



**RBT<sup>®</sup>**

REGISTERED BEHAVIOR TECHNICIAN<sup>™</sup> HANDBOOK

# ABOUT THIS HANDBOOK

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This handbook describes the requirements for obtaining and maintaining RBT certification. The handbook contains clickable images that link directly to BACB documents. New versions of the RBT Handbook will be published quarterly. Applicants who will complete requirements in a future year should make note of upcoming implementation dates for revised standards. Please refer to the [BACB Newsletters](#) or the [upcoming changes](#) webpage at bacb.com for the most updated information on our 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. The BACB reserves the right to amend the procedures outlined in this handbook. All documentation submitted to the BACB, for any reason, becomes the property of the organization.*

For a complete list of updates included in this version of the RBT Handbook, please see [page 34](#).

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# OVERVIEW

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## Overview

### About the Behavior Analyst Certification Board

The Behavior Analyst Certification Board, Inc.® (BACB®) is a nonprofit 501(c)(3) corporation established in 1998 to meet professional credentialing needs identified by behavior analysts, governments, and consumers of behavior analysis services. The BACB has three accredited certification programs: Board Certified Behavior Analyst® (BCBA®), Board Certified Assistant Behavior Analyst® (BCaBA®), and Registered Behavior Technician™ (RBT®). The BACB's certification requirements, examination content, and procedures undergo regular review according to established standards for organizations that grant professional credentials. All BACB requirements and examination content are developed by experts in the discipline.

### Mission and Vision

**Global Mission:** To protect consumers of behavior analysis services worldwide by systematically establishing, promoting, and disseminating professional standards.

**Global Vision:** To help solve a wide variety of socially significant problems by increasing the availability of qualified behavior analysts around the world.

### What is a Registered Behavior Technician?

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

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

### Jurisdiction

The BACB currently accepts certification applications from individuals regardless of their country of residence. Effective January 1, 2023, only individuals who reside in the US, Canada, and the United Kingdom\* may apply for BACB certification.

### Accreditation



The BACB's RBT certification program is accredited by the [National Commission for Certifying Agencies \(NCCA\)](#). NCCA is the accrediting body for the Institute for Credentialing Excellence and is recognized as the authority on accreditation standards for high-quality professional certification programs.

*\* 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.*

## Why Should You Become an RBT?

There are many benefits to obtaining RBT certification, including:

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

# ELIGIBILITY REQUIREMENTS

## Eligibility Requirements

To earn RBT certification, you must meet certain eligibility requirements and pass the RBT certification exam. These requirements were established to ensure that entry-level behavior technicians have demonstrated the knowledge, skills, and abilities necessary for delivering behavior analysis services under the supervision of a qualified supervisor.

To apply, you must:

- be at least 18 years old
- have completed high school-level education or equivalent
- pass a background check
- obtain 40 hours of qualified training
- successfully complete an RBT initial competency assessment



You must have ongoing supervision from an RBT Supervisor or RBT Requirements Coordinator to practice as an RBT after you pass the certification examination. We recommend applying once you have identified a work setting where you will receive appropriate supervision.

Once you meet the eligibility requirements:

- Submit an RBT certification application (see the [Applying to be an RBT](#) section).
- Once your application is approved, you must pass the RBT certification examination (see the [Examination](#) section).



### Age

You must be at least 18 years old when you submit your RBT certification application.



**Demonstrate that you meet this requirement** by having an active BCaBA or BCBA confirm your age as part of your RBT certification application.

### Education

You must have at least a high school-level education or the equivalent when you apply for RBT certification.



**Demonstrate that you meet this requirement** by uploading a high school diploma or transcript with your RBT certification application showing that you have completed at least a high school-level education. You may also submit a transcript from a post-high school institution (e.g., a university transcript).

If you reside in a country that does not offer a high school equivalent diploma, you must provide documentation—translated into English—that shows you remained in full-time education for your country's required duration.

# ELIGIBILITY REQUIREMENTS

## Background Check

Within 180 days of paying for your RBT certification application, you must complete and pass a background check comparable to those required of home health aides, child care professionals, and teachers in the community where you will provide services.



**Demonstrate that you meet this requirement** by having a BCaBA or BCBA confirm that you passed a background check as part of your RBT certification application. The BCaBA or BCBA who attests to the background check must maintain documentation to support this attestation in the event of an audit.

## Training

You must complete a 40-hour training that meets the requirements outlined in the [RBT 40-Hour Training Packet](#), which includes training on the [RBT Task List \(2nd ed.\)](#), [RBT Ethics Code](#), and [ongoing supervision](#).

The training:

- must be overseen by a qualified BACB certificant
- may be completed at any time before applying

While the BACB does not provide this training, you can find a 40-hour training program:

- **within your agency.** Many agencies and/or supervisors design and conduct their own in-house training, which is provided to new hires.
- **through a training company.** There are several companies that offer live or online courses in which anyone can enroll.
- **through university coursework.** Many programs embed this training within their courses and offer training certificates for use toward RBT applications.



[RBT 40-Hour Training Packet](#)



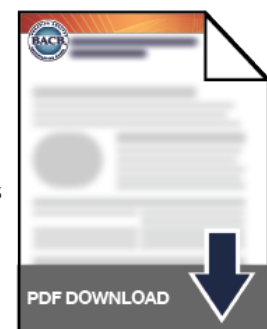
**Demonstrate that you meet this requirement** by including a copy of your 40-hour training certificate with your RBT certification application. Your training provider will provide this certificate when you complete a 40-hour training program. Check with your instructor to confirm that your course was designed to meet this requirement.

## Initial Competency Assessment

After you complete the required 40-hour training, you must demonstrate that you can competently perform the tasks outlined on the [RBT Initial Competency Assessment](#).

The assessment must be:

- overseen by a qualified BACB certificant who meets the supervision requirements
- completed **after** successfully finishing the required 40-hour training
- completed no earlier than 90 days prior to submitting payment for your RBT certification application



[RBT Initial Competency Assessment](#)

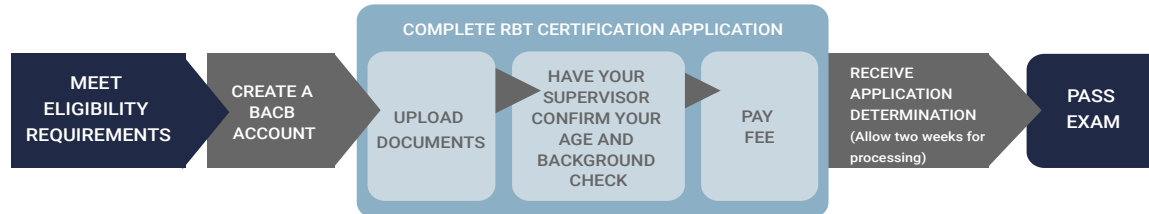


**Demonstrate that you meet this requirement** by completing the RBT Initial Competency Assessment with your assessor and uploading the completed assessment with your RBT certification application.

