receive your behavior-analytic coursework, here are some things to consider.

Ideally, you should obtain your education in behavior analysis from a behavior-analytic degree program. There are many benefits to this option. For instance, in most cases, you can meet all BCaBA eligibility requirements in one place while also having engaging, non-classroom interactions with behavior-analytic faculty and students that will greatly enhance your education and begin to develop your behavior-analytic social networks. Even if you don't receive all of your supervised fieldwork through the degree-granting program, your faculty will likely help you identify where you can accrue your hours in an immersive behavior-analytic environment. If completing your education in a behavior-analytic degree program is a possibility for you, here are a few things to consider as you research programs.

First, research the faculty members and determine whether the program's interest(s) align with yours (see the ABA Subspecialty Resources on the [About Behavior Analysis](#) web page for some of the areas in which behavior analysis has been applied). Second, identify the program's structure to determine how much time you will have with your faculty and fellow students. Third, confirm that the program has a pathway to meet the BACB's coursework requirements.

You may obtain your behavior-analytic coursework through one of two sources: an Association for Behavior Analysis International (ABAI) accredited undergraduate program or a Verified Course Sequence.

- **ABAI-Accredited Undergraduate Program (Pathway 1):** Behavior-analytic undergraduate programs that have been accredited by ABAI have met ABAI's accreditation standards, which include standards for the curriculum, faculty, and resources, among other areas. Accredited programs may be found on ABAI's [Accredited Programs](#) web page. *Note:* If you receive an undergraduate degree from an ABAI-accredited program, both the coursework and degree eligibility requirements will be met.
- **Verified Course Sequence (Pathway 2):** The other option for completing behavior-analytic coursework is through a Verified Course Sequence. A Verified Course Sequence is a set of courses that have been verified by ABAI as having met the BACB's behavior-analytic coursework requirements. Although some Verified Course Sequences are embedded in an ABAI-accredited undergraduate program, many are not. Verified Course Sequence status merely indicates that the content-hour requirements for certain behavior-analytic courses have been reviewed. Verified Course Sequences may be located using ABAI's [Verified Course Sequence Directory](#).

Finally, when determining where to obtain your coursework, you might also want to consider:

- **Program Focus:** Do you have any existing areas of interest? If so, does the program align with your professional goals? Is the program led by faculty with similar interests? Will the program help facilitate experience in areas that are meaningful to you?
- **Program Size:** Find out the size of each cohort and determine if the size is a good fit for you as a learner. This information can usually be found on the program's website. Our [university pass rate](#) documents also give an idea of program size by looking at the number of candidates who took the examination from an institution each year (see the Sort by Volume section of the document).
- **Program Structure:** Courses are usually taught on campus, online, or in a combination of online and on-campus experiences (again, this information should be available on the program's website). Consider what structure is the best fit for you as a learner. You might want to consider what has worked for you in the past. Were you successful in online courses? Did you need or value in-person experiences? In what setting did you learn the most and feel the most engaged?
- **Number of Faculty:** Determine how many part- and full-time faculty are on staff, especially in relation to the program size, to understand the student-to-faculty ratio.
- **University Pass Rates:** The BACB annually publishes [examination pass rate data](#) for universities with Verified Course Sequences. Passing the BCaBA examination is not the most important part of your training, but, at a minimum, your training should prepare you to pass the examination.



Once you have identified where you will get your behavior-analytic coursework, your faculty mentor/advisor, program chair, and/or Verified Course Sequence Coordinator will be your resource to help you meet the BACB's requirements along the way.

## Considerations When Identifying Practical Fieldwork Opportunities

Hold on! Remember that qualifying behavior-analytic coursework needs to begin before fieldwork, so make sure you get your coursework situation figured out beforehand. Once you have started your coursework, determine where you want to accrue your structured fieldwork hours and whether it will give you the applied experience that will prepare you to practice after you are certified. For instance, consider the population(s) and setting(s) where you want to ultimately provide behavior-analytic services. The BACB cannot provide this guidance, so you should reach out to your Verified Course Sequence Coordinator, advisor, or employer for guidance about where to accrue fieldwork in your chosen area.

When identifying supervisor(s) to oversee your fieldwork hours, ensure that they are qualified to be your supervisor (see the [Fieldwork Requirements](#) section). In addition, you should focus on finding supervisors who have a successful track record of BACB supervision. You could do this in a number of ways, but here are a few ideas:

- Check on their certification status in the [Certificant Registry](#) to ensure that they are qualified to supervise and to see if they have any disciplinary sanctions.
- Look at how long they have been certified. We recommend identifying supervisors who have been certified for at least a year, if not longer. *Note:* BCBAs in their first year of certification who are supervising fieldwork must have a consulting supervisor.
- Gather information from the supervisor and past supervisees about the supervisor's style to make sure they are a good fit for you.
- Ask about their time and document-management systems. *Caution:* If you can't produce all of the necessary documents to support your fieldwork in the event of an audit, you might lose fieldwork hours, so you will want a very organized supervisor!
- Determine whether they are familiar with the BACB's requirements.
- Consider whether they could customize the fieldwork to your interests (while still meeting their ethical obligations as a BCBA to stay within their area of competence).

Once you have identified fieldwork site(s) and supervisor(s), complete the [Fieldwork Checklist and Tip Sheet](#) before you get started with each fieldwork site/supervisor. The BACB is not able to provide guidance beyond what is in our fieldwork requirements, as each situation is unique (e.g., whether a specific activity will qualify toward your fieldwork hours). Work together with your supervisor(s) to ensure that you are meeting the fieldwork requirements while also meeting your professional goals.

## A Few Final Tips

- Keep this handbook close by. We will update the handbook quarterly as needed, so always make sure that you are reviewing the most current handbook to see what has changed since the last version. It is also important that you become familiar with all applicable [licensure requirements](#) in your area.
- Frequently check the [BACB website](#) for new resources, including videos, blogs, and podcasts. For example, the [Tips for New Certificants](#) blog shares valuable information for newly certified individuals, and [The Professional Infrastructure of Applied Behavior Analysis](#) video describes the various organizations within the ABA profession.
- Get involved and engaged with your behavior-analytic community! This might include joining or volunteering with your local, regional, or national professional associations and groups focused in your area(s) of interest. You will likely learn a lot and have an opportunity to contribute to behavior analysis and its consumers. Having professional support is helpful at every stage of your career, so create opportunities to identify trusted colleague(s), mentors, and/or groups now.
- As you pursue certification, ensure that you do not represent yourself as a BCaBA trainee or applicant to prevent consumers from being confused about your qualifications. For more information about use of the BCaBA certification mark, see the [September 2008](#), [October 2013](#), and [July 2021](#) BACB Newsletters.





Eligibility Requirements

Eligibility Pathways

You may apply for BCaBA certification through one of the following pathways. Each pathway requires a degree, behavior-analytic content, supervised fieldwork, and passing the BCaBA certification examination.

Overview of Eligibility Pathways		
	<a href="#">Pathway 1: Degree From ABAI-Accredited Program</a>	<a href="#">Pathway 2: Behavior-Analytic Coursework</a>
Degree	Bachelor’s degree or higher from an ABAI-accredited program	Undergraduate degree
Behavior-analytic content		Behavior-analytic coursework
Fieldwork	Practical fieldwork in applied behavior analysis	Practical fieldwork in applied behavior analysis

The following pages provide further details for each eligibility pathway.

# ELIGIBILITY REQUIREMENTS



## Pathway 1: Degree From Association for Behavior Analysis International (ABAI) Accredited Program

To apply for BCaBA certification via this pathway, you must have a bachelor's degree or higher from an [ABAI-accredited](#) program and have completed supervised fieldwork.



### Degree

You must have obtained a bachelor's degree or higher in 2015 or later, **and** the degree must have been obtained while the program was [accredited](#). For example, your degree would meet the degree requirement if you received your bachelor's degree in 2018 from a program that was accredited from 2016 to 2022.



**Does the BACB use primary source verification of degrees and coursework?**

Yes! Under every eligibility pathway, we rely on official transcripts to verify that an applicant's degree and coursework meet our requirements.



**Demonstrate that you meet this requirement when you apply** by submitting an [official transcript](#) with a [conferral date](#) for your qualifying degree.

### Supervised Fieldwork

You must complete supervised fieldwork in applied behavior analysis. You may accrue your fieldwork hours under one or more fieldwork types: Supervised Fieldwork or Concentrated Supervised Fieldwork. The following table provides a general overview of the requirements for fieldwork; however, your fieldwork must meet all of the requirements in the [Supervised Fieldwork Requirements](#) section.

Overview of <a href="#">Fieldwork Requirements</a>		
	Supervised Fieldwork	Concentrated Supervised Fieldwork
Fieldwork hours required to qualify	1,300	1,000
Supervisor qualifications (see the <a href="#">Supervised Fieldwork Requirements</a> section for additional supervisor requirements)	Supervisors must be one of the following: <ul style="list-style-type: none"><li>an active BCBA without current disciplinary sanctions who has been certified for at least one year and meets an <a href="#">ongoing supervision CEU requirement</a>;</li><li>an active BCBA without current disciplinary sanctions who has been certified for less than one year and is <a href="#">receiving consultation on a monthly basis from a qualified consulting supervisor</a>;</li><li>a licensed or registered psychologist certified by the American Board of Professional Psychology in <a href="#">Behavioral and Cognitive Psychology</a> who was tested in applied behavior analysis; OR</li><li>an authorized <a href="#">Verified Course Sequence instructor</a>.</li></ul>	
Supervision hours per supervisory period	5% of hours	10% of hours



**Demonstrate that you meet this requirement when you apply** by submitting your signed Final Fieldwork Verification Form(s) (F-FVF). *Note:* If your fieldwork is [audited](#), you may need to submit an audit log and other documents, such as your supervision contract, Monthly Fieldwork Verification Forms (M-FVFs), and/or documentation system, to support the information entered in your audit log. All current fieldwork requirements must be met.

# ELIGIBILITY REQUIREMENTS



## Pathway 2: Behavior-Analytic Coursework

To apply for BCaBA certification via this pathway, you must have an acceptable bachelor's degree from a [qualifying institution](#), have completed acceptable undergraduate-level or higher coursework in behavior analysis, and have completed supervised fieldwork.



### Degree

You must have a bachelor's degree or higher from a [qualifying institution](#). Any degree earned outside of the United States, Canada, Australia, or United Kingdom must undergo a [degree equivalency evaluation](#) to demonstrate that it is equivalent to a US bachelor's degree or higher.



**Demonstrate that you meet this requirement when you apply** by submitting an [official transcript](#) with a [conferral date](#) for your qualifying degree.

### Behavior-Analytic Coursework

You must complete behavior-analytic coursework that meets the following requirements:

- The coursework was undergraduate level (i.e., bachelor's) or higher and from the [qualifying institution](#) at which you were enrolled.
- You received academic credit for the coursework.
- The coursework reflects that you received a passing grade ("C" or higher in a graded course or "pass" in a pass/fail system) in each course.
- The coursework covers all of the content areas and number of hours specified in this table:

Coursework Content Requirements	
Content Areas	Hours*
<b>BACB Ethics Code and Code-Enforcement System; Professionalism</b> <i>Note: 15 hours must be taught in one or more freestanding courses, meaning that the BACB's ethics code and code-enforcement system and professionalism must constitute the majority of each course's content.</i>	30 hrs
<b>Philosophical Underpinnings; Concepts &amp; Principles</b>	45 hrs
<b>Measurement, Data Display, and Interpretation; Experimental Design</b>	30 hrs
<b>Behavior Assessment</b>	45 hrs
<b>Behavior-Change Procedures; Selecting and Implementing Interventions</b>	60 hrs
<b>Personnel Supervision and Management</b>	15 hrs
<b>Total</b>	<b>225 hrs</b>

\*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](#).



Check out the [You Want to Pursue Certification... Now What?](#) section for guidance on where to get your behavior-analytic training.

# ELIGIBILITY REQUIREMENTS



**How is my coursework evaluated?** When applying for BCaBA certification under Pathway 2, you can show that you meet the coursework requirements in one of two ways:

1. **Verified Course Sequence (VCS) Coordinator Coursework Attestation:** Your BCBA-certified VCS Coordinator reviews all of your course materials and, if all requirements have been met, completes the [VCS Coordinator Coursework Attestation](#).
2. **Course-by-Course Review:** ABAI works with institutions to identify and verify sequences of courses—known as Verified Course Sequences—that have been prescreened to meet BCaBA coursework requirements. The [ABAI Verified Course Sequence Directory](#) includes all Verified Course Sequences, VCS Coordinators and content hours, and dates on which the courses were verified. Under this option, the BACB reviews each course you completed with the courses in ABAI's VCS records to determine whether all requirements, including all content hour requirements, have been met. *Note:* This method for evaluating coursework will be discontinued as of January 1, 2026.

If you completed qualifying coursework that was not part of a VCS, you must have your department chair complete a [Nonverified Course Content Attestation](#) and submit it with your BCaBA [Certification Application](#) or your [preliminary coursework evaluation](#).

The BACB will then add the attestation to the course database for consideration during the course-by-course review.

**Demonstrate that you meet the coursework requirements when you apply** by submitting [official transcript\(s\)](#) for all qualifying behavior-analytic courses that you will use to meet the requirements. Please keep in mind that if you transferred schools while completing your coursework, you must submit a transcript from each institution. In addition, if your VCS Coordinator completes a [VCS Coordinator Coursework Attestation](#), they must email it directly to the BACB as stated in the form.



**Not sure your coursework qualifies?**

*If you are uncertain whether your coursework qualifies, you can request a [preliminary coursework evaluation](#) online. This will include a \$100 fee.*

# ELIGIBILITY REQUIREMENTS



## Supervised Fieldwork

You must complete supervised fieldwork in applied behavior analysis. You may accrue your fieldwork hours under one or more fieldwork types: Supervised Fieldwork or Concentrated Supervised Fieldwork. The following table provides a general overview. You should thoroughly review the [Supervised Fieldwork Requirements](#) section to ensure that you meet all of the detailed requirements.

Overview of <a href="#">Fieldwork Requirements</a>		
	Supervised Fieldwork	Concentrated Supervised Fieldwork
Fieldwork hours required to qualify	1,300	1,000
Supervisor qualifications (see the <a href="#">Supervised Fieldwork Requirements</a> section for additional supervisor requirements)	Supervisors must be one of the following: <ul style="list-style-type: none"><li>an active BCBA without current disciplinary sanctions who has been certified for at least one year and meets an <a href="#">ongoing supervision CEU requirement</a>;</li><li>an active BCBA without current disciplinary sanctions who has been certified for less than one year and is <a href="#">receiving consultation on a monthly basis from a qualified consulting supervisor</a>;</li><li>a licensed or registered psychologist certified by the American Board of Professional Psychology in <a href="#">Behavioral and Cognitive Psychology</a> who was tested in applied behavior analysis; OR</li><li>an authorized <a href="#">Verified Course Sequence instructor</a>.</li></ul>	
Supervision hours per supervisory period	5% of hours	10% of hours



**Demonstrate that you meet this requirement when you apply** by submitting your signed Final Fieldwork Verification Form(s) (F-FVF). *Note:* If your fieldwork is [audited](#), you may need to submit an audit log and other documents, such as your supervision contract, Monthly Fieldwork Verification Forms (M-FVFs), and/or documentation system, to support the information entered in your audit log. All current fieldwork requirements must be met.

## Qualification for Examination via Past Certification

If your BCaBA certification expired within the last five years, you may be able to requalify as a BCaBA by sitting for and passing the BCaBA certification examination. Qualification via past certification applications are only accepted from individuals residing in countries in which the BACB accepts new certification applications.

To be eligible for this option, you must also meet the following continuing education requirements:

- You obtained 10 continuing education units (CEUs) each year since the date your BCaBA certification expired (prorated to the month you submit a [Qualify for Examination via Past Certification Application](#)).
- The CEUs you earned meet the BACB's current CEU requirements.

## Applying via Past Certification

If you want to apply for BCaBA certification via this option, you must complete and submit a [Qualify for Examination via Past Certification Application](#). If your application is approved and you are authorized to sit for the BCaBA examination, you must pass the examination within a two-year authorization period (see the [Examination](#) section for more details).

# ELIGIBILITY REQUIREMENTS



## Supervised Fieldwork Requirements

Applicants must complete supervised fieldwork in applied behavior analysis. The following sections describe all of the requirements for supervised fieldwork (hereafter referred to as “fieldwork”). **Regardless of when the hours were earned, applicants who apply for BCaBA certification must meet all of these requirements.** If any hours were accrued under the 4th edition experience requirements, please reference the [Guidance for Those Applying for BCaBA Certification During the 2022 Transition](#) for conversion information.

