

## ITEM CHECKLISTS FOR APPLICANTS AND LICENSEES

*Please allow for at least 10 days for processing.*

Please provide the board with the identified information for the licensure level you are seeking.

### LICENSED BEHAVIOR ANALYSTS

- Proof of masters or doctoral degree, and specific ABA certificate if applicable (*Accepted documents include copies/photos of your degree, certificate, or transcript*)
- Application for Licensure (*Form-1*)
- Proof of BACB Certification (*Accepted documents include your BACB printout card or certificate*)
- Proof of completion of 5 hours of board approved training in reporting abuse, neglect, and exploitation (*As defined in KRS 209.020 and KRS620.020*) (Meets requirements of 201 KAR 43:010 Section 1 (3)(e))
- Fees:

Initial Licensure	Renewal	Late
<ul style="list-style-type: none"><li>• \$100 non-refundable application fee</li><li>• \$300 for first license (last 2 years)</li></ul>	\$300 every 2 years	\$50-w/I 30 days \$250 30 days+

### LICENSED ASSISTANT BEHAVIOR ANALYSTS

- Proof of bachelors, masters or doctoral degree, and specific ABA certificate if applicable (*Accepted documents include copies/photos of your degree, certificate, or transcript*)
- Application for Licensure (*Form-1*)
- Proof of BACB Certification (*Accepted documents include your BACB printout card or certificate*)
- Proof of completion of 5 hours of board approved training in reporting abuse, neglect, and exploitation (*As defined in KRS 209.020 and KAR 620*) (Meets requirements of 201 KAR 43:010 Section 1 (3)(e))

Annual Supervisory Plan

*(Reminder: Annual Report of Supervision to be completed as follows)*

- 5 years or more of full-time practice, report to be submitted every 2 years.
  - Less than 5 years of full-time practice, report to be submitted every year.
- Fees:

Initial Licensure	Renewal	Late
<ul style="list-style-type: none"> <li>• \$100 non-refundable application fee</li> <li>• \$200 for first license (last 2 years)</li> </ul>	\$200 every 2 years	\$50-w/I 30 days  \$250 30 days+

**TEMPORARY LICENSURE (expires 2 years from issuance date)**

**TEMPORARY LICENSED BEHAVIOR ANALYSTS**

- Proof of masters or doctoral degree, and specific ABA certificate if applicable (*Accepted documents include copies/photos of your degree or certificate, and transcript*)
- Application for Licensure (*Form-1*)

Coursework from an ABAI VCS approved program?

- If yes: submit original certified post-secondary transcript.
- If no: submit original certified post-secondary transcript & course syllabi for all behavior analytic coursework

- Proof of completion of 5 hours of board approved training in reporting abuse, neglect, and exploitation (*As defined in KRS 209.020 and KAR 620*) (Meets requirements of 201 KAR 43:010 Section 1 (3)(e)))
- Annual Supervisory Plan

*(Reminder: Annual Report of Supervision to be completed at the end of each year of supervision with supervisor, or when ending supervision with a specific supervisor)*

- Fees:

Initial Licensure	Renewal
<ul style="list-style-type: none"><li>• \$100 non-refundable application fee</li><li>• \$200 for license (lasts 2 years)</li></ul>	<i>If extenuating circumstances are present, a one-time renewal is available. See <u>201 KAR 43:020</u> for details)</i> *\$200 for 2 years

**TEMPORARY LICENSED ASSISTANT BEHAVIOR ANALYSTS**

- Proof of bachelors, masters, or doctoral degree, and specific ABA certificate if applicable (*Accepted documents include copies/photos of your degree or certificate, and transcript*)
- Application for Licensure (*Form-1*)

Coursework from an ABAI VCS approved program?

- If yes: submit original certified post-secondary transcript
- If no: submit original certified post-secondary transcript & course syllabi for all behavior analytic coursework

- Proof of completion of 5 hours of board approved training in reporting abuse, neglect, and exploitation ( *As defined in KRS 209.020 and KAR 620*) (Meets requirements of 201 KAR 43:010 Section 1 (3)(e)))

- Annual Supervisory Plan

*(Reminder: : Annual Report of Supervision to be completed at the end of each year of supervision with supervisor)*

- Fees:

Initial Licensure	Renewal
<ul style="list-style-type: none"> <li>• \$100 non-refundable application fee</li> <li>• \$100 for license (lasts 2 years)</li> </ul>	<p><i>If extenuating circumstances are present, a one-time renewal is available. See <u>201 KAR 43:020</u> for details)</i></p> <p>*\$100 for 2 years</p>