# APPLYING TO BECOME AN RBT

## 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.

**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
1. Log into your BACB account and select the “RBT” tab. Complete an RBT certification application.  <i>Note: 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.</i>	Applicant
2. Upload the required documents: <ol style="list-style-type: none"> <li>certificate of completion for the RBT 40-hour training</li> <li>completed RBT Initial Competency Assessment</li> <li>copy of a transcript or diploma verifying your completion of a high school degree or equivalent</li> </ol> <i>Note: 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</a> section).</i>	Applicant



## APPLYING TO BECOME AN RBT

Step	Responsible Person
3. Identify an RBT Supervisor or RBT Requirements Coordinator (see the <a href="#">Supervisor Requirements</a> section to determine who qualifies to serve in this role).	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 background 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
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="#">certification processing agreement</a> , which includes an attestation that you will abide by the <a href="#">RBT Ethics Code</a> and <a href="#">Self-reporting Requirements</a> .	Applicant
6. Allow two weeks for BACB staff to process your application. Applications are processed in the order in which they are received.	BACB Staff
<p>7. If your application is:</p> <p><b>approved</b> you will receive instructions via email for scheduling your RBT certification examination.</p> <p><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.</p> <p><i>Note: After submitting your certification application you will receive feedback on whether your documentation has demonstrated your eligibility under our 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 could be triggered. If appropriate, you will need to submit an appeal within 30 days of the determination.</i></p>	BACB Staff/ Applicant

# APPLYING TO BECOME AN RBT

## 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. You have one year from the date your application is approved to sit for the RBT examination. 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.

### Fees<sup>\*</sup>, <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](#).

Any appointment canceled or rescheduled within 30 days of the examination date will be subject to a fee.

Examination Cancellation or Reschedule Fees	
5 days – 48 hours prior to examination appointment	\$32
30 days – 5 days prior to examination appointment	\$27
31 days or more prior to examination appointment	no fee

*Note: If an examination is canceled or rescheduled within 48 hours of the appointment, no refund will be granted.*

## Examination

The RBT certification examination is based on the results of a formal job task analysis. The BACB follows nationally accepted standards for test development that include the use of subject matter experts and extensive surveys.

The purpose of the RBT certification examination is to assess knowledge of the [RBT Task List \(2nd ed.\)](#) at a level consistent with that of an entry-level behavior technician. The RBT certification examination comprises 85 multiple-choice questions, 10 of which are unscored pilot items. Each question has 4 possible answers. Candidates have 90 minutes to complete the examination.

The RBT certification examination is available at authorized Pearson VUE testing sites worldwide that meet the security requirements necessary for administration of high-stakes examinations. The BACB currently has authorized the availability of testing sites in multiple countries and evaluates the addition of new sites routinely and by requests made through [Pearson VUE's website](#).

The examination is administered using a computer-based testing (CBT) format by Pearson VUE. [Pearson VUE's website](#) offers:

- a tutorial to become familiar with the CBT format,
- information about what to expect at a Pearson VUE testing center, and
- examination locations and testing centers.

The RBT certification examination is also currently available from almost any location via online proctored testing through Pearson VUE's platform, OnVUE. Watch the short video on Pearson VUE's [Online Testing For Behavior Analyst Certification Board \(BACB\)](#) web page to see how it works.

## Preparation

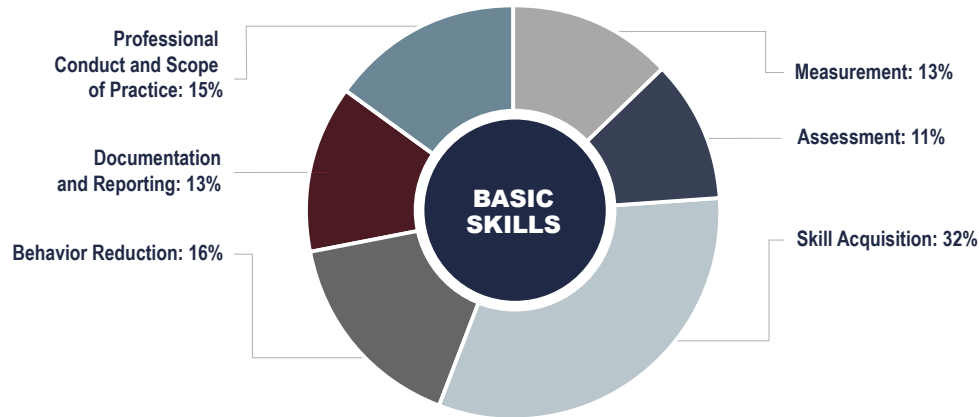
The BACB cannot endorse specific study guides or other preparation materials. However, content on the [RBT Task List \(2nd ed.\)](#) serves as the basis of the examination. It is recommended that you review the task list and materials from your [40-hour training](#) while preparing for the examination.

## Examination Outline

Content Area	Number of Questions
A. Measurement	10
B. Assessment	8
C. Skill Acquisition	24
D. Behavior Reduction	12
E. Documentation and Reporting	10
F. Professional Conduct and Scope of Practice	11
<b>Total Number of Questions</b>	<b>75</b>

# EXAMINATION

## PERCENTAGE OF EXAMINATION CONTENT AREAS



\* Percentages in this image have been rounded.

## Sample Examination Questions

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

### SAMPLE QUESTIONS

1. Over the course of the day, an RBT notices that a student is requesting more bathroom breaks than usual. His BCBA tells him to collect data on requests the next day. Which type of data collection makes the most sense?
  - a. latency
  - b. duration
  - c. count**
  - d. momentary time sampling
2. An RBT has been assigned to work with a new child. At the start of the first home session, the child hides behind his mother and will not approach the RBT.

Which is the BEST option for the RBT given this situation?

- a. conduct a role-play session with the mother acting as the child
  - b. remain at a distance from the child and prompt the child to play
  - c. engage in activities that were identified as preferred by the child**
  - d. ask the mother to leave the room and begin the planned instruction
3. Why is it important to vary reinforcers as much as possible?
    - a. to prevent reinforcer satiation**
    - b. to reduce emotional responding
    - c. to maintain accurate responding
    - d. to establish motivation

4. Meredith is an RBT who works in a residential facility that primarily serves adults with intellectual disabilities. This facility has recently opened a new unit for children. Meredith has been assigned to this unit due to her effectiveness in reducing aggression and self-injurious behaviors on other units in the past. A child that Meredith works with in the new unit has lost eight pounds due to food refusal in the last three weeks.

What is Meredith's BEST course of action regarding this child?