### Fieldwork Hour Requirements

**Total Fieldwork Hours Required:** Based on the type of fieldwork hours accrued (see the [A Comparison of Fieldwork Types](#) table), you will need to complete either 1,300 Supervised Fieldwork hours or 1,000 Concentrated Supervised Fieldwork hours to meet the fieldwork requirement.

**Onset of Fieldwork:** Trainees may not start accumulating fieldwork hours until they have:

- secured a qualified supervisor (see [Supervisor Qualifications](#) section), AND
- developed and signed a supervision contract with each supervisor (see [Supervision Contract](#) section), AND
- started qualifying undergraduate-level or higher behavior-analytic coursework (they may begin accruing hours after attending the first class meeting\*).

*\*For fieldwork to be counted, a passing grade of “C” or higher in a graded course or “pass” in a pass/fail system must be earned in the qualifying behavior-analytic course.*

**Accrual of Fieldwork:** No fewer than 20 hours but no more than 130 hours of fieldwork requirements may be accrued per month. Fieldwork hours include independent hours (supervisor not present) and supervised hours (supervisor present).

**Duration of Fieldwork:** The time frame of the fieldwork may not exceed five continuous years (e.g., May 1, 2020, to April 30, 2025).

**Clients:** Any person (or group of people) for whom behavior-analytic services are appropriate may be a client. However, the trainee may not be related to the client, be the client’s primary caregiver, or be related to the client’s primary caregiver. Trainees must work with, be observed by, and receive feedback from their supervisor for multiple clients during the fieldwork. This requirement is applicable for the duration of the fieldwork (i.e., not per supervisory period).

**Acceptable Activities:** The trainee’s primary focus should be on acquiring the skills necessary to demonstrate competence in behavior analysis and the skills necessary to interact effectively with consumers, supervisors, families, and others. The supervisor will be responsible for determining whether activities qualify for accruing fieldwork hours and are consistent with the requirements in this document.



*Now is the time to explore! Find out what areas of interest you might have and what populations and settings you enjoy working in. Get different perspectives by working with different supervisors with various areas of expertise.*

# ELIGIBILITY REQUIREMENTS

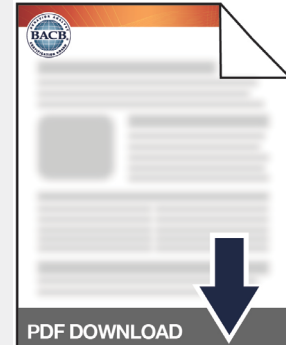


## Before You Start Your Fieldwork

The BACB strongly encourages you (the trainee) to complete the [Fieldwork Checklist and Tip Sheet](#) and share it with the supervisor at each fieldwork setting.

### Before You Start Your Fieldwork:

- Create a [BACB account](#).
  - Set up the profile yourself and do not share your account information with anyone else, including your employer.
- Read and make sure that you understand the fieldwork requirements outlined in this supplemental guide.
- Start your qualifying coursework.
- Locate an appropriate supervisor.
  - Confirm that your supervisor is qualified to supervise using the [Certificant Registry](#) and the [Supervisor Requirements](#) section.
- Complete a supervision contract with your supervisor (the BACB provides a [sample supervision contract](#) that you can use as a comparison to make sure all of the relevant content is included).
- Develop a system for storing fieldwork-related documents.
  - Create your own documentation system to capture information showing that you met the requirements.
  - Avoid storing fieldwork documents (e.g., M-FVFs, F-FVFs) on a computer where access could be limited (e.g., a work computer).
- Plan your fieldwork.
  - Remember that fieldwork must be completed within a five-year period.
  - Determine when you expect to submit a BCaBA Certification Application.



Fieldwork Checklist and Tip Sheet

### During Your Fieldwork:

- Keep your personal contact information up to date in your BACB account. Make changes to contact information (legal name, email address, phone number, mailing address) in your BACB account when necessary.
- Remain current on changes to BACB certification requirements by reading [BACB Newsletters](#) and reviewing the BACB website (including [podcasts](#) and [blogs](#)).
- Ensure that you are continuing to meet the fieldwork requirements.
- Complete and sign (you and your supervisor) your M-FVFs for each supervisory period.
  - M-FVFs need to be signed within one month of the close of the supervisory period, but you and your supervisor are strongly encouraged to sign the M-FVF immediately at the close of each supervisory period.
  - The forms may contain drop-down menus, so we recommend completing them electronically. Submission of incomplete or unclear forms may delay the processing of your application.
- Ensure that your documentation system provides evidence that you are meeting the fieldwork requirements.

### Concluding Fieldwork With a Supervisor or Organization:

- Complete and sign the F-FVF(s) upon completion of fieldwork with a given supervisor or organization.
  - The total hours on your F-FVF(s) may not exceed the sum of the hours on your M-FVFs.
  - Make sure that the names and BACB account ID numbers you provide on your FVFs are identical to how they appear in your BACB account.
- Retain fieldwork documents for at least seven years.

# ELIGIBILITY REQUIREMENTS



Trainees are strongly encouraged to have multiple experiences (e.g., different settings, populations) with multiple supervisors from each of these areas of activity:

- conducting assessments related to the need for behavioral intervention (e.g., stimulus preference assessment, functional assessment, staff performance assessment) or for evaluating behavioral interventions
- designing, implementing, and systematically monitoring skill-acquisition and behavior-reduction programs
- writing behavior plans, progress summaries, clinical notes, transition summaries, and professional correspondence
- overseeing the implementation of behavior-analytic programs by others
- training others, designing behavioral systems, and performance management
- communicating and collaborating effectively with caregivers and other professionals
- other activities normally performed by a behavior analyst that are directly related to behavior analysis, such as attending planning meetings regarding the behavior-analytic program and researching the literature that is relevant to a current client's programming

**Restricted Activities:** There is a restriction on the overall amount of hours you may spend delivering therapeutic and instructional procedures during fieldwork. This restriction is designed to ensure that trainees have sufficient time to acquire the other skills necessary for practice as a BCaBA. Restricted activities may comprise *no more than 60%* of the total fieldwork hours—this requirement does not need to be met during each supervisory period. Please note that this restriction does not necessarily refer to all time spent working with clients.

**Unrestricted Activities:** Activities that are unrestricted are those that are most likely to be performed by a BCaBA. Unrestricted activities must comprise *at least 40%* of the total fieldwork hours—this requirement does not need to be met during each supervisory period. Examples of unrestricted activities include:

- observation and data collection
- training staff and caregivers on behavior-analytic programs or content
- conducting assessments related to the need for behavioral intervention
- meeting with clients about behavior-analytic programming and services
- conducting behavior-analytic assessments (e.g., functional analyses, stimulus preference assessments)
- data graphing and analysis
- researching the literature relevant to a current client's programming
- writing and revising behavior-analytic programs



## Why are unrestricted activities so important?

Following certification, most behavior analysts primarily perform unrestricted activities. It is important, therefore, to have experience with these activities before becoming certified.

**Unacceptable Activities:** Only behavior-analytic activities may be counted toward fieldwork requirements. Nonbehavior-analytic activities, while valuable, may not be counted. Examples of activities that will not count as fieldwork include:

- attending meetings with little or no behavior-analytic content
- providing interventions that are not based in behavior analysis
- performing nonbehavioral administrative activities
- nonbehavior-analytic trainings related to service delivery (e.g., crisis management, CPR, billing systems)
- completing nonbehavioral assessments (e.g., diagnostic assessments, intellectual assessments), paperwork, documentation, billing, or any other activities that are not directly related to behavior analysis
- attending professional conferences, workshops, or university courses
- didactic-course assignments (e.g., completing homework assignments, readings)



## Can the BACB tell me if an activity counts toward my fieldwork hours?

Unfortunately not. Since every trainee's goals are unique—and we cannot possibly know or anticipate all of the situational variables, populations, and settings in which they may be working—we cannot provide guidance beyond our certification requirements. We rely on qualified supervisors to determine how to develop fieldwork that meets our requirements and best supports clients' needs and trainees' goals.



# ELIGIBILITY REQUIREMENTS



## Supervisor Requirements

**Supervisor Qualifications:** Supervisors must be one of the following:

- an active BCBA without current disciplinary sanctions who has been certified for at least one year and meets an [ongoing supervision CEU requirement](#);
- an active BCBA without current disciplinary sanctions who has been certified for less than one year and is [receiving consultation on a monthly basis from a qualified consulting supervisor](#);
- a licensed or registered psychologist certified by the American Board of Professional Psychology in [Behavioral and Cognitive Psychology](#) who was tested in applied behavior analysis; OR
- an authorized Verified Course Sequence instructor. *Note:* This will no longer be a qualification method as of January 1, 2026. Fieldwork obtained before January 1, 2026, under the supervision of a noncertified Verified Course Sequence instructor may be submitted with a certification application until January 1, 2032.

**Supervisor Training:** Supervisors must complete an [8-hour supervision training](#) before providing any supervision to those accruing fieldwork hours.



*Check the [Certificant Registry](#) to find actively certified supervisors who meet BACB requirements. You may do this by choosing to show certificants who are willing to supervise those pursuing BCBA and BCaBA certifications.*

Supervisors are responsible for ensuring that they have completed the training (available in the [Certificant Registry](#)) and uploaded the certificate into their BACB account before signing a supervision contract. Trainees should confirm the date on which the supervisor completed the training before signing a supervision contract.

**Supervisor/Trainee Relationship:** The supervisor may not be related to, subordinate to, employed by, or in a multiple relationship with (e.g., personal or business relationship) the trainee during the fieldwork period. Employment does not include compensation paid to the supervisor by the trainee for supervision services.

**Multiple Supervisors/Settings:** Trainees are strongly encouraged to receive supervision from multiple supervisors and across various settings over the course of their fieldwork hours. This may occur as several individual supervisors, multiple supervisors at one organization, or a combination of these supervision structures.

**Individual Supervisor:** An individual supervisor must ensure that all of their trainees' fieldwork requirements are being met during their supervision. In this situation:

- the supervision contract should clearly outline the roles, responsibilities, and expectations for the trainee and supervisor (see the [Supervision Contract](#) section);
- all supervision must be related to specific client programming;
- the supervisor must have written permission to receive client information and must be well aware of the organization's values, practices, and personnel; AND
- the person signing the M-FVFs and F-FVF for Individual Supervisors must be able to agree to all of the relevant attestations, including that all fieldwork requirements were met.

**Multiple Supervisors at One Organization:** An organization may coordinate and oversee multiple supervisors who provide fieldwork to a trainee. For example, a service organization might have multiple supervisors providing supervision, or a university might coordinate all on- and off-campus activities under one system. The supervisors must work together to ensure that all of their trainees' fieldwork requirements are met (e.g., all of the hours provided by the supervisors are used to calculate the supervision percentage). One supervisor must ensure that the activity is well organized and coordinated. In this situation:

- the supervision contract should clearly outline the roles, responsibilities, and expectations for the trainee and each supervisor (see the [Supervision Contract](#) section);
- all supervision must be related to specific client programming;
- the supervisor(s) must have written permission to receive client information and must be well aware of the organization's values, practices, and personnel; AND
- the person signing the M-FVFs and F-FVF for Multiple Supervisors at One Organization (i.e., the responsible supervisor) must be able to agree to all of the relevant attestations, including that all fieldwork requirements were met.

# ELIGIBILITY REQUIREMENTS



## Requirements for Supervision of Fieldwork Hours

**Nature of Supervision:** The purpose of supervision is to improve and maintain the behavior-analytic, professional, and ethical repertoires of the trainee and facilitate the delivery of high-quality services to the trainee's clients.

Effective behavior-analytic supervision includes:

- monitoring the skills of the trainee throughout the supervised fieldwork
- developing and communicating performance expectations to the trainee
- conducting behavioral-skills training for the trainee
- observing the trainee's performance with clients and delivering feedback
- modeling technical, professional, and ethical behavior
- guiding the development of behavioral case conceptualization and problem-solving and decision-making repertoires
- reviewing the trainee's written materials (e.g., behavior programs, data sheets, reports) and delivering related feedback about the products
- overseeing and evaluating the effects of the trainee's behavior-analytic service delivery
- evaluating the effects of supervision throughout the supervised fieldwork

**Responsibilities of the Supervisor:** When behavior analysts are functioning as supervisors, they must take full responsibility for all facets of this experience. Therefore, it is the responsibility of the supervisor to ensure that the trainee abides by all ethical and legal requirements.

Responsibilities of the supervisor include:

- being fluent in, current in, and compliant with the all BACB requirements relating to fieldwork
- confirming that the trainee has met all requirements before the outset of supervised fieldwork
- consistently demonstrating technical, professional, and ethical behavior for the trainee
- ensuring that fieldwork activities are in the best interest of the client rather than strictly for the purpose of meeting the fieldwork requirements
- providing supervision only within their areas of defined competence
- taking on only a volume of supervisory activity that is commensurate with their ability to be effective
- delegating to their trainees only those responsibilities that trainees can reasonably be expected to perform competently, ethically, and safely, or providing the conditions for the trainee to acquire those skills in an ethical and safe manner
- ensuring that supervision, fieldwork activities, and trainings are behavior analytic in content, are effectively and ethically designed, and meet the requirements for licensure, certification, or other defined goals
- providing a clear written description of the purpose, requirements, evaluation criteria, conditions, and terms of supervision before the onset of the supervision (i.e., behavior analysts are responsible for the development and execution of the supervision contract). See the [Supervision Contract](#) section.
- designing and implementing feedback and reinforcement systems in a way that improves trainee performance
- providing documented, timely feedback regarding the trainee's performance on an ongoing basis
- designing systems for obtaining ongoing evaluation of their own supervision activities

# ELIGIBILITY REQUIREMENTS



**Structure of Supervision:** Supervision contacts should ideally consist of individual (i.e., one-on-one) contacts between the supervisor and trainee; however, group supervision is permitted in certain circumstances.

- **Group Supervision Restrictions:** Groups are interactive meetings in which 2–10 trainees who share similar experiences participate in the supervision activities described earlier (see the [Nature of Supervision](#) section). The number of trainees in a group meeting may not exceed 10 at any time, regardless of the number of supervisors in the meeting. If nontrainees are present, their participation should be limited, and their presence must not inhibit discussion or interfere with participation by trainees. The amount of group supervision may not exceed the amount of individual supervision in a given supervisory period. In other words, supervision may be conducted in groups for no more than half of the total supervised hours in each supervisory period. Unless the trainee is receiving supervision at an [organization with multiple supervisors](#), group supervision must be provided by the same supervisor who provides individual supervision.
- **Observation-With-Client Requirements:** The trainee must be observed working with a client in the natural environment during each supervisory period by at least one supervisor. In-person, on-site observation is preferred. However, the observation may be conducted using asynchronous (e.g., recorded video) or synchronous (e.g., live video conference) formats.



## **Planning to pursue BCBA certification?**

*If you have started qualifying coursework for BCBA certification and if all of your hours are accrued within a 5-year time frame, your hours can count toward BCaBA and BCBA certification.*

Please refer to the [A Comparison of Fieldwork Types](#) table for information about supervision contacts and observations with clients and how these differ across the fieldwork types.



## **Can the observation with a client and supervisor-trainee contact requirements be met at the same time?**

It depends. For the benefit of you and your clients, supervisor-trainee contacts must happen in real time. For example, if your supervisor watches an hour-long video of you delivering services but does not provide immediate, real-time feedback, that hour could count toward the observation with a client requirements but not the supervisor-trainee contact or total supervised hours requirement. If you and your supervisor watch the video together, pausing to discuss feedback and behavior-analytic principles, the hour could count toward all requirements at once.

**Amount of Supervision:** Based on the type of fieldwork hours accrued, you will need to have 5% (Supervised Fieldwork) or 10% (Concentrated Supervised Fieldwork) of your hours supervised by a qualified supervisor each supervisory period. The supervision percentage is calculated by dividing supervised hours by total fieldwork hours (i.e., independent and supervised hours).

**Fieldwork Types:** There are two supervised fieldwork types: Supervised Fieldwork and Concentrated Supervised Fieldwork. Concentrated Supervised Fieldwork provides a pathway for individuals to complete their fieldwork in fewer hours and with more supervision than Supervised Fieldwork.

# ELIGIBILITY REQUIREMENTS



The following table illustrates the requirements for each fieldwork type.

A Comparison of Fieldwork Types		
	Supervised Fieldwork	Concentrated Supervised Fieldwork
Fieldwork hours required to qualify	1,300	1,000
Supervisory period	1 calendar month	
Fieldwork hours per supervisory period	min of 20 hours—max of 130 hours	
Number of <a href="#">contacts</a> with supervisor per supervisory period	4 contacts	6 contacts
Observations with client per supervisory period	1 observation	1 observation
Supervision per supervisory period	5% of hours	10% of hours
Individual supervision hours per supervisory period	At least 50% of supervised hours must be individual (i.e., group supervision may not exceed 50%).	
Unrestricted activities	At least 40% of overall supervised fieldwork must be spent engaged in unrestricted activities.	

