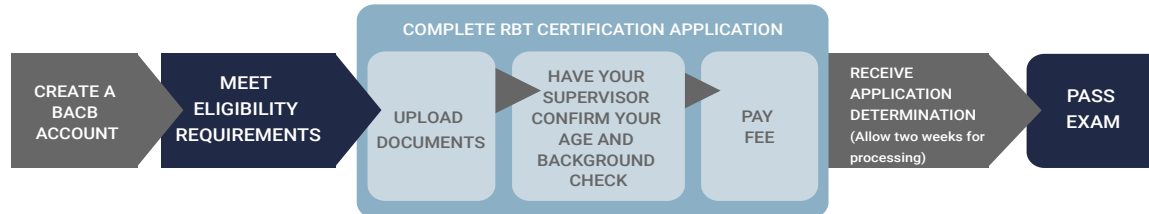




## Applying to Become an RBT

To apply for RBT certification, complete the steps below:



### 1. Create a BACB Account

You will need to enter some basic information about yourself to create a [BACB account](#).



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

**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 email address. Important notifications and reminders are sent to this address, so if you switch employers, you will not receive reminders, correspondence, or password resets.

**Set up the profile yourself** and do not share your account information with anyone else, including your employer. This is *your* certification—no one else should be managing it for you. The contact information you provide must include your current address and phone number.

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

### 2. Complete the Certification Application

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

Step	Responsible Person
<p>1. Log into your BACB account and select the “RBT” tab. Click on the “apply for RBT credential” link. Please note that if you reside outside of the US, Canada, Australia, or the UK, you may not begin a new certification application.</p> <p><i>Note:</i> Certification applications are active for 90 days. If you do not meet all of the requirements within the 90 days, you must reapply and pay the fee for a new application. We highly recommend waiting to apply until you have met all of the eligibility requirements.</p>	Applicant

# APPLYING TO BECOME AN RBT



Step	Responsible Person
<p>2. Upload the required documents:</p> <ul style="list-style-type: none"> <li>a. certificate of completion for the RBT 40-hour training</li> <li>b. completed RBT Initial Competency Assessment</li> <li>c. copy of a transcript or diploma verifying your completion of a high school degree or equivalent</li> </ul> <p><i>Note:</i> Ensure that the information you submit is accurate and truthful (see the consequences for submitting inaccurate information in the <a href="#">Submission of False, Forged, or Untrue Information to the BACB section</a>).</p> <p>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 a behavior technician, 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 <a href="#">Ethics Self-Reporting Form</a>. Your application will be placed on hold while your self-report is reviewed by BACB staff.</p>	Applicant
<p>3. Identify an RBT Supervisor or RBT Requirements Coordinator (see the <a href="#">Supervision Requirements section</a> to determine who qualifies to serve in this role).</p>	Applicant
<p>4. The RBT Requirements Coordinator or RBT Supervisor will complete their portion of your application in their BACB account, which includes:</p> <ul style="list-style-type: none"> <li>a. confirmation that you are at least 18 years old</li> <li>b. confirmation that you completed and passed your criminal background check and abuse registry check within 180 days of the date you applied for certification</li> <li>c. confirmation of their willingness to provide you with ongoing supervision</li> </ul> <p>The application will be in your RBT Supervisor's/RBT Requirement Coordinator's BACB account after you submit the first portion, and they will receive an email notification with instructions. If they are unable to see your application in their account, please <a href="#">contact the BACB</a>.</p>	RBT Supervisor or RBT Requirements Coordinator
<p>5. After the RBT Supervisor or RBT Requirements Coordinator completes their portion of your application, you will receive instructions via email for completing the remainder of your application, including paying the application processing fee and agreeing to the <a href="#">application processing agreement</a>.</p>	Applicant
<p>6. Before contacting the BACB about your application, allow two weeks for BACB staff to process your application. Applications are processed in the order in which they are received.</p>	BACB Staff



Step	Responsible Person
<p>7. If your application is:</p> <ul style="list-style-type: none"> <li>• <b>Approved:</b> You will receive instructions via email for scheduling your RBT certification examination.</li> <li>• <b>Not approved:</b> You will receive feedback and guidance on next steps via email. If you do not meet the requirements within 90 days of submitting your application, you must submit a new RBT certification application, including paying another certification application processing fee.</li> </ul> <p><i>Note:</i> After submitting your certification application you will receive feedback on whether your documentation has demonstrated your eligibility under BACB certification requirements. BACB staff will not provide a rationale for the decision beyond what is included in your feedback email (i.e. staff will not explain the review process to you). If you disagree with the application determination and believe that your submitted application materials were rejected in error, you may review our <a href="#">Administrative Appeals Policy</a> to determine if a second, independent review of your application is warranted. If appropriate, you will need to submit an appeal within 30 days of the determination.</p>	<p>BACB Staff/ Applicant</p>

### 3. Schedule the Examination

Once your application is approved, you will receive an email with instructions on how to schedule your RBT certification examination with [Pearson VUE](#). The examination is continuously available and results are provided immediately on-site upon completion. Except for candidates residing outside of the US, Canada, Australia, and the United Kingdom, you have one year from the date your application is approved to sit for the RBT examination. Your BACB account will include your specific testing deadlines. If you do not pass the examination and you have time remaining in your one-year authorization period, you may take the examination starting seven days after your last examination attempt. Once your one-year authorization has expired, you must reapply and meet the eligibility requirements applicable at that time.

*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<sup>\*, \*\*</sup>

Application Fees	
Certification Application Processing Fee (paid to the BACB)	\$50
Exam Appointment (paid to Pearson VUE)	\$45

\* BACB fees are nonrefundable.

\*\* 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](#).