- a. refer the child to the speech and occupational therapists for evaluation of oral motor and swallowing disorders
  - b. ask the supervising BCBA or BCaBA to observe the child with her during meal times**
  - c. read published articles about food refusal
  - d. attend a workshop on food refusal
5. In the service delivery system, who is typically responsible for the direct implementation of treatment plans?
- a. RBT**
  - b. BCBA
  - c. BCaBA
  - d. BCBA-D

## Policy

### Examination Accommodations

To request examination accommodations before scheduling, please:

- Complete an [Examination Accommodation Request Form](#) and combine it with your required documentation into a single PDF file.
- Submit the PDF file online through the [Submit Legal Documentation](#) form using the Accommodations Requests or the Accommodations Questions categories.\*

After the BACB receives your request and supporting documentation, it will conduct a review of the requested accommodation. This review is typically completed within 10–14 days; however, if the BACB requests additional supporting documentation, the review may take longer. You must wait for an approval of your accommodation request from the BACB before you schedule your RBT certification examination.

Please note that OnVUE is unable to provide candidates with testing accommodations other than adjustable font, color contrast, and extra time.

The BACB is dedicated to complying with all accommodation requirements, including the Americans with Disabilities Act of 1990, as amended.



While the BACB does not offer an official accommodations handbook or guide, the following resources provide examples of appropriate supporting documentation to include with requests for examination accommodations:

- [ADA Revised Title III Regulations](#)
- [Request Behavior Analytic Terms Translation for Examination Support](#)
- [United States Medical Licensing Exam Guidelines for Test Accommodations](#)
- [ADA National Network Guidelines](#)

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

# EXAMINATION

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## General Rules for Taking the Examination at a Test Center

- You are advised to arrive at the test center approximately 30 minutes prior to your examination appointment to allow sufficient time for the check-in process. This process includes security measures such as photographing, fingerprinting, 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 to 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). **As of February 1, 2017, 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, 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 test 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 be fingerprinted when you leave and again before you re-enter. During breaks, you are prohibited from accessing phones, electronic devices, notes, etc., 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 test-center staff and read all directions thoroughly.
- BACB exams are delivered via the internet and, occasionally, internet connectivity at Pearson VUE testing centers may result in technical problems (e.g., slow load times, screen freezes), which may require rebooting the computer. Answers and exam times (time allotted and time used) are not affected by these technical issues, even in the case of a computer restart.

## General Guidelines for Taking the Examination Online via OnVUE

- Review all system requirements, FAQs, and examination policies and procedures about testing via [OnVUE](#).
- Run the **system test** from your chosen testing location using the same computer and network that you plan to use during the examination. A strong, reliable Internet connection is needed for testing, so do not switch your computer or network after verifying connection via the system test.
- Use the system test to practice the check-in process. High-quality, clear photos can help you bypass the proctor and go straight to the examination.

Verify that you can satisfy all computer, Internet connection, and testing workspace requirements **before** scheduling an OnVUE examination. If you cannot meet these requirements for any reason, you should schedule an in-person examination at a testing center.

## Examination Terms and Conditions

The BACB Terms and Conditions for taking the examination must be agreed to prior to commencing the examination. Failure to agree to the Terms and Conditions will result in dismissal from the examination. Note that the time you spend reviewing these Terms and Conditions is part of your examination time.

The Terms and Conditions are as follows:

- Proctors will continuously monitor by video and audio while candidates are taking the examination. The candidate recognizes that they have no right to privacy during examination delivery and that they waive any and all claims asserting a right to privacy. The candidate will also acknowledge and consent to audio and video recording of their face, voice, the physical room where they are seated, and the 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 intent not to proceed with the examination.
- No materials, documents, notes, or memoranda of any sort may leave an onsite testing center or be in the proximity of the remote examination area. **CANDIDATES ARE PERMANENTLY PROHIBITED FROM EVER DISCLOSING THE CONTENT OF BACB EXAMINATION QUESTIONS.** This prohibition includes verbal, written, and/or electronic (e.g., email, chat room, or other internet or electronic) disclosure. The BACB examinations are copyright protected and highly confidential trade secrets. Any disclosure or reconstruction of test questions and content shall be a violation of BACB rules and subject to damages including, but not limited to, the cost of replacing the compromised question(s) and reconstruction of the examination, if advisable, at the discretion of the BACB.
- The proctors are authorized to maintain a secure and proper examination administration. Candidates may not communicate with other examinees or third-party individuals during the examination. The BACB considers unauthorized sharing of examination content with others to be a violation of copyright laws and will be constituted as cheating on the examination. Cheating or permitting cheating (such as letting someone copy answers or providing information on the content of examination questions to others), will be cause for automatic disqualification and dismissal from the examination. In 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;
  - A cancellation or an invalidation of examination scores;
  - Temporary inactive certification pending investigation of the irregularity;
  - A requirement that candidates retest to confirm examination scores. In such event, the retest will be free of charge;
  - A refusal to permit the candidate to retest;
  - Other disciplinary action related to the eligibility or certification status; and
  - A forfeiture of all application and examination fees paid by the candidate.
- The BACB may permanently restrict an authorization to sit for a BACB examination if a candidate is found by the BACB to have cheated on the examination or compromised the content of the examination. 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 other pertinent information necessary to demonstrate the basis for finding that the candidate participated in or benefited from theft of BACB examination content.

# EXAMINATION

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- ANY use of an electronic device while an examination is in progress is grounds for termination of the examination and will result in the examination scores being withheld and/or invalidated. Any item visible during an examination including, but not limited to: cell phones, electronic devices, bags, purses, briefcases, jewelry, and items worn by the candidate may be investigated at the discretion of the examination proctor
- If the candidate does not follow the terms and conditions, or is suspected of cheating or tampering with Pearson VUE's or its subcontractor's software, the administered examination will be immediately terminated. This will be reported to Pearson VUE and the BACB, along with audio and/or video evidence of the infraction. The examination may be invalidated, and the BACB may take other action, such as precluding all future participation in testing and/or the certification program.
- The proctor is not allowed to provide comments on any of the questions appearing on the examination. If there is a problem with a question, such as a typo, the candidate may select the "comments" button and make a note concerning the problem. Comments are not graded and do not affect individual scores, although they may be used during an examination review. The BACB will not provide feedback regarding any comments. Candidates will not be given extra time to make up for the time lost while providing comments.
- Candidates taking the examination at an onsite testing center only may use the restroom. The candidate will need to raise their hand to inform the proctor. The proctor will secure the workstation while the candidate goes to the restroom. Candidates will not be given extra time to make up 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 or work area without the permission of the proctor, the candidate will be unable to continue testing.
- All questions on this examination are equally weighted. There is no penalty for guessing, therefore, it is to the candidate's advantage to answer every question on the examination even if they are not sure about the correct answer. No credit will be given for questions which are left blank. When answering questions, choose the BEST answer to each question.