**Combination of Fieldwork Types and Settings:** Trainees may accrue hours in a single category or may combine the two types to meet the fieldwork requirement (i.e., within a supervisory period or across supervisory periods), with fieldwork hours for Concentrated Supervised Fieldwork having approximately 1.3 times the temporal value of Supervised Fieldwork. Trainees must meet all other supervision requirements independently for each fieldwork type. For example, the required supervision percentage, number of observations, and number of contacts must be met independently for each fieldwork type. Trainees must also meet the requirements for each organized fieldwork experience (i.e., for each M-FVF and F-FVF). For example, if a trainee is accruing some hours with an individual supervisor at one setting and also accruing hours at another organization where multiple supervisors are overseeing their hours, then the trainee must independently meet the requirements at both sites.

**Partial Months:** Some fieldwork requirements (e.g., number of contacts) may need to be prorated in instances where a trainee does not work a full calendar month (e.g., four contacts were required, but only two weeks of fieldwork were accrued within the month). The BACB does not provide formulas for prorating every instance where there may be a deviation in the calculation of the supervisory period. Instead, it is the responsibility of the supervisor to determine how best to prorate the fieldwork. In the event of an audit, the BACB will require evidence of how the supervisor prorated the fieldwork (and all associated requirements) to ensure the partial fieldwork was compliant with these requirements.

# ELIGIBILITY REQUIREMENTS



## Documentation Requirements

**Supervision Contract:** The trainee and supervisor(s) must develop and sign a written contract at the outset of the supervisory relationship. The purpose of the contract is to protect all involved parties and align fieldwork activities with the purpose of supervision. The contract should include:

- the responsibilities of the supervisor(s) and trainee, including the completion of the 8-hour supervision training by the supervisor(s) and the adherence of all parties to the fieldwork requirements
- if there are [multiple supervisors at one organization](#), outline each supervisor's roles, responsibilities, and expectations, including how the documentation and forms will be completed
- a description of the appropriate activities and training objectives individualized to the trainee
- the objective and measurable circumstances under which the supervisor(s) will not sign the trainee's M-FVFs and F-FVF
- the consequences if the parties do not adhere to their responsibilities (including proper termination of the relationship)
- a statement requiring the trainee to obtain written permission from the trainee's on-site employer or manager when applicable
- an attestation that all parties will adhere to the [Ethics Code for Behavior Analysts](#) (Code)
- a statement declaring that the trainee and supervisor(s) (a) will retain a copy of the contract and supervision documentation for at least seven years from the date of the final supervision meeting and (b) will provide all documentation to the BACB if requested

**Documenting Fieldwork:** Because fieldwork varies across settings and practice areas, the BACB gives supervisors and trainees the flexibility to develop their own system for documenting ongoing supervision and fieldwork in a way that demonstrates adherence to all relevant requirements and the Code.

Documentation must include the following:

Independent Hours	Supervised Hours	Observations
<b>For each session, document:</b> <ul style="list-style-type: none"><li>• date</li><li>• start time</li><li>• end time</li><li>• fieldwork type</li><li>• supervisor name</li><li>• activity category: restricted or unrestricted</li></ul>	<b>For each supervision contact, document:</b> <ul style="list-style-type: none"><li>• date</li><li>• start time</li><li>• end time</li><li>• fieldwork type</li><li>• supervision type: individual or group</li><li>• activity category: restricted or unrestricted</li><li>• summary of supervision activity (e.g., discussion of activities completed during independent hours, feedback provided, progress toward goals discussed)</li></ul>	<b>For each observation, document:</b> <ul style="list-style-type: none"><li>• date</li><li>• start time</li><li>• end time</li><li>• fieldwork type</li><li>• setting name</li><li>• supervisor name</li><li>• activity category: restricted or unrestricted</li></ul>

In addition to tracking data by session and supervision contact, the documentation system should be regularly reviewed to ensure that all relevant requirements are met each supervisory period and across all fieldwork hours:

- **Each Supervisory Period:** The trainee and supervisor should have documentation that shows they are meeting the quantitative requirements (e.g., minimum number of supervisory meetings and contacts) and qualitative requirements (e.g., summary of what happened during the supervision meeting).
- **Across all Fieldwork Hours:** The trainee should have documentation that shows they are accruing the minimum number of unrestricted hours and making progress toward completing the necessary requirements for obtaining certification.



Download our [sample supervision contract](#) for guidance in creating your own contract.



For more information on documenting fieldwork, check out the [Documenting Fieldwork Hours](#) video and the [Documenting Fieldwork: Helpful Answers to Your FAQs](#) blog.

# ELIGIBILITY REQUIREMENTS



**Fieldwork Forms:** Supervisors and trainees are required to use two forms to verify fieldwork:

- **Monthly Fieldwork Verification Form (M-FVF):** must be provided to the BACB upon request
- **Final Fieldwork Verification Form (F-FVF):** must be submitted in the certification application. Please keep in mind that each F-FVF you submit must show that you met **all** fieldwork requirements during that organized fieldwork experience (e.g., fieldwork hours per supervisory period, supervision hours per supervisory period). Multiple F-FVFs can be submitted to demonstrate that the combined fieldwork experiences meet the total required fieldwork hours.

Two versions of each form are available and should be selected based upon the supervisory structure (i.e., [individual supervisor](#), [multiple supervisors at one organization](#)). Non-BACB forms will not be accepted.

## Individual Supervisor Forms

- [Monthly Fieldwork Verification Form: Individual Supervisor](#)
- [Final Fieldwork Verification Form: Individual Supervisor](#)

## Organization Forms

- [Monthly Fieldwork Verification Form: Multiple Supervisors at One Organization](#)
- [Final Fieldwork Verification Form: Multiple Supervisors at One Organization](#)

The M-FVF must be signed by the last day of the calendar month following the month of supervision, and we recommend that the F-FVF be signed at the end of a specific fieldwork experience. Both parties must retain a copy of the completed fieldwork forms for at least seven years. *Note:* Backdated or retroactively completed forms will not be accepted.

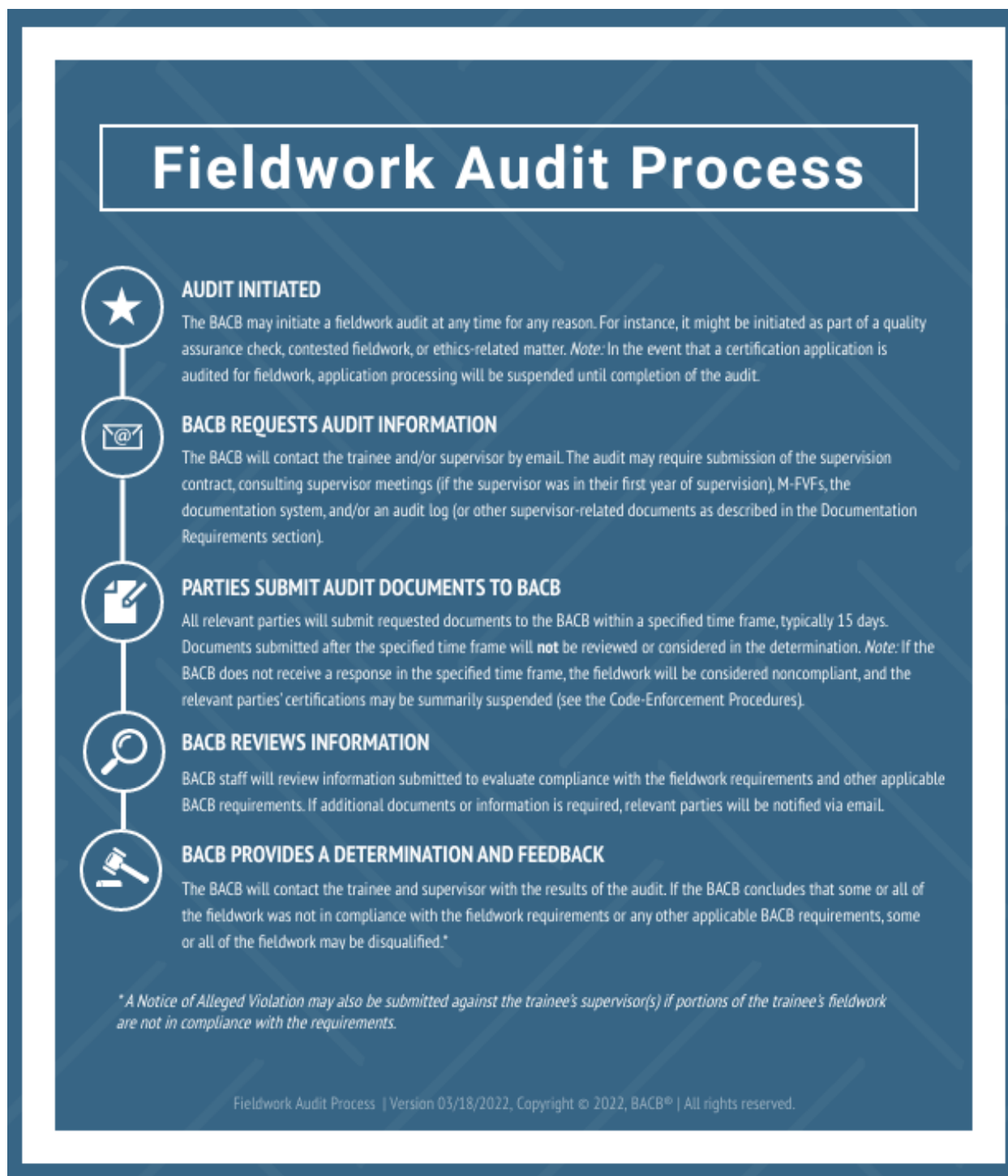


# ELIGIBILITY REQUIREMENTS



## Audits

The BACB can audit trainees and supervisors at any time to determine compliance with BACB requirements. See the following figure for an overview of the fieldwork audit process.





## Disputes About Fieldwork Verification Form Signatures

Disputes that occur during supervisory relationships should first be addressed directly between the supervisor and the trainee. If there is an ethical violation related to the experience, the trainee may report the matter to the BACB by filing a [Notice of Alleged Violation](#). *Note:* A Notice of Alleged Violation may only be submitted against someone who has applied for BACB certification.

Trainees may submit a [Contested Fieldwork Form](#) when the supervisor refuses or is unable to sign the Final Fieldwork Verification Form even though the supervision-contract terms have been met. Submission of a Contested Fieldwork Form may involve a fieldwork audit. Disputes over signing M-FVFs should be handled between supervisors and trainees. In the event of a contractual dispute, issues may need to be addressed through an appropriate independent legal process.

## Tips for Preventing Disputes Between Supervisors and Trainees

A supervisor may feel justified in not signing a trainee's F-FVF or M-FVF even though the trainee may believe that they are entitled to the signature. Although it is impossible to eliminate the likelihood of disputes about supervised fieldwork hours, there are ways to mitigate that risk. The following guidance might be helpful:

- Before the supervisory relationship begins, trainees and supervisors should review the supervision contract and BACB requirements together and clarify expectations. Specifically, supervisors should identify conditions under which they will and will not sign a trainee's F-FVF or M-FVF, as well as situations that could end the supervisory relationship.
- Supervision should adhere to BACB ethics requirements as described in the Code. It should be behavior analytic and effectively and ethically designed to meet the requirements for certification; supervisors should communicate conditions with trainees before beginning supervision, including evaluation criteria and supervision terms; and supervisors should provide documented, timely feedback about trainee performance.
- Supervisors should be familiar with BACB supervision requirements and provide supervised fieldwork accordingly. This is an ethics requirement for all supervisors and will help ensure that trainees can count their hours when applying for certification.
- Before the end of the supervisory relationship, supervisors should take the steps necessary to avoid abandoning their trainees. This includes discussing relevant client services and transition needs with their trainees; organizing, gathering, and signing supervision documentation; and, if appropriate, helping to facilitate a timely transfer of responsibility to another supervisor.

## Guidance in the Event of a Dispute

The BACB's [Contested Fieldwork Form](#) was developed to help resolve supervisor/trainee disagreements about signing F-FVFs. Based on past contested-fieldwork cases filed with the BACB, the following are the most common issues we have encountered—along with some guidance:

- **Accuracy of Information on FVFs:** Under the Code, a supervisor may not submit or allow the submission of false or misleading information and has an obligation to correct inaccurate information submitted to the BACB. If a contested-fieldwork case is filed with the BACB that alleges inaccurate information, supporting documentation should clearly identify how the information is inaccurate and outline the efforts taken to correct the inaccuracies.
- **Questions About a Trainee's Competence After Concluding Supervision:** Under the Code, if a supervisor questions a trainee's competence after supervision has ended, they must provide sufficient documentation of feedback given to the trainee about performance issues, along with training and retraining efforts that occurred during the supervisory period. In other words, supervisors should not question competence after the conclusion of supervision without clear evidence showing they provided performance-based feedback during the supervised fieldwork.



# ELIGIBILITY REQUIREMENTS



- **Business Disputes Over Supervision Service Payments:** Should a trainee refuse to pay for supervision services, supervisors should seek enforcement of the supervision contract through the appropriate venue (e.g., lawsuit, arbitration, mediation). Supervisors should not withhold supervision forms until they receive payment. If a trainee demonstrates that supervision occurred in accordance with BACB requirements, we will allow the hours to be counted.
- **Potential Ethics Violations Discovered After Concluding Supervision:** If potential ethics violations are discovered following the conclusion of supervision, report the alleged violation immediately through one of the BACB's reporting options. If there is a serious risk of harm to a consumer, follow all applicable mandated-reporting requirements in addition to reporting to the BACB. *Note:* A Notice of Alleged Violation may only be submitted against someone who has applied for BACB certification.
- **Potential Supervisor Ethics Violations Discovered:** The trainee should review the [Reporting Alleged Violations Against BCaBAs/BCBAs](#) web page to determine whether submitting a Notice of Alleged Violation is appropriate (see the [Considerations for Reporting an Alleged Violation Against a BCaBA/BCBA](#)).

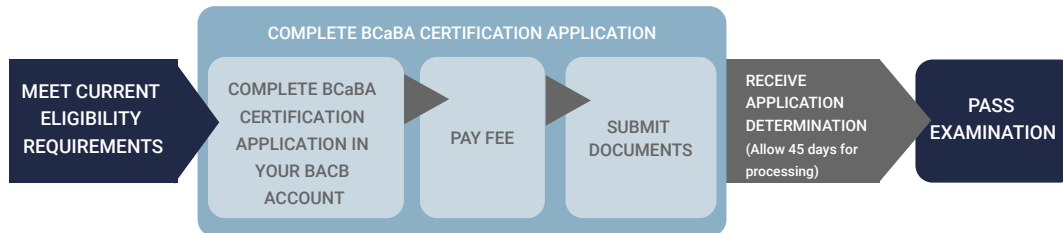
Supervisors contemplating not signing an FVF should determine if (a) not signing is appropriate, (b) they delineated the conditions for not signing an FVF in the supervision contract, and (c) they have sufficient documentation to justify withholding their signature. Trainees who contest a signature denial must be prepared to demonstrate that the denial violates BACB requirements and that they have tried to resolve the situation with the supervisor first.

# APPLYING FOR BCaBA CERTIFICATION



## Applying for BCaBA Certification

To apply for BCaBA certification, complete these steps:



### Submit Your Application

#### 1. Complete the BCaBA Certification Application in Your BACB Account

Once you have met all of the current eligibility requirements, you may apply for BCaBA certification at any time by completing an application in your BACB account under the Certification Application tab. Please note that you must select the pathway you are applying under in your application.

Make sure the contact information in your BACB account is current. Information in your application must match your official identification (e.g., first and last name) or you will not be permitted to sit for the examination when you arrive at the testing center. How you enter your name in your account (e.g., all caps) is also how this will print on your certificate if you pass the examination.



*The [BACB blog](#) provides tips for a smoother application process.*

When you submit your application, you will be asked to provide attestations in the Eligibility Affidavit section of the application and agree to the [Application Processing Agreement](#). You will be asked to (a) affirm that you have read, are in compliance with, and will continue to comply with all BACB requirements, (b) report whether you have a physical or mental health condition or substance use disorder that could impair your ability to safely and competently work as an assistant behavior analyst, and (c) report any relevant disciplinary or legal investigations or actions. Please read each question and answer truthfully. Answering “yes” to the second or third question will require that you also complete and submit an [Ethics Self-Reporting Form](#). Your application will be placed on hold while your self-report is reviewed by BACB staff.