## Examination Security

The BACB and Pearson VUE take examination security seriously, because the value of your certification and our credibility depend on it. RBT certification examination content is confidential; it is never appropriate to share, discuss, post, or upload exam content. In addition, candidates are required to adhere to the RBT Ethics Code, including 1.03, which includes the following requirement: “RBTs are truthful and honest and create an environment that promotes truthful and honest 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 and can result in program disqualification or other appropriate censure. 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 material
- stealing examination materials
- bringing prohibited items into the examination room
- failing to follow directions from test center staff
- violating Pearson VUE scheduling or test center rules and regulations

## 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 one week of completing the examination.

Examination results from an online administration may be viewed from your Pearson VUE account upon completion of the examination. The BACB will confirm your results via email, and they will appear in your BACB account within approximately one week of completing the examination.

## Examination Retakes

You may retake the examination for a maximum of 8 total attempts within a 12-month period following your initial examination approval. An Examination Retake Application will be available online via 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. A fee is not currently required to retake the examination; however, you must wait 7 days to retake the examination following your previous attempt.



*RBT applicants are limited to 8 examination attempts within a one-year authorization period.*

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

## Examination Appeals

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

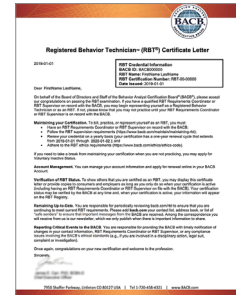
**How to appeal:** You must file a written request for appeal within seven days of your examination appointment. To file an appeal, complete the [Administrative Appeal Request](#) form located on the BACB's Administrative Appeals webpage.

# EXAMINATION

## What to Expect After Passing the Examination

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

**When can I start using the RBT certification?** You may start using the RBT certification as soon as you have received the certificate letter from the BACB and you have a qualified RBT Supervisor and/or RBT Requirements Coordinator on record with the BACB. If at any point you do not have an RBT Supervisor/RBT Requirements Coordinator on record with the BACB who is providing your ongoing supervision, you may not practice and your certification will be considered inactive (see the [Supervision](#) section for more information about ongoing supervision requirements). In addition, if your certification is [inactive](#) for any other reason, you may not use your RBT certification.



Sample RBT Certificate Letter



Your RBT Supervisor and/or RBT Requirements Coordinator can add you to their record through their BACB account. Supervisors should review the instructions for [adding or removing supervisees](#).

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

Anyone may also request a [written verification](#) of your 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 else should I do to ensure my certification remains active?** Review the [Maintaining RBT Certification](#) section with your supervisor and meet the maintenance requirements, keep your contact information up to date in your BACB account to ensure that you receive important updates about the certification requirements, stay informed of changes by periodically reviewing [bacb.com](#), and report critical events to the BACB Ethics Department (see the [Self-reporting](#) section).

# CERTIFICATION MAINTENANCE REQUIREMENTS

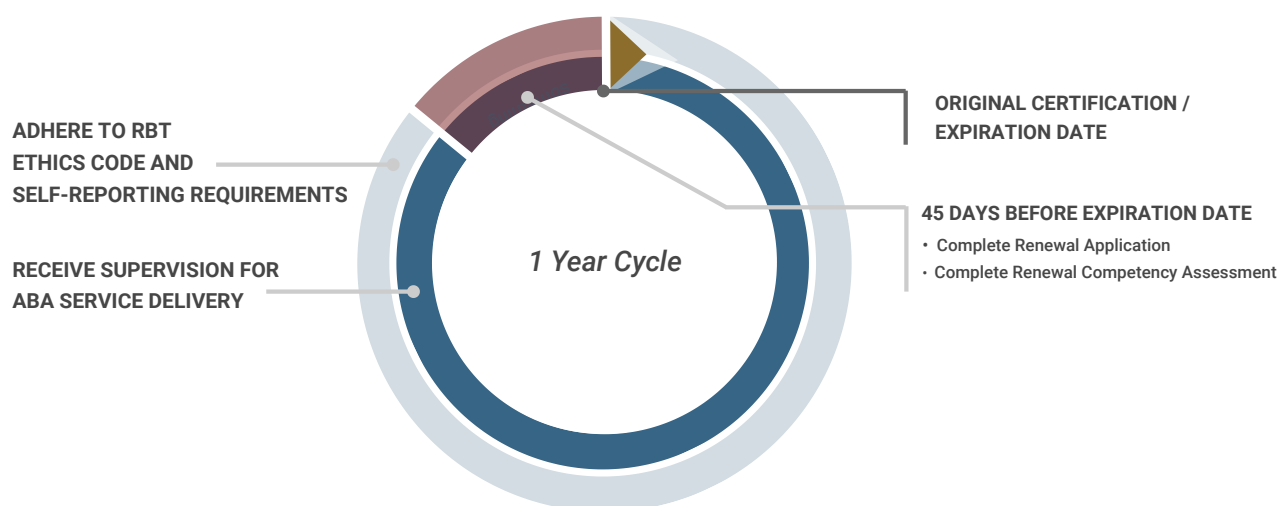
## Certification Maintenance Requirements

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

As an RBT, you must:

- receive ongoing supervision that meets the RBT supervision, supervisor, and documentation requirements
- adhere to the [RBT Ethics Code](#) and [Self-reporting Requirements](#)
- complete an [RBT renewal application](#) every year, including an [RBT Renewal Competency Assessment](#) and fees, to maintain your certification

### OVERVIEW OF RBT MAINTENANCE REQUIREMENTS



## Ongoing Supervision Supervision Requirements

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

**Appropriate activities.** As an RBT, you may perform activities identified on the [RBT Task List \(2nd ed.\)](#) under the supervision of a [qualified supervisor](#). Your supervisor has the discretion to determine if you can competently perform activities outside of the task list.

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

# CERTIFICATION MAINTENANCE REQUIREMENTS

**Supervision activities.** RBT supervision activities may include:

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

**Structure of supervision.** Supervision must include at least two face-to-face, real-time contacts per month (i.e., supervision may not occur over the phone or via email). Your supervisor must observe you providing services in at least one of the monthly meetings. In-person, on-site observation is preferred. However, these may be conducted via web cameras, video-conferencing, or similar means instead of your supervisor being physically present. *Note:* Internet-based supervision needs to comply with all applicable laws. Although only one observation is required, the BACB encourages direct observation of service delivery as much as possible.

At least one of the two supervision sessions must be individual (i.e., with only you and your supervisor), but the other may occur in a small-group meeting. Small-group meetings are interactive meetings in which two-10 RBTs who share similar experiences participate. The number of RBTs may not exceed 10, regardless of the number of supervisors present. If non-RBTs are present during the meeting, their participation should be limited to increase the interaction of RBTs.

## Supervisor Requirements

**RBT Supervisors.** These individuals are responsible for the services RBTs provide. The RBT Supervisor qualifications are as follows:

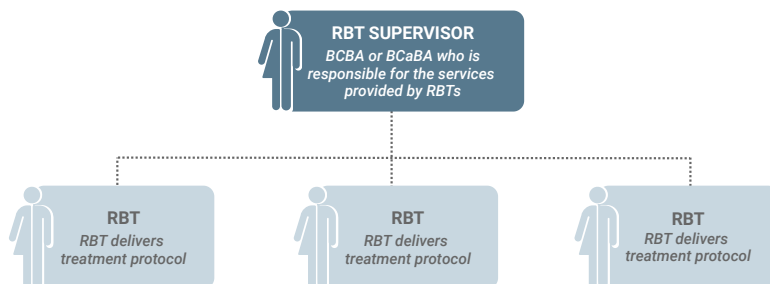
- They hold BCBA certification.
- They hold BCaBA certification.

OR

- They are licensed in another behavioral health profession that has applied behavior analysis in its legislative scope of practice and are competent in applied behavior analysis.

*Note:* These individuals may **only** supervise RBTs with oversight from the RBT's Requirements Coordinator who is employed at the same organization as the licensed professional. The RBT Requirements Coordinator must complete the [Noncertified RBT Supervisor](#) form before supervision may occur.

### EXAMPLE OF SUPERVISION STRUCTURE

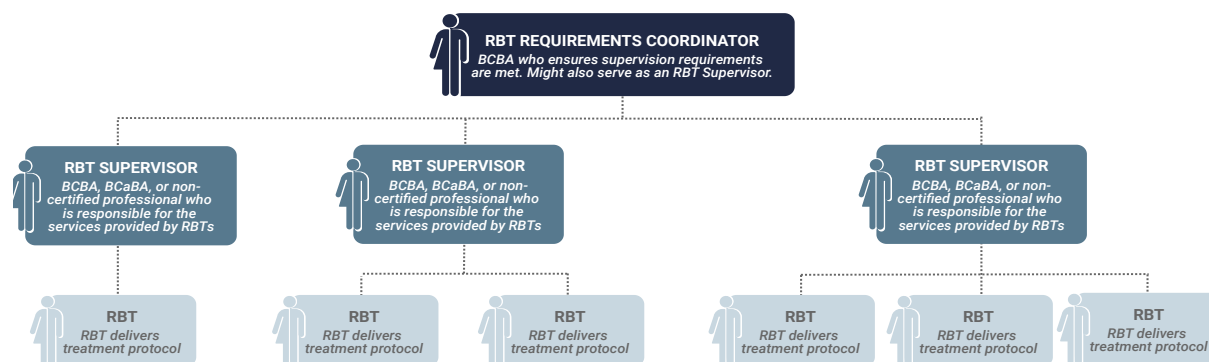


# CERTIFICATION MAINTENANCE REQUIREMENTS

**RBT Requirements Coordinators.** Some organizations with many RBTs and RBT Supervisors may designate one person to serve as a coordinator. The RBT Requirements Coordinator is responsible for ensuring that all RBTs at that organization meet all of the supervision requirements. The RBT Requirements Coordinator may also serve as the RBT Supervisor in addition to fulfilling their coordination duties. The RBT Requirements Coordinator qualifications are as follows:

- They hold BCBA certification.

## EXAMPLE OF SUPERVISION STRUCTURE WITH AN RBT REQUIREMENTS COORDINATOR



**Training.** Before providing any supervision, RBT Supervisors and RBT Requirements Coordinators must complete a training based on the [Supervision Training Curriculum Outline \(2.0\)](#).

**Relationships.** You may not be related to, superior to, or an employer of the RBT Supervisor or RBT Requirements Coordinator. An RBT paying for supervision services is not considered to be the employer of the supervisor.

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

**Public identification.** RBT Supervisors and RBT Requirements Coordinators must appear by name in your record on the Certificant Registry. If an RBT Supervisor is a noncertified licensed professional being overseen by an RBT Requirements Coordinator, only the RBT Requirements Coordinator's name will appear on the registry. If you have an RBT Requirements Coordinator, they must be listed in the BACB's records. Although you are not required to have all of your supervisors on record, it is highly recommended that you do so as it may delay processing if all supervisors are not listed in the event of a supervision audit.



If your RBT Requirements Coordinator and/or RBT Supervisor changes, they must make the change in their BACB account. Supervisors should review the instructions for [adding or removing supervisees](#).

# CERTIFICATION MAINTENANCE REQUIREMENTS

## Non-practicing and Unsupervised RBTs

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

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

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

**Non-practicing RBTs.** If you are not currently providing behavior-analytic services as an RBT, monthly supervision is not required to maintain certification. However, you must still complete annual renewals to maintain certification. If you do not plan to provide behavior-analytic services for an extended period of time you should consider applying for [voluntary inactive status](#).

### Not sure you're meeting the supervision requirements?

Review this section with your supervisor to ensure that you are meeting all the supervision requirements.



### What if you find that you're not meeting the supervision requirements?

Report this to the BACB (see the [Self-reporting](#) section) and, depending on your situation, you may want to review how to apply for voluntary inactive status, get another supervisor, and/or discuss with your supervisor how you can work together to ensure that you are meeting the supervision requirements moving forward.

## Supervision Documentation and Audits

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

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

You and your RBT Supervisor/RBT Requirements Coordinator must retain supervision documentation for at least 7 years.

**Audits.** The BACB reserves the right to audit RBTs, RBT Supervisors, or RBT Requirements Coordinators at any time. If it is found that the supervision requirements are not being met, action may be taken against any or all these parties. See [page 20](#) to view the RBT Supervision Audit Process infographic.

# CERTIFICATION MAINTENANCE REQUIREMENTS

## RBT Supervision Audit Process



### AUDIT INITIATED

The BACB may initiate an RBT Supervision Audit at any time for any reason. For instance, it might be initiated as part of a quality assurance check, self-report of lapse, or ethics-related matter.



### BACB REQUESTS AUDIT INFORMATION

The BACB may contact the RBT, RBT Supervisor, and/or RBT Requirements Coordinator via email. The request may include one or more of the following: completion of an RBT Supervision Audit Log, Noncertified RBT Supervisor Form, Proof of Supervisor Relationship with Client (or other supervisor related documents as described in the "Documentation of Supervision" section of the RBT Handbook).



### PARTIES SUBMIT AUDIT DOCUMENTS TO BACB

All relevant parties will submit requested documents to the BACB within the specified timeframe, typically 15 days. Note: if completed documents are not submitted in the specified time frame, a Notice of Alleged Violation may be submitted against the relevant parties or the supervision may be considered non compliant.



### BACB REVIEWS DOCUMENTS

All audit cases are reviewed to evaluate compliance with the RBT Supervision requirements and other applicable BACB requirements. If additional documents or information is required, relevant parties will be contacted via email.



### BACB PROVIDES FEEDBACK ON DETERMINATION

The BACB will contact the RBT, RBT Supervisor, and/or RBT Requirements Coordinator with a determination and, if applicable, feedback.

NON COMPLIANT



COMPLIANT



### TERMINATION OF CERTIFICATION OR RIGHT TO RECERTIFY

Any RBT found to be substantially noncompliant with supervision requirements will either have their certification terminated or be made ineligible for recertification.\*



### NOTICE OF ALLEGED VIOLATION AGAINST SUPERVISOR(S)

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



### CONTINUE TO MEET SUPERVISION REQUIREMENTS

If the supervision is found to be compliant with the RBT supervision requirements for the audited period, the supervision may occur as usual.