**Note:** You may only have one active examination authorization at a time. If you already have an active examination authorization for the BCBA examination, you will need to [Contact Us](#) to cancel your authorization before applying for BCaBA certification.

#### 2. Submit Your Payment

Once you complete your application, you can pay online with a credit card or mail a check to the BACB. You will have 90 days from the time of payment to submit your supplemental documents. A new application and payment are needed after 90 days.

# APPLYING FOR BCaBA CERTIFICATION



## 3. Submit Supplemental Documents

Submit all required supplemental documents, including any required documents that you submitted with a previous application. Please keep a record of all documents submitted, as once they are sent, they become the property of the BACB and will not be released back to you (see [Documentation Policy](#)).

*Note:* Ensure that the information you submit is accurate and truthful. The BACB reserves the right to invalidate any certification (immediately making the certification null and void) and/or prohibit any individual from taking a BACB examination in the event that the individual submitted falsified, forged, or untrue information (see the [Code-Enforcement Procedures](#) for more details).

Pathways	Requirements	Documentation	Submission Information
<b>Pathway 1: Degree From ABAI-Accredited Program</b>	Bachelor's degree or higher from an ABAI-accredited program	Official transcript(s)	Institution sends electronic transcript(s) to <b>applications@bacb.com</b> OR Institution or applicant mails sealed transcript(s) to <b>BACB–Applications 7950 Shaffer Pkwy, Littleton, CO 80127 USA</b>
	Practical fieldwork in applied behavior analysis	<a href="#">Final Fieldwork Verification Form(s)</a>	Submit via the <a href="#">Contact Us</a> form
<b>Pathway 2: Behavior-Analytic Coursework</b>	Undergraduate degree	Official transcript(s) and BCaBA VCS Coordinator Coursework Attestation (if relevant)	Institution sends electronic transcript(s) to <b>applications@bacb.com</b> OR Institution or applicant mails sealed transcript(s) to <b>BACB–Applications 7950 Shaffer Pkwy, Littleton, CO 80127 USA</b> AND VCS Coordinator emails BCaBA VCS Coordinator Coursework Attestation to <b>VCSatt@bacb.com</b>
	Behavior-analytic coursework		
	Practical fieldwork in applied behavior analysis	<a href="#">Final Fieldwork Verification Form(s)</a>	Submit via the <a href="#">Contact Us</a> form

## 4. BACB Staff Will Review Your Application and Issue a Determination

You will receive an email once the BACB receives your supplemental documents. It may take up to 45 days for staff to review your application and issue a determination from the date your payment and all documents have been received. If missing or updated documentation is submitted, it will require additional time for processing.

*Note:* During the application-review process, your fieldwork hours might be audited. If so, additional documentation will be requested (see the [Fieldwork Audit Process](#)).

If your application is:

- **Approved:** You will receive instructions via email for scheduling your BCaBA examination.
- **Not approved:** You will receive feedback and guidance for next steps via email. If you do not meet the requirements within 90 days of submitting your application, you must submit a new BCaBA Certification Application, including paying another certification application processing fee.\*

*\*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.*

# APPLYING FOR BCaBA CERTIFICATION



## Schedule Your Examination Appointment

Within 24–48 hours of your application being approved, you will receive an email with instructions on how to schedule your BCaBA certification examination with [Pearson VUE](#). The examination is continuously available, and results are provided on site immediately upon completion. Except for candidates residing outside of the US, Canada, Australia, and the United Kingdom, you have two years from the date your application is approved to pass the BCaBA examination. Your BACB account will include your specific testing deadlines. During this time, you may take the examination up to 8 times with at least 30 days between each appointment.

*Note:* As of January 1, 2022, BACB examinations are only offered in English due to revisions to the BACB's international focus. In addition, all examination authorizations for candidates residing outside of the US, Canada, Australia, and the United Kingdom will end on December 31, 2022. However, if you have an open examination authorization period as of January 1, 2022, you may continue testing in English until December 31, 2022. For more information regarding these updates, please review the [International Development & Support](#) web page.

## Fees\*

Application Fees	
Certification Application	\$175
Examination Retake Application**	\$120
Examination Appointment ( <a href="#">paid to Pearson VUE</a> )***	\$125
Preliminary Coursework Evaluation (optional)	\$100

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

\*\*Each examination retake will require a new retake application and new examination appointment fees.

\*\*\*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 received an approved determination, you must take and pass the BCaBA certification examination. This examination assesses your knowledge of the [BCaBA Task List \(5th ed.\)](#) at a level consistent with that of an entry-level assistant behavior analyst.

*Note:* Candidates permitted to take the BCaBA examination will test under the current edition of the task list. 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, and a new examination blueprint (also known as a task list or test content outline). The BCaBA examination is currently based on the 5th edition of the BCaBA Task List.

## Preparation

The BACB recommends that you prepare for the BCaBA examination by reviewing the [BCaBA Task List \(5th ed.\)](#), the [Ethics Code for Behavior Analysts](#), and the materials gathered from your training. 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 BCaBA examination comprises 160 multiple-choice questions, 10 of which are unscored. Each question has 4 possible answers and only 1 correct answer. Candidates have 4 hours to complete the examination.

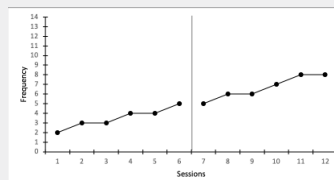
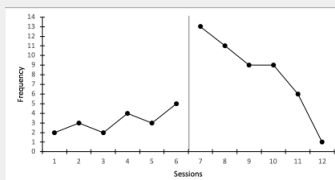
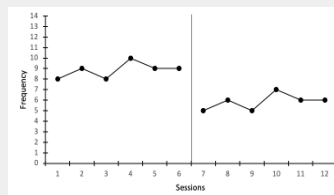
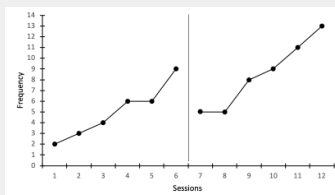
Content Area	Number of Questions	Percentage of Examination
<b>Foundations</b>		
A. Philosophical Underpinnings	6	4.00%
B. Concepts and Principles	26	17.33%
C. Measurement, Data Display, and Interpretation	23	15.33%
D. Experimental Design	7	4.67%
<b>Applications</b>		
E. Ethics	14	9.33%
F. Behavior Assessment	16	10.67%
G. Behavior-Change Procedures	35	23.33%
H. Selecting and Implementing Interventions	13	8.67%
I. Personnel Supervision and Management	10	6.67%
<b>Total</b>	<b>150</b>	<b>100%</b>



## Sample Examination Questions

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

- As part of a human resources performance plan, an office worker agreed to increase her positive self-statements. Whenever she made these statements, the staff working with her immediately said, "It's nice to hear you say good things about yourself." Over the past few weeks, the rate of these self-statements has gradually increased. Which principle of behavior is MOST likely responsible for this change?
  - establishing operation
  - rule-governed behavior
  - positive reinforcement**
  - stimulus control
- Peter's mother wants to teach him how to identify coins. She temporarily colors each type of coin differently. Over time, as Peter handles the coins, the colors wear off. By the time the colors have worn off completely, Peter has learned to identify coins. What is this teaching strategy called?
  - response prompt fading
  - response generalization
  - stimulus generalization
  - extra-stimulus prompt fading**
- In classical condition, which of the following is elicited by a conditioned stimulus?
  - neutral stimulus
  - conditioned response**
  - unconditioned stimulus
  - unconditioned response
- Which would be the BEST approach to gathering descriptive data for intervention development?
  - client self-report
  - caregiver report
  - functional assessment**
  - preference assessment
- Following a baseline, an initial treatment effect was observed. However, the target behavior soon thereafter increased dramatically. Which graph BEST displays this description?
  - Option 1**
  - Option 2
  - Option 3
  - Option 4





## 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 US, Canada, Australia, and the UK and evaluates the addition of new sites routinely and by requests made through [Pearson VUE's website](#).

You can schedule a BCaBA examination using your BACB Candidate ID in your [Pearson VUE account](#) or by contacting [Pearson VUE's customer service center](#). If you plan to retake the examination after an unsuccessful attempt, you must wait 30 days following your previous attempt. Please note that if you request examination accommodations, you will receive a separate email from [accommodations@bacb.com](mailto:accommodations@bacb.com) with details on how to schedule your examination.

*Note:* As of January 1, 2022, all BACB examinations are only offered in English due to revisions to the BACB's international focus. Additionally, as of January 1, 2023, BACB certifications are only available to residents of the following authorized countries: the US, Canada, Australia, and the UK. For more information, please visit the [International Development & Support](#) web page.

## Pearson VUE Examination Fees

Pearson VUE charges \$125 for every BCaBA 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.

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.

Cancellation and rescheduling fees are as follows:

Cancelation/Rescheduling Time Period	Cancelation/Rescheduling Fee
30 days—5 days before examination appointment	\$59
5 days—48 hours before examination appointment	\$69



## 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 be submitted via the [BACB Examination Accommodation Request Form](#) and must include appropriate 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).

All documentation must be compiled into a single PDF file and submitted through the [Submit Accommodations Documentation](#) web page. Once the accommodation request and supporting documentation are 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.

**Individuals should not attempt to schedule their examination until they receive an email about the status of their accommodation request and how to schedule their examination.** Please note that certification applications and accommodation requests are reviewed separately, and the approval of a certification application does not equal the approval of an accommodation request.

## What to Expect on Examination Day

At all Pearson VUE testing centers, the BCaBA examination is administered using a computer-based testing (CBT) format. For additional information, visit Pearson VUE's [BACB Certification Testing](#) web page, which offers the following:

- a tutorial to help you become familiar with the CBT format,
- details about what to expect at a Pearson VUE testing center, and
- testing center locations.





## General Rules for Taking the Examination

- You are advised to arrive at the testing center approximately 30 minutes before your examination appointment to allow sufficient time for the check-in process. This process includes security measures, such as photographing, palm vein scanning, and obtaining an electronic signature from each candidate. Once an examination has been underway for 30 minutes, no candidates will be admitted to the examination area.
- You must provide TWO forms of [valid identification](#) to be admitted into the examination area. Both pieces of identification must show your first and last name exactly as they appear on your BACB account. Any name discrepancies will prevent admission to the examination (e.g., providing a nickname on your BACB account, identification that shows a different last name due to marriage). Pearson VUE does not make exceptions to name discrepancies based on marriage certificates.
- Both pieces of identification must have your signature and be current (i.e., not expired). The primary identification must be government issued and include both a photo and signature (e.g., a driver's license or state/national ID). The secondary identification must include a signature but need not include a photo (e.g., a signed credit card with a signature that matches the government-issued identification).
- Failure to present two fully valid pieces of identification will prevent your admission to the testing center. If this happens, you will be marked absent and will forfeit the entire examination fee.
- No cameras, phones, recording devices, watches, beepers or electronic transmitting devices, notes or reference materials, books, briefcases, backpacks, portfolios, purses, etc. may be taken into the examination area. Personal items may be stored in lockers available at all testing centers.
- Scratch paper, calculators, rulers, textbooks, reference materials, and notes are NOT permitted in the examination area, and you are not allowed to remove any examination materials from the administration room. A dry-erase board will be provided at each workstation.
- Earplugs are available upon request at all testing centers, some of which also provide noise-canceling headphones upon request.
- No food or beverage items are permitted in the examination area.
- No visitors are permitted in the examination area.
- If you leave the examination area to use the restroom, you will go through palm vein scanning when you leave and again before you reenter. During breaks, you are prohibited from accessing phones, electronic devices, and notes, among other items stored in lockers. However, you are permitted to access food, drink, or medication during breaks.
- Smoking areas are not provided at the testing centers.
- No questions concerning the examination's content may be asked during the examination period. Please listen carefully to instructions from testing-center staff and read all directions thoroughly.
- BACB examinations are delivered via the Internet and, occasionally, Internet connectivity at Pearson VUE testing centers may result in technical problems (e.g., slow screen-load times, screen freezes), which may require rebooting the computer. Answers and examination times (time allotted and time used) are not affected by these technical issues, even in the case of a computer restart.



## Examination Terms and Conditions

Please note that the time spent reviewing these Terms and Conditions is part of the examination time.

Before the commencement of a BACB examination, the candidate must read and agree to the following examination Terms and Conditions. Failure to agree to these Terms and Conditions will result in immediate dismissal from the examination.

### Confidentiality

- BACB examinations are copyright protected and highly confidential trade secrets. Any disclosure or reconstruction of test questions or content 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.
- **CANDIDATES ARE PERMANENTLY PROHIBITED FROM EVER DISCLOSING THE CONTENT OF BACB EXAMINATION QUESTIONS.** Candidates may not communicate with other examinees or other individuals during the examination. The BACB considers unauthorized sharing of examination content with others a violation of BACB copyright and a form of cheating on the examination. This prohibition includes, but is not limited to, verbal, written, and/or electronic (e.g., email, chat room, other Internet or electronic medium) disclosure.

### Test Security

- BACB examinations may only be taken by individuals wishing to apply for BACB certification and for no other purpose.
- Proctors continuously monitor candidates by video and audio during the examination. The candidate recognizes that they have no right to privacy during examination delivery and that they waive all claims asserting a right to privacy. The candidate also acknowledges and consents to audio and video recording of their face, voice, the physical room in which they are seated when they check in, and their location during examination delivery. If a candidate does not wish to be recorded (either by video or audio), they must notify the proctor immediately of their intent not to proceed with the examination.
- ANY use of electronic devices while an examination is in progress is prohibited and is grounds for termination of the examination and invalidation of the examination score. No materials, documents, notes, or memoranda of any sort may enter or leave an on-site testing center or be in the proximity of the remote examination area. Additionally, any item visible or items worn by the candidate before or during an examination, including, but not limited to, cell phones, watches, electronic devices, bags, purses, briefcases, 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 or its subcontractor software, cheating, or permitting cheating (e.g., letting someone copy answers, letting someone provide answers, providing information on the content of examination questions to others) is cause for automatic disqualification and dismissal from the examination. At the sole discretion of the BACB and/or the BACB's testing vendor, irregular, disruptive, inappropriate, or suspected cheating behavior by the candidate may result in any combination of the following:
  - relocation or removal from the examination site;
  - immediate termination of examination delivery;
  - invalidation of examination scores;
  - inactivation of certification pending investigation of the irregularity;
  - a required retest to validate a candidate's examination score;
  - a permanent restriction on sitting for any future BACB examination;
  - another disciplinary action related to eligibility or certification status;



- forfeiture of all application and examination fees paid by the candidate; and
- any other remedy necessary to protect BACB examination content and security.
- The BACB reserves the right to report examination content theft to applicable law enforcement authorities, and the candidate authorizes the BACB to release the candidate's 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 the candidate participated in or benefited from theft of BACB examination content.

## Breaks

- Candidates taking the examination at an on-site testing center may take breaks, including using the restroom, but must raise their hand to inform the proctor. The proctor will secure the workstation while the candidate takes a break. Candidates will not be given extra time for any lost examination time. Candidates CANNOT leave their seat at any time unless the proctor has secured the workstation and WILL NOT be permitted to access or use a cell phone or electronic device. If at any time the candidate leaves their computer without the permission of the proctor, the candidate will be unable to continue testing.
- Candidates taking the examination via remote proctoring are NOT allowed to take breaks. Candidates CANNOT leave their seat or webcam view at any time and ARE NOT permitted to access or use a cell phone or electronic device after the examination is launched. If at any time the candidate leaves their seat or webcam view, the candidate will be unable to continue testing.

## Examination Security

The BACB and Pearson VUE take examination security seriously because the value of your certification and our credibility depend on it. BCaBA certification 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 [Ethics Code for Behavior Analysts](#), which includes the following requirement: "Behavior analysts are truthful and arrange the professional environment to promote truthful behavior in others."

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 [Ethics Code for Behavior Analysts](#). The Ethics Code for Behavior Analysts 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.

Examination scores, content, questions, answers, procedures, deadlines, fees, and requirements may not be appealed.

**How to appeal:** You must file a request for appeal within seven days of your examination appointment by completing the [Administrative Appeal Request Form](#).

## Examination Results

You will be notified of your results at the testing site as soon as you complete the examination. The BACB will confirm your results via email, and they will appear in your [BACB account](#) within approximately 24 hours. The [Certificant Registry](#) will be updated to include those who passed the examination approximately 2 weeks after Pearson VUE releases the examination results. An Examination Retake Application will be available in your BACB account within 48 hours of each failed examination attempt.

## Examination Retakes

You may retake the BCaBA examination for a maximum of 8 total attempts within a 2-year period following your initial examination approval. An Examination Retake Application will be available in your BACB 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. You must pay a \$120 retake application fee and a \$125 examination appointment fee each time you retake the examination. You must wait 30 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 2-year authorization period, you must wait until your 2-year authorization period is over to reapply for BCaBA certification.

## Scoring Methodology

The BACB uses the modified Angoff method to establish the BCaBA 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 assistant behavior analyst knowledge.

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

# WHAT TO EXPECT AFTER PASSING THE EXAMINATION

## What to Expect After Passing the Examination

**What happens after I leave the testing center?** In most instances, you will receive a pass/fail report at the testing center. If you passed the examination, your BCaBA certification number will be generated and available in your BACB account within 24 hours of passing the examination. You will receive your BCaBA certificate in the mail within 4–6 weeks (so make sure that your mailing address is correct in your BACB account).



BCaBA Certificate Sample

**When can I start using my BCaBA certification?** You may start using your BCaBA certification as soon as you have passed the examination and have a qualified BCaBA supervisor on record with the BACB. If at any point you do not have a BCaBA supervisor on record with the BACB who is providing your ongoing supervision, you may not practice, and your certification will be considered inactive (see the [Ongoing Supervision](#) section for more information about ongoing supervision requirements).



*Your supervisor can add you to their record through their BACB account.*

In addition, please contact your state, regional, or national behavior-analytic professional associations to learn about any additional requirements for practice as an assistant behavior analyst in your region and to access valuable support in the profession. If you reside in a US state where assistant behavior analysts are [licensed](#), you should immediately contact your state licensure board to determine whether and how you should submit an application for licensure before practicing with your new BACB certification.

**How can employers and funders, among others, verify my certification?** Newly certified BCaBAs appear in the [Certificant Registry](#) within 48 hours of passing the examination. The Certificant Registry shows the status of your certification and recertification date, and if your certification becomes inactive for any reason (e.g., you do not have a supervisor on record with the BACB), this will be indicated on the registry.

Anyone may request a [written verification](#) of their current certification status from the BACB for a \$25 fee per verification. The verification letter is delivered as an emailed PDF document or state-issued verification form and contains the information shown on the registry.

**What does it mean now that I am certified?** Becoming certified means you have demonstrated that you have the knowledge and skills of an entry-level assistant behavior analyst who practices under the oversight of a BCBA. That said, consider what you are proficient in, what you know a little about (but need more experience and mentorship in), and what you do not know to ensure that you do not overstate your expertise to the public. Consider your scope of competence (e.g., populations or behavior-analytic techniques you are capable of serving or using) because you have an ethical obligation to refrain from practicing outside your scope of competence (see the Code).



### What steps should I take to begin my career as a professional?

The BACB cannot provide guidance on this outside of the requirements to maintain your certification, so the first step might be to identify a supervisor and mentor who can help you develop a professional-development plan. That plan might include determining your scope of competence; recognizing skill sets that you need support with (e.g., billing) to move toward your goals; identifying ways to stay in contact with the literature (as a certificant, you have free access to recent issues of major behavior-analytic journals in your [BACB account](#)); and identifying ways to stay or get involved with the professional community, such as joining professional associations. A supervisor and mentor might also be able to help you determine how to assess job opportunities to make sure they fit within your scope of competence and career goals; whether you are ready and qualified to serve as a supervisor, assessor, or trainer (see the [Assessing, Training, and Supervising RBTs](#) section); and whether a service organization has an environment that is set up to promote ethical behavior.

# WHAT TO EXPECT AFTER PASSING THE EXAMINATION

## When can I start supervising?

You may start providing ongoing supervision to RBTs as soon as you are certified and have met all other relevant supervision requirements (e.g., supervisor training). See the [Ongoing Supervision](#) section in the RBT Handbook for details.

## How should I maintain my certification moving forward?

- Review the [Certification Maintenance Requirements](#) section and develop a plan to meet them, including receiving ongoing supervision for the behavior-analytic services that you provide, accruing continuing education, and complying with ethics requirements (e.g., ensure that you accept clients within the boundaries of your competence, have appropriate service contracts, provide appropriate services, follow procedures to ensure continuity of care and appropriate client transitions).
- Be sure to keep an eye out for helpful resources, like BACB [videos](#), [blogs](#), and [podcasts](#). For example, the Tips for New Certificants blog shares valuable information for newly certified individuals, and The Professional Infrastructure of Applied Behavior Analysis video describes the various organizations in ABA.
- Keep your contact information up to date in your BACB account to ensure that you receive important updates about certification requirements, and periodically review [bacb.com](#) to stay informed of changes. 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).
- Report critical events to the BACB Ethics Department (see the [Self-Reporting](#) web page).
- Stay up to date with [licensure requirements](#) in your area.
- 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 BCaBA certification mark, see the [September 2008](#), [October 2013](#), and [July 2021](#) BACB Newsletters.

## Tips for Protecting Your BACB Information

The BACB works to ensure the security of our certificants' information. Despite our efforts, however, you are still at risk of someone misusing your credential, most commonly for billing fraud. Given the prevalence of open electronic access and digital identity theft, here are a few ways that you can take a proactive approach to maximizing the security of your professional credentials.

- **Check your BACB account regularly.** Put a reminder in your calendar to log in and check the accuracy of the information in your BACB account every six months or more frequently if you have been—or suspect you may be—the target of identity theft. It is critical that you log in to ensure that your information is accurate and review how your information is publicly displayed in the [Certificant Registry](#). In addition to your personal information, review the information specific to supervisees or supervisors to make sure it is correct. If you find any inconsistencies or inaccuracies, use the [Contact Us](#) form to immediately inform us of the potential issue.
- **Protect your BACB certificate.** While your certification number is publicly available in the Certificant Registry, you should protect your BACB certificate from being copied and/or modified. Think twice before posting photos of your certificate on social media platforms, and be sure to keep your private BACB account ID number protected. This number is not published in the Certificant Registry and is generally only needed by your supervisees/trainees, the BACB, and certain funding sources.
- **If you suspect misuse of your information, contact a specialist (e.g., attorney/advisor) in identity theft to help you determine your options.** While BACB staff cannot provide legal advice, we are sympathetic to the frustrations you may experience if your information is misused. Finally, if you suspect the misuse or misappropriation of another certificant's credential (or the creation of false credentials), please immediately report your evidence to the appropriate authorities (e.g., law enforcement, funders) and to the BACB using the [Reporting Infringement or Misuse Form](#).

For additional guidance, please refer to the August 2019 newsletter on our [Newsletters](#) web page.



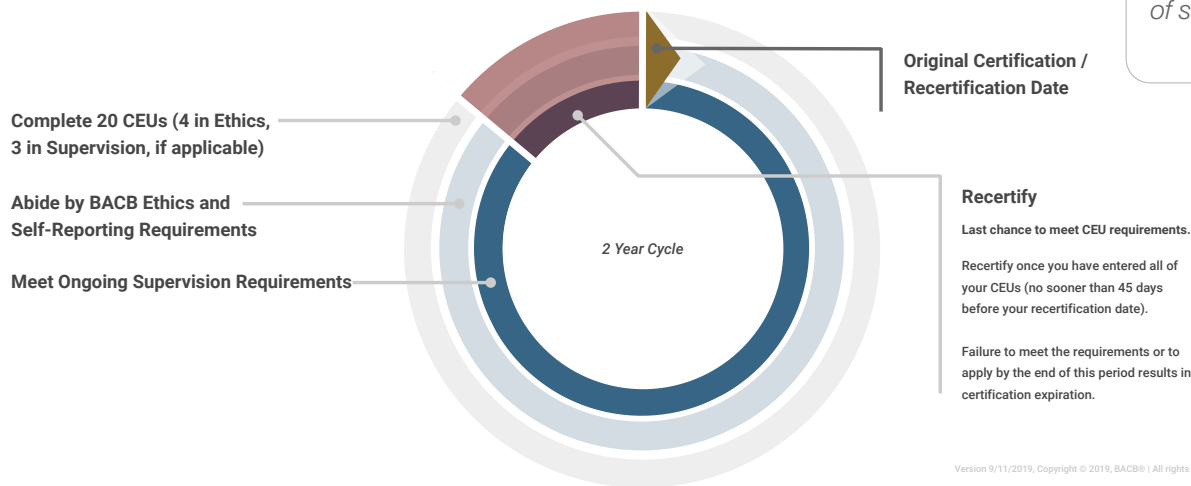
## Certification Maintenance Requirements

To maintain your BCaBA certification, you must obtain ongoing continuing education, adhere to the BACB's [ethics requirements](#) and [self-reporting requirements](#), meet [ongoing supervision requirements](#), and submit a completed recertification application and associated fees every two years before your recertification date.



*Remember to keep your information up to date in your BACB account, and please ensure that [bacb.com](#) is in your email contacts and list of safe senders.*

### Overview



## Continuing Education

Initial BCaBA certification indicates that an individual has met entry-level standards of practice as an assistant behavior analyst. The purpose of the BACB's continuing education (CE) requirement is to ensure that BCaBA certificants engage in activities that will expand their behavior-analytic skills beyond the requirements for initial certification and help them stay up to date on developments in the profession.

### CEU Requirements

As a BCaBA, you are required to obtain 20 continuing education units (CEUs) within each 2-year recertification cycle, including 4 CEUs in ethics and 3 CEUs in supervision (for supervisors).

All CEUs must occur within the recertification cycle to which they are applied. For example, if you submit your recertification application on September 27, 2021, and your recertification date is September 30, 2021, you may only count CEUs accrued from October 1, 2021, to September 30, 2023, toward your next recertification application. Making up missed CEUs after your recertification date is not permitted, and CEUs in excess of the requirements cannot be applied to a subsequent cycle.



**Demonstrate that you meet this requirement** by entering your CEUs into your BACB account as soon as you have supporting documentation. Use the following table to identify which type of CEU was earned. Depending on the type of CE selected, you will need to enter specific information about the activity and upload supporting documentation.



# CERTIFICATION MAINTENANCE REQUIREMENTS



## CEU Types

You can earn CEUs via three types of activities, as illustrated in the following table. There are no restrictions or limitations on the number of CEUs you can earn through each activity type.

	Continuing Education By:	Documentation	CEU Values
Learning	Attending events offered by Authorized Continuing Education (ACE) Providers (see <a href="#">ACE Provider Directory</a> )	Certificate from the ACE Provider	25 minutes of learning = .5 CEU (i.e., 50 minutes of learning = 1 CEU)
	Completing <a href="#">didactic</a> behavior-analytic undergraduate or graduate courses with a passing grade ("C" or higher in a graded course or "pass" in a pass/fail system)*	Syllabi and transcripts from university courses	
	Participating in certain BACB certification activities	No documentation is needed for BACB events (these are issued directly into BACB accounts)	
Teaching	Teaching ACE events	Documentation from the ACE Provider demonstrating that the certificant taught an ACE event	25 minutes of instruction = .5 CEU (i.e., 50 minutes of instruction = 1 CEU)
	Teaching university courses in behavior analysis at an accredited, degree-granting university*	Letter from a department chair indicating that the certificant taught a university course	
Scholarship	Publishing an article on behavior analysis in a peer-reviewed journal	A PDF of the final published article	1 publication = 8 CEUs
	Writing a review or decision letter for an article on behavior analysis submitted to a peer-reviewed journal	Confirmation from the journal (e.g., confirmation email, snapshot of the portal), associate editor, or editor. <i>Note:</i> Please redact title and author information.	1 review/decision letter = 1 CEU

\*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](#).

## CEU Content

Continuing education may address any aspect of behavior analysis: practice, science, methodology, theory, or the profession. CEUs must cover material that goes beyond the current BCBA/BCaBA Task List and coursework required to sit for the certification examinations.

### Ethics CEUs

Acceptable ethics content must cover ethical issues in behavior-analytic practice or research. Ethics content should relate to the BACB's [ethics requirements](#). Sample ethics topics include the (in)appropriateness of implementing nonbehavioral therapies, strategies for avoiding/managing dual relationships, creating a culture of ethics in an organization, and ethical implications of media and technology, among many others.

### Supervision CEUs

BCaBAs who supervise the ongoing practice of RBTs are required to obtain 3 supervision CEUs every recertification cycle in which the supervision of RBTs occurred. Supervision is [behavior analytic in nature](#) and covers effective supervision as described in the BACB [Supervisor Training Curriculum Outline \(2.0\)](#) and the [Nature of Supervision](#) section.



There are a lot of options for continuing education in terms of format, content, and providers, among others. Consider obtaining CEUs that will help with your professional-development plan. And remember that the intent is for ongoing development, so we highly recommend accruing continuing education throughout your recertification cycle.



# CERTIFICATION MAINTENANCE REQUIREMENTS



## Ethics/Supervision CEU Overlap

A CEU may be counted as either an ethics CEU or a supervision CEU, but not both. CEUs acquired from the 8-hour supervision training may count as supervision CEUs only.

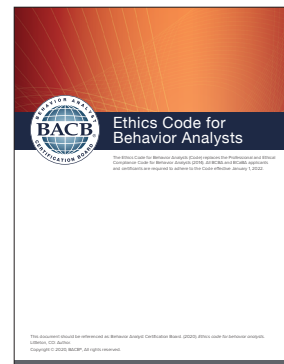
## Repeating CE Activities

Repeating CE activities does not provide new or expanded knowledge or skills and therefore does not meet BACB certification requirements.

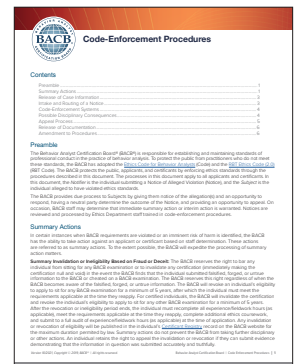
## Ethics and Self-Reporting

You must adhere to the [Ethics Code for Behavior Analysts](#) and [self-reporting requirements](#). The BACB is prohibited from providing any legal advice and from interpreting any ethics requirements.

**Ethics Code for Behavior Analysts (Code):** The Code contains six sections outlining candidates' and certificants' responsibilities related to professional conduct, clients and service provisions, supervision, and colleagues. Certificants are required to remain knowledgeable about the Code. Those supervising RBTs must ensure that they review and address the Code (and the [RBT Ethics Code \[2.0\]](#) where applicable) with their supervisees. Certificants should also endeavor to address potential violations directly with the relevant individual if appropriate. When considering whether submitting a Notice of Alleged Violation is appropriate, certificants should consult the [Considerations for Reporting an Alleged Violation](#) document.



Ethics Code for Behavior Analysts



Code-Enforcement Procedures

## Self-Reporting

Per the BACB's ethics requirements, applicants and certificants must self-report to the BACB any personal 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 account](#) up to date. 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.



Visit the [Ethics](#) web page for information about code-enforcement procedures, ethics resources, and more.

# CERTIFICATION MAINTENANCE REQUIREMENTS



## Critical Events

The following events must be self-reported to the BACB in a timely manner. 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.

**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:

- leaving a position without ensuring continuity of services or in a manner that fails to appropriately transition or discontinue services
- engaging in a multiple relationship with a client or supervisee
- failing 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

# CERTIFICATION MAINTENANCE REQUIREMENTS



**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 \$1,000 (USD or equivalent)

**Agreements and Actions:** You must self-report certain agreements and actions within 30 days of (a) receiving a final determination, disposition, or order 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, 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)

# CERTIFICATION MAINTENANCE REQUIREMENTS



- 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, 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

# CERTIFICATION MAINTENANCE REQUIREMENTS



## Ongoing Supervision

Every BCaBA must practice under the supervision of a qualified supervisor. Any BCaBA who does not have a qualified supervisor will be considered inactive and may not practice or use their BCaBA certification until they have a supervisor. The supervisor and the BCaBA must review these requirements together and resolve any concerns at the onset of supervision. Both parties must also ensure that any supervision provided or received is consistent with current BACB requirements (via regular review of [BACB Newsletters](#) and web pages for updates), any applicable state regulatory standards (e.g., licensure), and relevant third-party payer requirements.