*\*In both cases (certification termination or termination of eligibility), the RBT will be prohibited from applying for RBT certification for at least 6 months following the termination and may be subjected to enhanced auditing if they return. If you believe the decision was made in error, you will need to review the Administrative Appeals Policy and, if appropriate, submit an appeal within 30 days of the determination.*



# CERTIFICATION MAINTENANCE REQUIREMENTS

## Ethics and Self-reporting

You must adhere to the [RBT Ethics Code](#) and [Self-reporting Requirements](#).

**RBT Ethics Code.** The RBT Ethics Code contains 31 elements that are organized into three sections: Responsible Conduct, Responsibility to Clients, and Competence and Service Delivery.

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



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



[RBT Ethics Code](#)

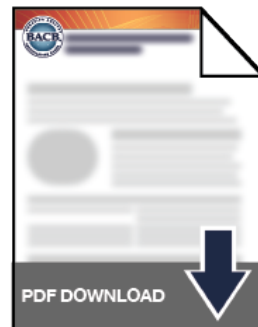
**Self-reporting.** In accordance with the RBT Ethics Code, applicants and certificants must provide the BACB with information that could impact the BACB's ability to effectively communicate with them or that might influence their status or certification.

In general, there are two types of information you should report to the BACB:

**1. changes in name, address, or email**—Report these changes within 30 days of when the change occurred. This may be done through your BACB account.

**2. other critical events or changes**—Use the [Consideration for Self-reporting](#) document to determine if there is an event you need to report to the BACB's Ethics Department. This might include one of the following events:

- a. You are the subject of an ethics requirement violation, a disciplinary investigation, action or sanction, filing of charges, conviction or plea of guilty or no contest by a governmental agency, health care organization, third-party payer or educational institution.
- b. You are named on any public health- and safety-related fines or tickets.
- c. You have a physical or mental condition that would impair your ability to competently practice.
- d. You have not been meeting maintenance requirements, such as ongoing supervision.



[Consideration for Self-reporting](#)

If you have an event to report, please use the [Submit Legal Documentation](#) form.

For more information about self-reporting, visit the [BACB's Ethics webpage](#).



### ***Behavior Technicians May Not be Independent Contractors in the U.S.***

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



# CERTIFICATION MAINTENANCE REQUIREMENTS

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

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

In addition to this being a serious IRS matter, failure to use the appropriate worker classification for behavior technicians may constitute a violation of the [Professional and Ethical Compliance Code for Behavior Analysts](#) (e.g., section 1.04). In the event that a Code violation is alleged against you for mischaracterization of RBT services, the BACB will request a copy of the written opinion of a tax professional to demonstrate that appropriate due diligence was exercised in making the classification.

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

## Annual Renewal

You must renew your RBT certification annually by your RBT expiration date. To renew your certification, complete and submit an [RBT Renewal Competency Assessment](#) with your renewal application. *Note: your renewal application must be submitted through the BACB Account associated with your RBT certification. If you need help locating your account, please contact us!*



*Your RBT expiration date is one year from the day you pass the examination or the date you last renewed. You can find your RBT expiration date in your BACB account and on the Certificant Registry.*

### 1. Complete a Renewal Competency Assessment

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

The assessment must be:

- overseen by a qualified BACB supervisor
- completed no more than 45 days prior to your expiration date



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

# CERTIFICATION MAINTENANCE REQUIREMENTS

## 2. Submit Your Renewal Application in your BACB account

After completing the RBT Renewal Competency Assessment, complete the [RBT Renewal Application](#), which includes reporting whether you met the supervision requirements during the last renewal cycle and agreeing that you will continue to adhere to the BACB's various rules and requirements, reporting, and ethics requirements.

Step	Responsible Person
<p>1. Log into your BACB account up to 45 days prior to your certification expiration date and select the “RBT” tab. Please be sure to log into your existing BACB Account. If you create a new account, you will not be able to renew through it.</p> <p><i>Note: While the BACB sends renewal and expiration notices to the email in your account, it is your responsibility to actively maintain your certification.</i></p>	Applicant
<p>2. Pay the renewal application processing fee by either clicking on the blue “Invoice” link in your account to pay with a credit card or mailing a check to the BACB.</p> <p><i>Note: If your payment is received after your expiration date and during your reinstatement period (see below), you will also need to pay a late fee.</i></p>	Applicant
<p>3. Once you make your payment, upload your completed RBT Renewal Application and RBT Renewal Competency Assessment into your BACB account.</p> <p><i>Note: If you are submitting your documents after your expiration date and during your reinstatement period, you will need to pay a late fee (even if you paid on time) because you did not complete your application on time.</i></p>	Applicant
<p>4. Allow two weeks for BACB staff to process your application.</p> <ul style="list-style-type: none"> <li>• The BACB will send status updates and notifications to the email address listed in your BACB account. You may also check the status of your application in your BACB account under the “RBT” tab.</li> <li>• If the BACB requires updated documents, upload the new documents under the “RBT” tab in your BACB account.</li> <li>• <i>Note: If your documentation is submitted close to your expiration date, you may receive an expiration notice while your documentation is still under review.</i></li> </ul>	BACB Staff
<p>5. If your application is:</p> <p><b>approved</b> you will be notified via email and your certification will be renewed for an additional year.</p> <p><b>not approved by the end of your reinstatement period</b> your RBT certification will expire and you will need to reapply under the current requirements to become an RBT.*</p> <p><i>Note: After submitting your renewal application you will receive feedback on whether your documentation has demonstrated whether you met the maintenance 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 could be triggered. If appropriate, you will need to submit an appeal within 30 days of the determination.</i></p>	BACB Staff/ Applicant

# CERTIFICATION MAINTENANCE REQUIREMENTS

**Reinstatement Period.** If you fail to complete all of the renewal requirements by the date your certification expires, your certification will be “inactive” and you will have 30 days following the expiration date to reinstate your certification, including paying a late fee. You will not be permitted to practice, bill, or represent yourself as an RBT while inactive.

**Failure to Renew.** If you do not meet the requirements by the end of the reinstatement period, you will lose your certification. You will not be permitted to practice, bill, or represent yourself as an RBT after you lose your certification. If you would like to become certified again at this point, you will need to reapply and meet the eligibility requirements applicable at that time.

## GUIDANCE FOR THOSE WHO MISSED THEIR RECERTIFICATION DATE



## Fees<sup>1</sup>

Renewal Fees	
Renewal Application Processing Fee	\$35
Renewal Application Late Fee	\$50
Insufficient Funds/Returned Check	\$45

<sup>1</sup>BACB fees are nonrefundable.

## Inactive Policy

RBTs may be inactive because they:

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

RBTs with an inactive certification may not bill, practice, or represent themselves as RBTs, and will be listed as “inactive” on the [Certificant Registry](#).