## Supervisor Requirements

BCaBA Supervisor Requirements	
Role	BCaBA Supervisor
Responsibilities	<ul style="list-style-type: none"><li>• is responsible for all services the BCaBA provides</li><li>• develops and signs a written contract with the BCaBA before the onset of the supervisory relationship (<i>Note: Multiple supervisors at one organization must have a supervision contract that clearly details each supervisor's responsibilities, including the cases and settings in which the BCaBA will be observed.</i>)</li><li>• documents ongoing supervision meetings with the BCaBA on the <a href="#">BCaBA Supervision Meeting Form</a></li><li>• maintains documentation of ongoing supervision in a way that demonstrates adherence to all of the requirements in this handbook and the Code</li><li>• ensures that their personal information and supervisory relationships are up to date in their <a href="#">BACB account</a></li></ul>
Qualifications	<ul style="list-style-type: none"><li>• BCBA certified <b>or</b></li><li>• a licensed or registered psychologist certified by the American Board of Professional Psychology in <a href="#">Behavioral and Cognitive Psychology</a> who was tested in applied behavior analysis</li></ul>
Relationships	The supervisor may not be related to, subordinate to, employed by, or in a multiple relationship (e.g., personal or business) with the supervisee while providing supervision. Employment does not include compensation paid to the supervisor by the BCaBA for supervision services.
Training	Before providing any supervision, BCaBA Supervisors must have completed training based on the <a href="#">Supervisor Training Curriculum Outline (2.0)</a> and uploaded it to their BACB account.
Public identification with the BACB	All BCaBA Supervisors must identify as their BCaBA's supervisor.
Supervisor-client oversight	Must have sufficient client-specific knowledge to inform the BCaBA's clinical direction (see the following Supervisor-Client Oversight section for more information).
BACB audit responsibilities	<ul style="list-style-type: none"><li>• Maintain supervision documentation for 7 years and be prepared to submit it, even for former BCaBAs.</li><li>• In the event of an audit, give the BACB documentation of the supervision provided.</li></ul>

# CERTIFICATION MAINTENANCE REQUIREMENTS



**Supervisor Qualifications:** Supervisors must be one of the following:

- an active BCBA without current disciplinary sanctions who meets an [ongoing supervision CEU requirement](#) OR
- a licensed or registered psychologist certified by the American Board of Professional Psychology in [Behavioral and Cognitive Psychology](#) who was tested in applied behavior analysis.

**Supervisor Training:** Supervisors must complete an [8-hour supervision training](#) before providing any supervision to BCaBAs.

Supervisors are responsible for ensuring that they have completed the training (available in the [Certificant Registry](#)) and uploaded the certificate into their BACB account before signing a supervision contract. Supervisees should confirm the date on which the supervisor completed the training before signing a supervision contract.

**Public Identification of Supervisory Relationship:** All BCaBA supervisors who are providing supervision to a BCaBA must acknowledge the supervisory relationship by entering the supervisee's information in their BACB account. The supervisor will also be publicly identified in the BCaBA's record in the Certificant Registry. Under the [Ethics Code for Behavior Analysts](#), the supervisor is responsible and can be held accountable for all services provided by the BCaBA.

**Supervisor-Client Oversight.** The BCaBA Supervisor must have sufficient client-specific knowledge to inform the clinical direction of your work as a BCaBA. Specifically, the two parties should be employed by the same organization or 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 a BCaBA Supervisor 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.

**Supervisor/Trainee Relationship:** The supervisor may not be related to, subordinate to, employed by, or in a multiple relationship with (e.g., personal or business relationship) the supervisee while providing supervision. Employment does not include compensation paid to the supervisor by the BCaBA for supervision services. While not required, it is highly encouraged that the supervisor works closely with the BCaBA during the implementation of behavior-analytic services.

## Supervision Requirements

**Amount of Supervision:** The amount of supervision required for a BCaBA is based on the number of service-delivery hours in a month and how long the BCaBA has been certified. The amount-of-supervision requirements are as follows:

- **First 1,000 hours of post-certification practice:** Supervision must comprise at least 5% of the total number of behavior-analytic service hours provided per month with no less than 1 hour of supervision every 2 weeks.
- **Ongoing supervision (after the first 1,000 hours):** Supervision must comprise at least 2% of the total behavior-analytic service hours provided per month.

These supervision percentages should be considered a minimum. Supervisors may require additional supervision.

**Frequency of Supervision:** Each month in which the BCaBA provides behavior-analytic services, the BCaBA and supervisor must meet at least once. In addition, the BCaBA's supervisor must be available for consultation between supervisory interactions. *Note:* BCaBAs who do not provide behavior-analytic services during a given month are exempt from this requirement.

# CERTIFICATION MAINTENANCE REQUIREMENTS



**Structure of Supervision:** Supervision may include (a) a combination of group and individual supervision, (b) multiple supervisors, and (c) multiple observation methods. This section contains guidance on the possible structural variations.

- **Group Supervision:** Groups are interactive meetings in which 2–10 BCaBAs who share similar experiences participate in supervision activities (see the Nature of Supervision section). The number of BCaBAs in a group meeting may not exceed 10 at any time, regardless of the number of supervisors in the meeting. If nonsupervisees are present, their participation should be limited, and their presence must not inhibit discussion or interfere with participation by supervisees. The amount of group supervision may not exceed the amount of individual supervision in a given supervisory period. In other words, supervision may be conducted in groups for no more than half of the total supervised hours in each supervisory period.
- **Multiple Supervisors and/or Settings:** A BCaBA may have multiple supervisors if such an arrangement is required to cover the BCaBA's entire caseload. The BCaBA must ensure that a qualified supervisor assumes responsibility for each case and provides supervision that meets the current supervision requirements. In these arrangements, the supervision contract must clearly articulate the conditions of responsibility for each supervisor, including the cases and settings in which the BCaBA will be observed.
- **Observation-With-Client Requirements:** The BCaBA must be observed working with a client in the natural environment once per quarter by at least one supervisor. If the BCaBA has more than one supervisor, they must be observed once per quarter by each supervisor. In-person, on-site observation is preferred. However, the observation may be conducted using asynchronous (e.g., recorded video) or synchronous (e.g., live video conference) formats.

**Nature of Supervision:** The purpose of supervision is to improve and maintain the behavior-analytic, professional, and ethical repertoires of the BCaBA and facilitate the delivery of high-quality behavior-analytic services to the BCaBA's clients. Effective behavior-analytic supervision includes:

- monitoring the skills of the BCaBA as they deliver behavior-analytic services
- developing and communicating performance expectations to the BCaBA
- conducting behavioral-skills training for the BCaBA
- observing the BCaBA's performance with clients and delivering feedback
- modeling technical, professional, and ethical behavior
- guiding the development of behavioral case conceptualization and problem-solving and decision-making repertoires
- reviewing the BCaBA's written materials (e.g., behavior programs, data sheets, reports) and delivering related feedback about the products
- overseeing and evaluating the effects of the BCaBA's behavior-analytic service delivery
- evaluating the effects of supervision throughout the experience

## Failure to be Properly Supervised

Any BCaBA found to be substantially noncompliant with supervision requirements will be subject to immediate termination of their certification. If termination occurs, the BCaBA will be permitted to requalify for the examination via past certification. If requalified, the BCaBA will be subject to increased supervision requirements audits.

# CERTIFICATION MAINTENANCE REQUIREMENTS



## Supervision Documentation

There are three forms of documentation required for BCaBA supervision: the supervision contract, the BCaBA Supervision Meeting Form, and a documentation system. The supervisor and the BCaBA must retain copies of these documents for at least seven years from the date of the last supervisory meeting and, if requested, provide them to the BACB. *Note:* Backdated or retroactively completed forms will not be accepted.

**Supervision Contract:** The supervisor and the BCaBA must develop and sign a written contract before the onset of the supervisory relationship. The contract must include:

- nature and frequency of supervision (including grounds for increased supervision at the discretion of the supervisor)
- responsibility for supervisee's service-delivery activities and mechanism for reporting caseload to supervisor
- mandatory third-party consent for supervisor involvement
- methods of supervisory observation
- methods for documenting supervision
- retention of written feedback by both parties
- supervision fees
- termination and supervision-verification criteria
- supervisor requirements statement (i.e., completed 8-hour training and supervision continuing education)

**BCaBA Supervision Meeting Form:** The supervisor and the BCaBA are responsible for documenting ongoing supervision meetings (at least once each month) on the [BCaBA Supervision Meeting Form](#). The BCaBA Supervision Meeting Form must be signed by the last day of the month following the month of supervision.

**Documentation System:** Because supervision varies across settings and practice areas, the BACB grants supervisors and BCaBAs the flexibility to develop their own systems for documenting ongoing supervision in a way that demonstrates adherence to all of the requirements in this document and the Code. Documentation must include the following:

Information Required in a Documentation System	
<b>Service Delivery (for Each Day):</b> <ul style="list-style-type: none"><li>• dates</li><li>• hours</li></ul>	<b>Supervised Hours (for Each Contact):</b> <ul style="list-style-type: none"><li>• date</li><li>• time</li><li>• format (e.g., in person, online)</li><li>• supervision type (individual or group)</li><li>• date supervisor observed BCaBA providing service delivery</li></ul>

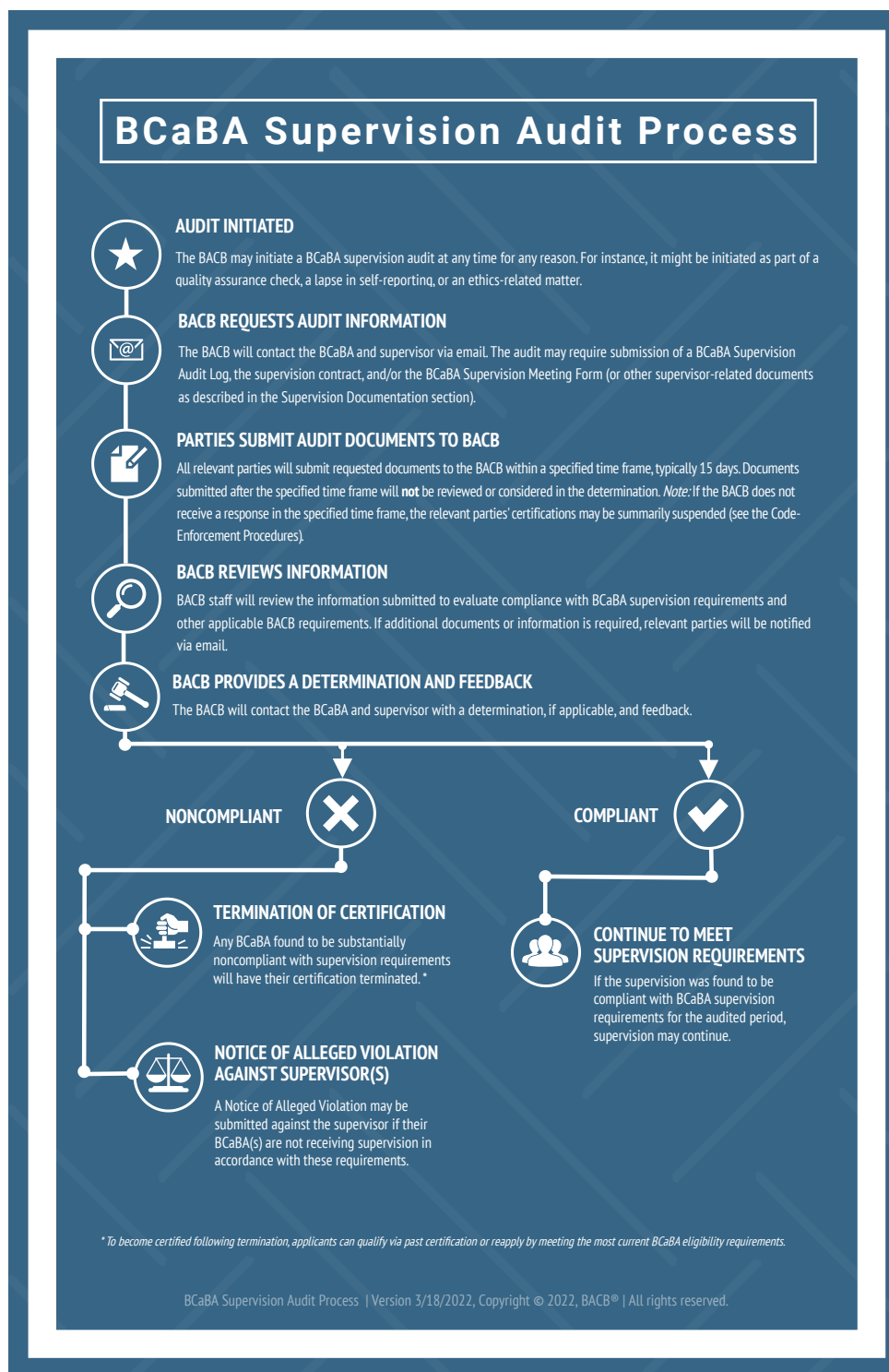


# CERTIFICATION MAINTENANCE REQUIREMENTS



## Audits

The BACB can audit BCaBAs and supervisors at any time to determine compliance with BACB supervision requirements. See the following figure for an overview of the BCaBA supervision audit process.



# CERTIFICATION MAINTENANCE REQUIREMENTS



## Recertification

As a BCaBA, you are required to submit a recertification application (including payment) every two years. Recertification applications are available in your BACB account within 45 days of your recertification date AND as soon as you have entered your required CEUs. You must complete your recertification application on or before your recertification date to avoid lapses in your certification and late fees.

## Recertifying

1. **Throughout your certification cycle, enter your [CEUs](#) into your portal.** *Note:* These entries require that CEU documentation is submitted to support each entry.
2. **As soon as all of your CEUs are entered AND you are within 45 days of your recertification date, a recertification application will appear in your BACB account under the Recertification tab.** This tab will not be visible until these two elements are met.
3. **Complete the application and pay the fee.** Make sure that you are reviewing your information closely in your recertification application to ensure that it is accurate, including your contact information and mailing address. *Note:* At the time of application, you will be asked to attest to questions in the Eligibility Affidavit section of the application and agree to the [Application Processing Agreement](#). You will be asked to (a) affirm that you have read, are in compliance with, and will continue to comply with all BACB requirements; (b) report whether you have a physical/mental condition or substance addiction that could impair your service delivery; and (c) report about any disciplinary or legal investigations or actions. Please read each question carefully and answer truthfully. Answering “yes” to the second or third questions will require that you also complete and submit an [Ethics Self-Reporting Form](#). Your application will be placed on hold while your self-report is reviewed by BACB staff.
4. **If your CEU entries are selected for audit, we might reach out for additional information via email.** If we do not receive the appropriate documentation to indicate that you met the CE requirements, your certification will expire.

### **If your application has been approved:**

- Your certification dates will update with a new recertification date that is two years from your last recertification date.
- After your new recertification date, you may start accruing CEUs for your next recertification cycle. Even if you complete the recertification application before your recertification date, you can only count CEUs for your next cycle once that new cycle starts.
- You will receive a new certificate in the mail at the address on record within 4–6 weeks.

### **If you do not recertify:**

- **By your recertification date:** Your certification status will become inactive, and you will not be permitted to bill, practice, supervise, or represent yourself as a BCaBA. If you complete all of your CE requirements but fail to recertify before your recertification date, you will have 90 days from your recertification date to reinstate your certification and pay the late fee. Additional CEUs may *not* be accrued during the reinstatement period. After this grace period, you will lose your certification and will need to reapply and meet the eligibility requirements applicable at that time.



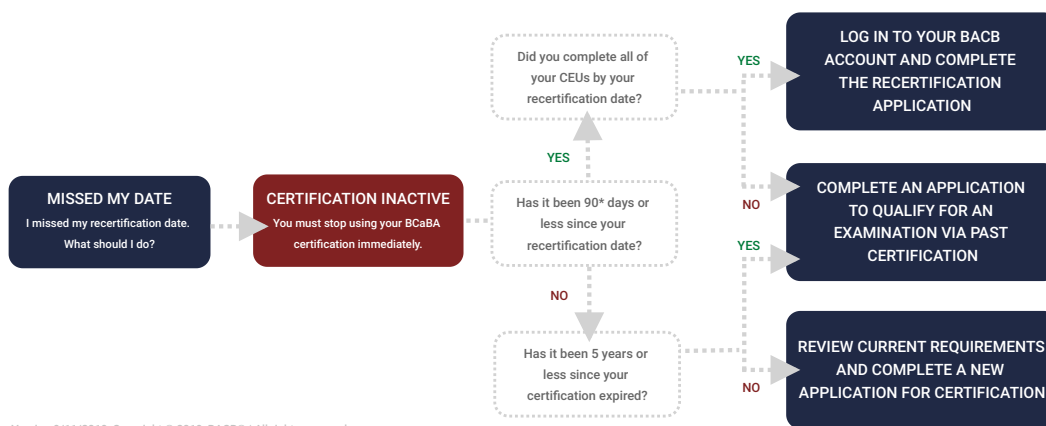
*Starting January 1, 2024, BCaBAs will have 30 days from their recertification date to reinstate their certification and pay the late fee.*

# CERTIFICATION MAINTENANCE REQUIREMENTS



- **By the end of your reinstatement period:** Your certification will expire, and you will not be permitted to bill, practice, supervise, or represent yourself as a BCaBA. You will need to reapply and meet the eligibility requirements applicable at that time to become a BCaBA (see the following graphic).