## Voluntary Inactive Status

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



[RBT Voluntary Inactive Status Application](#)

# CERTIFICATION MAINTENANCE REQUIREMENTS

## Applying for Voluntary Inactive Status

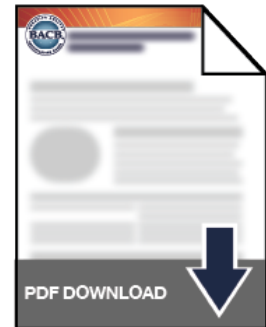
If you wish to request inactive status, complete and submit the [Voluntary Inactive Status Application – RBT](#) and pay the voluntary inactive status fee well in advance of the date your certification expires to allow time for processing.

## Applying for Reactivation

If you are an RBT on voluntary inactive status, you may request to reinstate your certification by:

- having a qualified RBT Supervisor or RBT Requirements Coordinator on record with the BACB
- completing the [RBT Renewal Competency Assessment](#) no more than 45 days before requesting reactivation
- submitting an [RBT Request to Return from Voluntary Inactive Status Application](#) (including fees) to the BACB

After your certification is reactivated, your renewal cycle will restart where it was paused. If you fail to return from inactive status, your RBT certification will expire and you will need to reapply and meet the eligibility requirements applicable at that time.



[RBT Request to Return from Voluntary Inactive Status Application](#)



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

If you go on inactive status within four months of needing to renew, once you return you will need to complete all renewal requirements within four months, including the RBT Renewal Competency Assessment.

## Active Duty/Reserve Status Policy

If you are called to active military duty in the armed forces and are actively certified, you may apply for a temporary pause of your certification status or examination authorization window to cover the period for which you are called (not to exceed two years). While on reserve inactive status, you are prohibited from representing yourself as an RBT. This policy only applies to service members. If a spouse of a service member wishes to go on inactive status, they must apply for [voluntary inactive status](#).

## Applying for Active Duty/Reserve Status

Upon being called to active duty, [contact the BACB](#) and provide a copy of your official active duty orders. If you are certified at the time, the BACB will place your certification on reserve inactive status during your active duty period (i.e., your certification will be placed on inactive status as of the date listed in your orders). There are no fees required for this application.

## Applying for Reactivation

Following completion of your active duty, or two years, whichever comes first, you must [contact the BACB](#) and inform staff that you have returned from active duty and would like to update your certification status. When your certification becomes active again, your renewal cycle or examination authorization window will resume.

## Fees<sup>1</sup>

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

<sup>1</sup>BACB fees are nonrefundable.

## Administrative Appeals

### Application Appeals

Any adverse eligibility or certification decision including, but not limited to, a denial of a certification application, renewal application, or other application submitted to the BACB may be appealed. Supervision deviations that result in credential termination may only be appealed if the basis of the appeal is to correct miscalculated hours. These policies and procedures shall apply to appeals by applicants or certificants.

BACB standards, 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. To file an appeal, complete the [Administrative Appeal Request](#) form.

### Examination Appeals

If you experience examination condition irregularities (e.g., lighting, disruptive noises, long load times) during your examination, you may file an appeal with the BACB. Please note, Pearson VUE sites deliver BACB examinations via a web browser, so minor internet bandwidth variances are to be expected. 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. To file an appeal, complete the [Administrative Appeal Request form](#) located on the BACB's Administrative Appeals webpage.

## Acceptable Signatures Policy

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

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

# **SUBMISSION OF FALSE, FORGED, OR UNTRUE INFORMATION**

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

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

Examples of false, forged, or untrue information include:

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

Please see the BACB's [Code-Enforcement Procedures](#) document for more specific information.

## Documents and Resources

### Eligibility and Applying for Certification

- [RBT Task List \(2nd ed.\)](#)
- [RBT Initial Competency Assessment](#)
- [RBT 40-Hour Training Packet](#)

### Examination

- [Pearson VUE website](#)
- [Request for Accommodations](#)

### Ethics and Self-Reporting

- [RBT Ethics Code](#)
- [Considerations for Self-Reporting](#)
- [Code-Enforcement Procedures](#)
- [Ethics Webpage](#)

### Ongoing Supervision

- [Supervision Training Curriculum Outline \(2.0\)](#)
- [Instructions for Adding or Removing a Supervisee](#)
- [Noncertified RBT Supervisor Form](#)

### Renewal

- [RBT Renewal Competency Assessment](#)
- [RBT Renewal Application](#)

### Voluntary Inactive Status

- [Voluntary Inactive Status Application - RBT](#)
- [RBT Request to Return from Voluntary Inactive Status](#)

### Administrative Appeals

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

# GLOSSARY

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## Glossary

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

**Applicant:** An individual pursuing certification.

**Behavior-analytic Services:** For RBTs, behavior-analytic services include performing tasks related to the RBT Task List (2nd ed.). The RBT's supervisor has the discretion to determine if they can competently perform activities outside of the Task List.

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

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

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

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

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

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

**Noncertified Supervisor:** An individual licensed in another behavioral health profession that has applied behavior analysis in its legislative scope of practice who is competent in applied behavior analysis. These individuals may *only* supervise RBTs with oversight from the RBT's Requirements Coordinator who is employed at the same organization as the licensed professional. The RBT Requirements Coordinator must complete and maintain the Noncertified RBT Supervisor Form for each noncertified supervisor.

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

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

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



**RBT Requirements Coordinator:** Some organizations with many RBTs and RBT Supervisors may designate one person to serve as a coordinator. The RBT Requirements Coordinator is responsible for ensuring that all RBTs in their organization meet all supervision requirements. The RBT Requirements Coordinator may also serve as the RBT Supervisor in addition to fulfilling their coordination duties. The RBT Requirements Coordinator must hold an active BCBA certification (see the [Ongoing Supervision](#) section for full qualifications).

**RBT Supervisor:** An individual responsible for an RBT's work. The RBT Supervisor must be certified as a BCBA or BCaBA or, if overseen by an RBT Requirements Coordinator, be licensed in another behavioral health profession (see the [Ongoing Supervision](#) section for full qualifications).

**RBT Task List (2nd ed.):** The RBT Task List serves as the basis for the RBT certification examination. It is organized into the following primary content areas: measurement, assessment, skill acquisition, behavior reduction, documentation and reporting, and professional conduct and scope of practice.

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

**Renewal Application:** The application that is submitted to renew an RBT certification on an annual basis prior to the RBT's expiration date.