## GUIDANCE FOR THOSE WHO MISSED THEIR RECERTIFICATION DATE AND WISH TO REMAIN CERTIFIED



## Fees\*\*

Recertification Fees	
Recertification Application	\$140
Late Fee	\$50
Insufficient Funds/Returned Check	\$45
Certificate Replacement	\$35

\* Starting January 1, 2024, BCaBAs will have 30 days from their recertification date to reinstate their certification and pay the late fee.

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

# CERTIFICATION MAINTENANCE REQUIREMENTS



## Inactive Policy

BCaBAs may become inactive because:

- they placed their certification on [voluntary inactive status](#) or [active duty/reserve status](#),
- they did not recertify by their recertification date,
- they are not supervised, or
- they have [sanctions](#) against their certification.

BCaBAs with an inactive certification may not bill, practice, supervise, or represent themselves as active BCBAs.

## Voluntary Inactive Status

BCaBAs who need a break from maintaining their certification for a period—and who are within their recertification cycle and have completed continuing education for their recertification cycle (prorated to the month)—may request inactive status. As an inactive BCaBA, you are not permitted to practice, bill, supervise, or represent yourself as an active BCaBA, and you will be listed as inactive on the Certificant Registry. Once granted voluntary inactive status, you may remain inactive for up to four years. There are no certification maintenance requirements (e.g., supervision, recertification fees) during the period of inactivity.

### Applying for Voluntary Inactive Status

If you wish to request voluntary inactive status, you must complete the [BCaBA Application for Voluntary Inactive Status](#) and pay a one-time, inactive-request fee of \$50. You may not apply for voluntary inactive status while you are in your reinstatement period.

### Applying for Reactivation

If you are on voluntary inactive status for less than four years and wish to reactivate your certification, you must submit a [BCBA/BCaBA Request to Return from Voluntary Inactive Status Application](#). Once your certification has been reactivated, your recertification cycle will resume. After you have a BCaBA Supervisor on record, you may resume practicing. You may not apply for voluntary inactive status again until your next recertification cycle.

If you do not apply for reactivation within four years, your certification will expire, and you must reapply for certification if you wish to become certified again. Please note that new BACB certifications will **not** be available to individuals who reside outside of the United States, Canada, Australia, and the United Kingdom as of January 1, 2023, including those who qualify via the past certification option.



#### Example of how your recertification cycle is paused while on voluntary inactive status:

If you go on inactive status 12 months into your recertification cycle, you will have needed to complete 10 CEUs. When you return, you will need to accrue the remaining CEUs for the next 12 months of your cycle before your next recertification date. Your next recertification date will be 12 months from the date that you return from inactive status.

# CERTIFICATION MAINTENANCE REQUIREMENTS



## Active Duty/Reserve Status

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 recertification cycle or examination authorization period to cover the time frame for which you are called (not to exceed two years). While on reserve inactive status, you are prohibited from representing yourself as an active BCaBA. This policy only applies to service members just joining the military or those being deployed. If a spouse of a service member wishes to go on inactive status, they must apply for voluntary inactive status.

Upon being called to active duty, notify the BACB via the [Contact Us](#) web page and provide a copy of your official call-up notice. The BACB will place your certification on inactive status during your active duty period. Following completion of your active duty or two years, whichever is earlier, you must contact the BACB to update your certification status. When your certification becomes active again, your recertification cycle or authorization period will resume.

## Fees\*

Inactive Status Fees	
<b>BCaBA Application for Voluntary Inactive Status</b>	\$50
<b>BCBA/BCaBA Request to Return from Voluntary Inactive Status Application</b> (0–2 years inactive)	\$0
<b>BCBA/BCaBA Request to Return from Voluntary Inactive Status Application</b> (2–4 years inactive)	\$50
<b>Active Duty/Reserve Status</b>	\$0

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

# Assessing, Training, and Supervising RBTs

As a BCaBA, you may serve in the important role of overseeing the work, training, or assessment of others who are providing behavior-analytic services. This oversight may occur in three primary roles:

- **Supervisor:** As a supervisor, you will oversee RBTs who are providing behavior-analytic services.
- **Assessor:** As an assessor, you will be responsible for directly conducting or overseeing assessments of those pursuing RBT certification or those who are maintaining their RBT certification to determine whether they are competent in specific tasks commonly conducted by behavior technicians (i.e., Initial Competency Assessment or Renewal Competency Assessment).
- **Trainer:** As a trainer, you will develop and/or provide the RBT 40-hour training and/or oversee individuals who are providing the RBT 40-hour training.

**Because of the obvious importance of these roles, failure to comply with BACB requirements and ethics standards constitutes a violation of the Code and may result in a Notice of Alleged Violation being filed against you and subsequent action being taken by the Ethics Department.**

This section of the handbook provides an overview of each role; however, you will need to carefully review the linked requirements specified in each section. It is the responsibility of every candidate, certificant, and supervisor to ensure that any supervision provided or received is consistent with current BACB requirements, any applicable state regulatory requirements (e.g., licensure), and relevant third-party payer requirements.

**Overview of Additional Requirement by Role:** Although holding BCaBA certification is the primary qualification, additional requirements are indicated in the following table.

Additional Requirements by Role			
Role	8-Hour Supervision Training*	Ongoing CEUs in Supervision	May Not Be Related to, Subordinate to, or Employed by the Trainee, Supervisee, Certificant
Assessing RBTs (competency assessments)	✓	×	✓
Training RBTs (RBT 40-hour training)	×	×	✓
Supervising RBTs	✓	✓	✓

\* You can find a list of ACE Providers who may offer 8-hour supervision training on the [ACE Provider Directory](#).



## How are eligible supervisors identified?

BCaBAs who meet supervision requirements are identified in the [Certificant Registry](#) with the statement “Completed supervision training on DATE.” The date shown is the date the certificant became eligible to provide supervision.

# ASSESSING, TRAINING, AND SUPERVISING RBTs

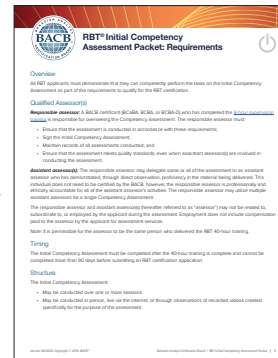


## Assessing, Training, and Supervising RBTs

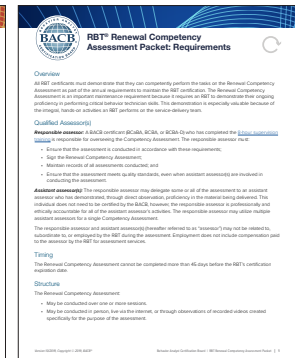
### Assessing RBTs (Competency Assessments)

One of the primary eligibility and maintenance requirements for RBT certification is demonstrating competence in the tasks on the Initial/Renewal Competency Assessment. A qualified assessor conducts these assessments and, in some cases, may also involve and oversee assistant assessors.

**Requirements:** The [Initial Competency Assessment](#) and the [Renewal Competency Assessment](#) include the requirements for administering the assessments.



Initial Competency Assessment



Renewal Competency Assessment

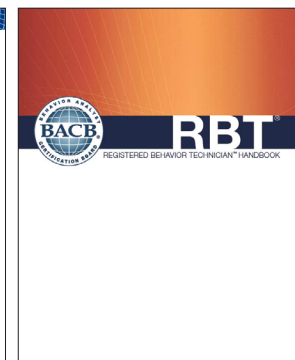
### Training RBTs (RBT 40-Hour Training):

As one of the requirements to obtain certification, RBT applicants must complete a 40-hour training based on the RBT Task List (2nd ed.). A qualified trainer conducts the training and, in some cases, may also involve and oversee assistant trainers.

**Requirements:** The [RBT 40-Hour Training Packet](#) outlines the requirements for conducting the RBT 40-hour training.



RBT 40-Hour Training Packet



RBT Handbook

### Supervising RBTs

RBTs practice under the close, ongoing supervision of an RBT Supervisor and/or an RBT Requirements Coordinator who is responsible for the RBT's work (see the Ongoing Supervision section of the [RBT Handbook](#) for a full description of each role's requirements).

**Requirements:** The Ongoing Supervision section of the [RBT Handbook](#) helps RBT Supervisors, RBT Requirements Coordinators, and RBTs ensure that the appropriate ongoing supervision is provided in order to maintain active certification.

## Managing Alleged Ethics Violations by RBTs

As an RBT Supervisor, you are responsible for the actions of all RBTs under your supervision, so it's important to be aware of the special considerations for submitting a Notice of Alleged Violation against an RBT. You can learn more about these considerations by visiting the [Reporting Alleged Violations Against RBTs](#) web page and by reviewing the [Considerations for Reporting an Alleged Violation Against an RBT](#) document. Supervisors are often best positioned to immediately and directly address some ethics violations by an RBT. Therefore, in an instance where an RBT Supervisor becomes aware of a potential ethics violation by an RBT, they must take steps to investigate and document the alleged violation. If they determine that a violation did occur, they should decide if the matter should be addressed internally or by submitting a Notice of Alleged Violation to the BACB.

Submit a Notice of Alleged Violation against the RBT if the alleged violation:

- involves abuse or neglect of a client;
- resulted in the RBT being charged with or convicted of a violation of the law;
- is a violation of subsection 1.03, 1.05, 3.01, 3.02, 3.03, 3.04, or 3.05 of the RBT Ethics Code (2.0); OR
- has occurred repeatedly despite reasonable attempts to address the problem with the RBT.

If none of these situations apply, the RBT Requirements Coordinator and/or RBT Supervisor should develop and implement an individualized corrective-action plan for the RBT and document the outcome. The BACB reserves the right to audit the RBT Requirements Coordinator or RBT Supervisor for documentation of the complaint, investigation, and resolution.

Being a supervisor is an important responsibility in both shaping future behavior analysts and helping to facilitate quality services being provided to clients. With that in mind, here are a few tips for those who supervise.

- **Know the RBT supervision requirements.** This might be obvious by now, but supervisors should know what the relevant requirements for supervision and stay up to date about requirements changes by reading the BACB Newsletter and periodically reviewing the BACB website and BCaBA and RBT Handbooks.
  - **Become intimately familiar with the BACB's ethics Codes.** Supervisors should know the Code and the RBT Ethics Code (2.0). Not only do you need to follow the Code in your practice and supervision, but you will also need to be an ethical resource and guide for your supervisees. Of note, abruptly discontinuing supervision can negatively impact services, so make sure that you have transition plans in place when discontinuing supervision services. In particular, the Behavior Analysts as Supervisors and Compliance with BACB Supervision and Coursework Standards sections of the Code are some of the most frequent ethics violations reported to the BACB (see the [November 2019 BACB Newsletter](#) for the most recent ethics data). So, it is important to review these sections carefully and take them into account when determining how you will provide supervision. For instance, when determining how many supervisees you can supervise, consider the number of clients on your caseload, how many hours each supervisee is working, and how much of your time will be dedicated to their supervision, the clients' needs, and the program settings, among others. It's also vital to remember that the BACB reserves the right to contact you to share or request information regarding individuals for whom you are or were the supervisor on record. For example, if your RBT supervisee is named in a Notice of Alleged Violation, they must immediately notify you, share all documentation they received from the BACB, and review it with you. Then, the BACB may ask you to complete a form acknowledging that you are the individual's supervisor on record.
  - **Consider whether you are ready to be a supervisor.** We highly recommend waiting until after you have ample experiences of your own before you supervise others. In addition, consider whether supervision activities will be within your area of defined competence and whether you have the time and ability to supervise RBTs.
  - **Develop your time management and organizational systems.** Have these systems in place before you start supervision to ensure that you are meeting all relevant requirements. For example, you will need a system for keeping your RBT supervisee accounts up to date with the BACB, documenting feedback, and evaluating the effects of your supervision, among other areas. In the event of an audit, it is your responsibility to produce the requested documentation. For additional guidance, use these optional supervision checklists:
- The image displays two side-by-side BACB Supervision Checklist forms. The left form is titled 'Supervision Checklist for RBTs' and the right form is titled 'Supervision Checklist for RBT Supervisors and RBT Requirements Coordinators'. Both forms are dated 'Revised 10/2019' and include a BACB logo. The left form is for RBTs to complete, and the right form is for RBT Supervisors to complete. Both forms include sections for 'Before Supervision Starts', 'During the First Month of Supervision', and 'During the First Month of Supervision'.

[illegible]

## Supervision Checklist for RBTs

[illegible]

## Supervision Checklist for RBT Supervisors and RBT Requirements Coordinators





- **Evaluate fit before agreeing to supervise.** Identify your work and supervision style before taking on a supervisee to determine whether their style is a good fit. Both you and the supervisee have a history of experiences coming into the relationship, so it is helpful to know a little about them before agreeing to be their supervisor. If your styles don't fit, determine whether you are open to adjusting your supervision style.
- **Set clear expectations.** Although a supervision contract is not required for supervising RBTs, setting clear expectations at the beginning of supervision is valuable in all supervisory relationships.
- **Aim to provide high-quality, individualized, and effective supervision.** Don't just focus on doing enough to meet the BACB's requirements. These were established as minimum requirements that allow flexibility for variations in each setting. Think about what your past supervisors have done well (and maybe not so well) so that you can identify how you can provide high-quality supervision. For instance, you may want to develop a supervision curriculum for the supervisee that includes behavior-analytic topics, specific skills that are important in practice (e.g., problem solving, interpersonal skills), and skills that they will need when they become a supervisor (see the [Supervisor Training Curriculum Outline \[2.0\]](#)).
- **Continue your professional development as a supervisor and seek out a trusted mentor.** These tips are only a starting point. There is growing literature on supervision, as well as continuing education events and resources on the topic, so make continued growth and learning part of your regular schedule.



## Other Relevant Policies

### Administrative Appeals

#### Application Appeals

Any adverse eligibility or certification decision including, but not limited to, a denial of a certification application, recertification application, or other application submitted to the BACB may be appealed.

BACB requirements, deadlines, procedures, and fees may not be appealed. Do not submit an appeal in order to request information about a denied application; you will receive detailed information (i.e., reasons for the denial, steps that need to be taken to correct any deficiencies) at the time of the denial.

**How to appeal:** You must file a written request for appeal within 30 days of the date of the decision being appealed by completing the [Administrative Appeal Request Form](#).

#### Examination Appeals

If you experience examination condition irregularities (e.g., poor lighting, disruptive noises, long screen-load times) during your examination, you may file an appeal with the BACB. *Note:* Pearson VUE sites deliver BACB examinations via a web browser, so minor Internet bandwidth variances are to be expected. Examination scores, content, questions, answers, procedures, deadlines, fees, and requirements may not be appealed.

**How to appeal:** You must file a written request for appeal within seven days of your examination appointment by completing the [Administrative Appeal Request Form](#).

#### Compassionate Appeals

If you are a current applicant or certificant who has experienced an unforeseen life event or extenuating circumstance (e.g., hospitalization, act of nature) that warrants relief within one year of the determination that you wish to appeal (e.g., the day that your certification expires), you may file an appeal with the BACB.

This appeal requires documentation that verifies the event or circumstance in question. 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 two 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 within six months of the determination that you wish to appeal (e.g., your certification expiration date) by completing the [Administrative Appeal Request Form](#) located on the BACB's Administrative Appeals web page

# 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 documents (e.g., white-outs, strike-throughs) must be initialed by all relevant parties.

*\*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.*

## 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.

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

The BACB reserves the right to invalidate any certification (immediately making the certification null and void) and/or prohibit any individual from taking a BACB examination if the individual submitted false, 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 testing-center staff
- violating Pearson VUE scheduling or testing-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.



## Documents and Resources

### Eligibility and Applying for Certification

- [Qualify for Examination via Past Certification: Application](#)

### Coursework

- [Nonverified Course Content Attestation](#)
- [Preliminary Coursework Evaluation Application](#)
- [VCS Coordinator Coursework Attestation](#)

### Supervised Fieldwork

#### Monthly and Final Fieldwork Verification Forms

- [Monthly Fieldwork Verification Form: Individual Supervisor](#)
- [Final Fieldwork Verification Form: Individual Supervisor](#)
- [Monthly Fieldwork Verification Form: Multiple Supervisors at One Organization](#)
- [Final Fieldwork Verification Form: Multiple Supervisors at One Organization](#)

#### Optional Resources

- [Fieldwork Checklist and Tip Sheet](#)
- [Sample Supervision Contract for BCBA/BCaBA Trainees](#)
- [Documenting Fieldwork Hours Video](#)
- [Documenting Fieldwork: Helpful Answers to Your FAQs Blog](#)
- [Contested Fieldwork Form](#)

#### Consulting Supervisor

- [Consulting Supervisor Requirements for New BCBAs Supervising Fieldwork](#)

### Examination

- [BCaBA Task List \(5th ed.\)](#)
- [Pearson VUE Website](#)
- [Accommodation Request Form](#)

### Ongoing Supervision

- [BCaBA Supervision Contract Specifications](#)
- [BCaBA Supervision Meeting Form](#)

### Continuing Education

- [ACE Provider Directory](#)
- [Supervisor Training Curriculum Outline \(2.0\)](#)

### Ethics and Self-Reporting

- [Ethics Code for Behavior Analysts](#)
- [Code-Enforcement Procedures](#)
- [Ethics Web Page](#)
- [Self-Reporting Web Page](#)

### Voluntary Inactive Status

- [BCaBA Application for Voluntary Inactive Status](#)
- [BCBA/BCaBA Request to Return from Voluntary Inactive Status Application](#)



## Supervising, Training, and Assessing RBTs

### Assessing RBTs

- [RBT Initial Competency Assessment Packet](#)
- [RBT Renewal Competency Assessment Packet](#)
- [Sample RBT Assessor Evaluation and Log](#)

### Training RBTs

- [RBT 40-Hour Training Packet](#)
- [RBT Trainer Evaluation and Log](#)

### Supervising RBTs

- [RBT Handbook \(Ongoing Supervision section\)](#)
- [Noncertified RBT Supervisor Form](#)
- [Process for Adding or Removing Supervisees](#)
- [Supervision Checklist for RBTs](#)
- [Supervision Checklist for RBT Supervisors and RBT Requirements Coordinators](#)

## Administrative Appeals

- [Administrative and Examination Appeal Request Form](#)



## Glossary

**Applicant:** An individual who is pursuing certification.

**BCaBA Supervision Meeting Form:** The supervisor and the BCaBA are responsible for documenting qualifying ongoing supervision meetings (at least once each month) on the [BCaBA Supervision Meeting Form](#).

**Candidate:** An individual who has submitted a certification application.

**Certification Application:** An application to apply for certification after eligibility requirements have been met.

**Client:** The direct recipient of behavior-analytic services. Other individuals impacted by behavior-analytic services (e.g., parent, caregiver, relative, legally authorized representative, employer) may meet the definition of client when they receive direct training or consultation. In some contexts, the client might be a group of individuals (e.g., with organizational behavior management services).

**Conferral Date:** The official date on which your degree was awarded by the institution.

**Continuing Education:** Initial BCaBA certification indicates that an individual has met entry-level standards of practice as an assistant behavior analyst. The purpose of the BACB's continuing education requirement is to ensure that BCaBA certificants engage in activities that will expand their behavior-analytic skills beyond the requirements for initial certification and help them stay up to date on developments in the profession.

**Degree Equivalency Evaluation:** This evaluation will be performed as part of your certification application. When we receive your transcript, we will notify you if an evaluation is required. If so, we will provide instructions on how to submit the following documentation:

- an original-source verification (e.g., transcript[s], official statement with course/module grades/marks issued directly by the academic institution) in the original language;
- an English translation of the original-source verification;
- an official copy of your diploma (i.e., official documentation attesting completion of program and award of degree) from your university in the original language; AND
- an English translation of your official diploma.

*Note:* If you received your degree from a university in Cuba, official, signed transcript(s) must be submitted directly from Consultoría Jurídica Internacional (CJI) or Bufete de Servicios Especializados (BES).

**Didactic Course:** A course that includes synchronous instruction by an instructor.

**Documentation System:** A documentation system that tracks all ongoing supervision and fieldwork in a way that demonstrates adherence to all relevant requirements and the Code.

**Ethics Code for Behavior Analysts:** The document that describes ethics obligations for BCBAs, BCaBAs, applicants, and trainees. All BCBAs, BCaBAs, applicants, and trainees agree to abide by this Code.

**Fieldwork Verification Forms:** The forms used by the supervisor and trainee to document fieldwork hours each month (Monthly Fieldwork Verification Form) and at the end of the fieldwork (Final Fieldwork Verification Form). Versions of the forms are provided for individual supervisors as well as organizations with multiple supervisors.

**Group Supervision:** An interactive supervision meeting that includes no fewer than 2 and no more than 10 trainees. The number of trainees in a group meeting may not exceed 10 at any time, regardless of the number of supervisors in the meeting.



**Inactive Status:** BCaBAs may be inactive for the following reasons:

- They are on voluntary inactive or reserve status (i.e., they put a pause on maintaining their certification). To qualify for these options, BCaBAs must complete a [BCaBA Application for Voluntary Inactive Status](#) or request reserve active duty.
- They did not recertify their BCaBA certification and are within their reinstatement period.
- They do not have a supervisor.
- They have disciplinary sanctions against their certification.

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

**Independent Hours:** Fieldwork hours that are accrued when a supervisor is not present.

**Individual Supervisor:** An individual supervisor must ensure that all of their trainees' fieldwork requirements are being met during their supervision. In this situation:

- the supervision contract should clearly outline the roles, responsibilities, and expectations for the trainee and supervisor (see the [Supervision Contract](#) section);
- all supervision must be related to specific client programming;
- the supervisor must have written permission to receive client information and must be well aware of the organization's values, practices, and personnel; AND
- the person signing the M-FVFs and F-FVF for Individual Supervisors must be able to agree to all of the relevant attestations, including that all fieldwork requirements were met.

**Multiple Supervisors at One Organization:** An organization may coordinate and oversee multiple supervisors who provide fieldwork to a trainee. For example, a service organization might have multiple supervisors providing supervision, or a university might coordinate all on- and off-campus activities under one system. The supervisors must work together to ensure that all of their trainees' fieldwork requirements are met (e.g., all of the hours provided by the supervisors are used to calculate the supervision percentage). One supervisor must ensure that the activity is well organized and coordinated. In this situation:

- the supervision contract should clearly outline the roles, responsibilities, and expectations for the trainee and each supervisor (see the [Supervision Contract](#) section);
- all supervision must be related to specific client programming;
- the supervisor(s) must have written permission to receive client information and must be well aware of the organization's values, practices, and personnel; AND
- the person signing the M-FVFs and F-FVF for Multiple Supervisors at One Organization (i.e., the responsible supervisor) must be able to agree to all of the relevant attestations, including that all fieldwork requirements were met.

**Nonverified Coursework:** Coursework completed in anything other than an ABAI Verified Course Sequence **and** evaluated via course-by-course review is considered nonverified. You must have your department chair complete a [Nonverified Course Content Attestation](#) and submit it with your BCaBA Certification Application or your preliminary coursework evaluation.

**Observation With a Client:** The trainee/supervisee must be observed working with a client in the natural environment during each supervisory period by at least one supervisor. In-person, on-site observation is preferred. However, the observation may be conducted using asynchronous (e.g., recorded video) or synchronous (e.g., live video conference) formats. See the [Fieldwork Requirements](#) and [Ongoing Supervision](#) sections for additional details.

**Official Transcripts:** Transcripts that are either:

- electronically sent directly by the institution to the BACB
- mailed in the original sealed and unopened envelope

Please note that official transcripts become unofficial if the applicant forwards an electronic transcript to the BACB or if the original envelope has been opened. Unofficial transcripts will **not** be considered in the processing of a certification application.



# GLOSSARY



**Ongoing Supervision:** Supervision of the services provided by an RBT or BCaBA as one of their requirements to maintain their certification.

**Preliminary Coursework Evaluation:** A preliminary review of coursework (i.e., a review that occurs before the submission of a certification application) by the BACB to determine whether it meets the coursework requirements.

**Preliminary Degree-Equivalency Evaluation:** This evaluation will determine whether a degree obtained outside of the United States, Canada, Australia, or United Kingdom was from a qualifying institution and meets the current BCaBA degree requirement. You may request this determination as needed before completing a BCaBA Certification Application.

**Qualifying Coursework:** Coursework that must come from a qualifying institution and cover the required content. Only undergraduate-level (i.e., bachelor's) or higher courses where the applicant was formally enrolled and earned a passing grade ("C" or higher in a graded course or "pass" in a pass/fail system) are acceptable.

**Qualifying Institution:**

- **United States:** An institution in the US that is listed in the [Council for Higher Education Accreditation](#) database.
- **Canada:** An educational institution in Canada that is recognized, authorized, registered, or licensed by the [Canadian government](#).
- **Australia:** A university in Australia that is registered with the [Tertiary Education Quality and Standards Agency](#).
- **United Kingdom:** A college or university in the UK that is recognized as a degree-awarding body by the [UK government](#).

**Recertification Date:** The date on which a BCaBA's certification lapses (the day the BCaBA first became certified). BCaBAs may locate this date in their BACB account, in the [Certificant Registry](#), and on their certificate.

**Reinstatement Period:** If you complete **all** of your CE requirements but fail to recertify before your recertification date, you will have 90 days from your recertification date to reinstate your certification. After this grace period, you will lose your certification and will need to reapply and meet the eligibility requirements applicable at that time.

**Responsible Supervisor:** A supervisor who signs a Fieldwork Verification Form on behalf of an organization where multiple supervisors are providing supervision for one trainee accruing fieldwork hours and who meets supervisor requirements for the entirety of the fieldwork.

**Restricted Activities:** The delivery of therapeutic or instructional procedures to a client for those accruing fieldwork hours. *Note:* Not all time spent working with a client is considered restricted. For example, a number of unrestricted activities may involve the trainee working directly with a client (see [Unrestricted Activities](#)).

**Supervised Fieldwork:** The experiential activities in which one engages as part of the eligibility requirements for obtaining BCaBA (or BCBA) certification. There are two types of supervised fieldwork: Supervised Fieldwork and Concentrated Supervised Fieldwork. For detailed fieldwork requirements, visit the [Supervised Fieldwork Requirements](#) section.

**Supervised Hours:** Hours accrued when a supervisor is present. These may include restricted or unrestricted activities observed by a supervisor or individual or group meetings with the supervisor.

**Supervisee:** For the purpose of BACB requirements, this includes RBTs and BCaBAs who are receiving supervision from a qualified supervisor (see [Trainee](#)).

**Supervisor:** A supervisor might supervise trainees who are pursuing BCaBA certification (i.e., fieldwork) or RBTs who require ongoing supervision. BCaBAs who are serving as a supervisor must complete an [8-hour supervision training](#) before providing any supervision and may not be related to, subordinate to, or employed by the trainee during the supervisory period.

**Supervisor-Trainee Contact:** A real-time interaction between the supervisor and trainee that takes place in an individual or group format.



**Trainee:** Any individual accruing fieldwork toward fulfilling eligibility requirements for BCBA or BCaBA certification.

**Unrestricted Activities:** Activities under the fieldwork requirements that are most likely to be performed by a BCBA or BCaBA, including conducting assessments, staff training, and developing behavior plans, among others.

**VCS Coordinator Coursework Attestation:** This form may be completed by a current, BCBA-certified VCS Coordinator to attest that an applicant has met all of the current coursework requirements for BCaBA certification.

**Verified Course Sequence (Verified Coursework):** ABAI works with institutions to identify and verify sequences of courses—known as Verified Course Sequences—that meet the BACB’s coursework requirements. The [ABAI Verified Course Sequence Directory](#) includes all Verified Course Sequences, Verified Course Sequence Coordinators, content hours, and dates for which the courses were verified. The BACB also publishes [examination pass rates](#) for Verified Course Sequences.



## 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 renewal or recertification.
2. You will only convey truthful and accurate information to the BACB.
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 renewal or 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 account.
4. You must check the email account you have on record with the BACB, review the BACB website, and review your BACB 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 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, renewal, 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 or renewal, 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](#), [Examination Rules](#), 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). 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. As may be mutually agreed upon by you and the BACB, any disputes between you and the BACB may be resolved by binding, individual arbitration in Colorado with an arbitrator selected by mutual agreement of the parties. This dispute resolution provision 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 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 2/18/2021 Updates

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

- Provided definitions for *Individual Supervisor* and *Multiple Supervisors at One Organization* ([pp. 13, 17, 59](#)).
- Clarified that the Fieldwork Tracker is merely a model that can be used to evaluate progress while accruing hours. In the event of an audit, the BACB will send an audit log that the trainee and/or supervisor will need to complete at that time.
- Added Australia to the Jurisdiction section ([p. 1](#)).
- Updated the Application Processing Agreement with a note that those applying from countries that are not within the BACB's jurisdiction will have a shorter examination authorization period if they apply on or after January 1, 2021 ([p. 62](#)).
- Further clarified that the supervisor may not be in a multiple relationship with (e.g., personal or business relationship) the trainee ([pp. 13, 42](#)).

### Version 5/7/2021 Updates

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

- Allowed candidates applying from outside the US to meet the BCaBA degree requirement if they completed an undergraduate degree from a qualifying institution that would qualify them for a graduate program in that country.
- Clarified the documentation system requirements and removed all links to the Fieldwork Tracker.
- Provided further clarification that unless the trainee is receiving supervision at an organization with multiple supervisors, group supervision must be provided by the same supervisor who provides individual supervision.
- Added a section for examination scoring and clarified that candidates may not cancel, reschedule, or receive a refund within 48 hours of a scheduled examination appointment.
- Modified the About the Behavior Analyst Certification Board section to better define the role of the BACB.

### Version 9/16/2021 Updates

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

- Added an option for demonstrating the coursework requirement using the BCaBA VCS Coordinator Coursework Attestation.
- Noted that the BACB requires applicants with degrees earned outside of the US to complete a degree equivalency evaluation.

### Version 1/1/2022 Updates

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


- Updated the eligibility requirements to reflect the requirements that went into effect on January 1, 2022.
- Added the Timely Responding to the BACB ([p. 55](#)) and Compassionate Appeals ([p. 54](#)) sections.
- Revised the Self-Reporting section ([p. 37](#)).
- Revised the Examination section, including the Examination Terms and Conditions ([p. 25](#)).

# VERSION HISTORY AND UPDATES



## Version 4/1/2022 Updates

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

- Clarified audit documentation submission requirements ([p. 19](#)).
- Updated the definitions of Qualifying Institution ([p. 60](#)) and Official Transcripts ([p. 59](#)).
- Updated the Documentation Policy ([p. 55](#)).
- Reiterated that certain criminal or civil suits naming you must be self-reported within 30 days of you becoming aware of the suit ([p. 39](#)).
- Revised the Examination Development ([p. 25](#)), Scheduling ([p. 27](#)), and Examination Results ([p. 32](#)) sections.
- Updated the Application Processing Agreement ([p. 62](#)).
- Added a clickable Table of Contents icon () to the corner of each page ([p. ii](#)).

## Version 5/31/2022 Update

- Added the update that coursework from a Verified Course Sequence approved under an Alternative Pathway will no longer be accepted in 2023 ([p. 8](#)).

## Version 7/15/2022 Updates

- Updated the requirement around freestanding coursework under Pathway 2 ([p. 7](#)).
- Added a link to the International FAQ blog in the Jurisdiction section ([p. 1](#)).

## Version 8/26/2022 Updates

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

- Clarified the required transcripts for a complete certification application ([p. 8](#)).
- Clarified the Final Fieldwork Verification Form requirements ([p. 18](#)).
- Clarified the steps for returning from voluntary inactive status ([p. 48](#)).
- Added US military bases alongside testing sites that meet the security requirements necessary for the administration of high-stakes examinations ([p. 27](#)).
- Clarified the note about international focus changes in the Scheduling section ([p. 27](#)).
- Updated the Application Processing Agreement ([p. 62](#)).

## Version 12/31/2022 Updates

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

- Clarified certain fieldwork requirements, including accruing experience within 5 consecutive years ([p. 10](#)).
- Clarified the documentation needed for name change requests ([p. 37](#)).
- Elaborated on the reinstatement period and CEU requirements ([p. 46](#)).
- Updated the degree equivalency evaluation procedure and glossary definition ([p. 58](#)).

# VERSION HISTORY AND UPDATES

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## Version 6/29/2023 Updates

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

- Removed the statement regarding the BACB no longer accepting non-university coursework in certification applications as of July 1, 2023, because the change is now in effect ([p. 8](#)).
- Clarified which currency the BACB accepts ([pp. 24, 47, & 49](#)).
- Clarified the fieldwork documentation requirements and simplified how they are displayed ([p. 17](#)).
- Provided additional information on BCaBA Supervisor requirements ([p. 41](#)).
- Added language to address non-response in the event of an audit ([pp. 19 & 45](#)).
- Provided clarification on the Voluntary Inactive Status Application process ([p. 48](#)).
- Provided clarification on self-reporting critical events that involve public health and safety tickets, citations, or fines greater than \$750 (USD or equivalent) in the Agreements and Actions section ([p. 39](#)).