## Appendix

### A: Certification Processing Agreement

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

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

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

- certificant name
- certification status (e.g., active, inactive, expired, suspended, revoked, mandatory supervision, or other limitation)
- certificant city/state of residence
- year of certification
- year of disciplinary action, if any
- qualifications and willingness to supervise

- violations of the BACB Professional and Ethical Compliance Code, including, but not limited to:
  - code section alleged to have been violated
  - interim or final action/sanction(s) imposed
- name of applicant or certificant on a matter resulting in revocation or suspension of certification or eligibility, restriction or limitation of providing certain services, and/or mandatory supervision
- state of current residence of the applicant or certificant and state where the matter occurred

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

It is the policy of the BACB to comply with all applicable privacy and publication laws. If you become aware that this agreement contravenes laws where you reside, you agree to provide the BACB with written notice of the conflict prior to publication of your information on the BACB website or release of your information. Once the information has been published on the BACB website or released outside the BACB, the BACB is unable to assure removal or retrieval of the information without advance notice from you of the conflict with applicable law.

6. You agree to hold the BACB harmless, and to waive, release, and exonerate the BACB, its officers, directors, employees, committee members, panel members, and agents (referred to collectively as "BACB Personnel") from any claims that you may have against the BACB arising from the BACB's review of this application, or any future applications relating to eligibility for credentialing, certification, recertification or reinstatement, conduct of the examination, disciplinary processing, issuance of a disciplinary decision, publication or third-party disclosure in accordance with Clause 5 of this agreement. 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.
7. You are prohibited from engaging in vexatious or harassing communications with BACB Personnel. You must immediately comply with any cease and desist notice issued to you from the BACB.
8. You must accurately identify to others (including employers and clients) that this credential, if granted, acknowledges that you have met the BACB's minimum standards, but does not warrant or guarantee your competence to provide professional services, and to indemnify the BACB from and against any liability that may arise from the BACB's issuance of your credential and your professional practice.
9. You agree to abide by the following testing conditions:
  - The BACB and Pearson VUE reserve the right to refuse admission to any BACB examination if you do not have the proper identification, or if administration has begun. If you are refused admission for any of these reasons or fail to appear at the test site, you will not be entitled to a refund of the application or administration fees. During the examination, the use of scratch paper, calculators, or reference to textbooks or notes is prohibited and you are not allowed to remove any examination materials from the administration room.
  - The BACB examinations are only offered to individuals who are seeking BACB certification or recertification, and for no other purpose. You are not permitted access to BACB examinations for any other purpose, including, but not limited to:
    - memorizing content, copying content, photographing or recording content in any medium
    - contributing to or operating test-preparation for examination candidates

# APPENDIX

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- contributing to or operating an “examination dump” site or similar site designed to collect information about BACB examinations
- any other activity other than becoming certified by the BACB
- The BACB examinations and individual questions are copyright protected and highly confidential trade secrets. Any disclosure or reconstruction of test questions and content shall be a violation of BACB rules and subject to damages including, but not limited to, the cost of replacing the compromised question(s) and reconstruction of the examination at the discretion of the BACB.
- Proctors are authorized to maintain a secure and proper test administration. You consent to and agree to the testing center’s rules for candidates, as may be revised in the discretion of the testing center. You will be required to read and indicate your agreement to the rules for candidates when you check-in at the testing center.
- Prior to entry to the examination, you must consent to being subjected to visual inspection and to physical inspection of any comfort items accompanying you in to the examination room (e.g., glasses, hearing aids, medical equipment/braces, footwear, hair clips, ties, pieces, baggy clothing, buttons, and embellishments to clothing). At the discretion of the examination center personnel, you may be denied entry to the examination if you refuse consent to the inspection or if there is an actual or perceived security threat that has been identified by the examination center personnel.
- You may not communicate with other examinees during the examination. Any irregular, disruptive, inappropriate or suspected cheating behavior by you may result in relocation or removal from the examination site and/or a refusal to release your examination scores; in such event, your examination and administration fees will not be refunded or deferred. The BACB may permanently restrict your authorization to sit for a BACB examination if you are found by the BACB to have cheated on the examination or compromised the content of the examination. The BACB reserves the right to report examination content theft to applicable law enforcement authorities, and you authorize the BACB to release your name, examination performance data, audio and video files from your examination administration, and other pertinent information necessary to demonstrate the basis for finding that you participated in or benefited from theft of BACB examination content.
- Following the administration of the examination to you, the BACB will not provide you with access to the examination you completed or the responses that you entered to the examination questions.
- The examination is designed to determine whether applicants possess sufficient knowledge to become certified. The examination is not designed to rank order those examinees who achieve passing scores. Consequently, the BACB does not provide numeric scores to passing candidates.
- Failing candidates will be provided with numeric scores and with an indication of their performance level in each of the major examination content areas. This information is provided solely for the purpose of providing applicants with an indication of areas where they may wish to complete additional study. You are not and will not be allowed to review your examination, appeal your examination scores or individual examination questions, contest examination content, require public release (via subpoena or other legal action) of examination content, or request alternative methods of scoring your examination.

The terms of this agreement shall survive expiration of your certification application, certification or credential. This agreement is governed by the laws of the State of Colorado. Any action arising out of this agreement may be required to be submitted to and resolved by arbitration in the sole discretion of the BACB. 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 monies you have paid to the BACB in association with filing this application.

## Version History and Updates

### Version 4/8/2020 Updates

- Minor text changes to enhance clarity
- Addition about jurisdiction for certificants ([p. 1](#))
- Addition of examination reimbursement for US veterans ([p. 7](#))
- Supervision section:
  - Clarified that supervision requirements must be met at each organization where an RBT is working ([p. 16](#))
  - Provided a reminder that supervision needs to be provided in accordance with the RBT Ethics Code and Professional and Ethical Compliance Code for Behavior Analysts ([p. 16](#)).
  - Clarified that supervision may not occur via phone or email ([p. 17](#))
  - Provided a reminder that Internet-based supervision must abide by applicable laws ([p. 17](#))
  - Clarified that it is recommended that all RBT supervisors are on record with the BACB ([p. 18](#))
  - Added the requirement that supervision documentation must be maintained by the RBT and RBT Supervisor/RBT Requirements Coordinator for at least 7 years ([p. 19](#)). *Note:* this is not a new requirement.
- Added the requirement that an RBT may not apply for voluntary inactive status again until they have completed one full renewal cycle after returning ([p. 24](#)). *Note:* this is not a new requirement.
- Added the acceptable signature policy in the handbook ([p. 26](#)), in addition to having it on the website, for ease of use by the applicant

### Version 7/7/2020 Updates

- Elaborated on what applicants/certificants can do if their application is not approved ([p. 6 & 23](#))
- Added that a request for accommodation must be approved prior to scheduling an RBT certification examination ([p. 10](#))
- Added updated Terms and Conditions for RBT certification examinations ([p. 12](#))
- Added language addressing new retake application ([p. 14](#))
- Clarified that noncertified RBT Supervisors may only supervise RBTs with oversight from the RBT's Requirements Coordinator ([p. 17](#))
- Made minor edits to ensure language is consistent in the "Supervisor-client oversight" and "Public identification" sections ([p. 18](#))
- Clarified that RBT Requirements Coordinators must be on record with the BACB by appearing on the Certificant Registry ([p. 18](#))



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