APPLICATION INFORMATION FOR LICENSURE AS AN APPLIED BEHAVIOR ANALYST

Prior to completing the application, it is strongly recommended that all applicants obtain a copy of 262 CMR from the State Bookstore, Room 116, State House, Boston, MA 02133, (617) 727-2834, or online at www.mass.gov/dpl/boards/mh, to verify that all educational, exam, experience and supervision requirements are met. It is also recommended that applicants maintain a copy of their application for their records.

All applicants must pass the Board Certified Behavior Analyst (BCBA) Examination issued by the Behavior Analyst Certification Board (BACB) in order to become licensed. If you have already passed the exam, please list the date you passed the exam when prompted in the application.

There is a non-refundable application fee of $117.00, which must be submitted in the form of a check or money order payable to the Commonwealth of Massachusetts. The application fee must accompany the completed application.

If all licensure requirements have been met, notification will be sent, and the initial licensure fee will be assessed. If it is determined that your application does not meet the requirements, you will be notified in writing.

All application materials should be submitted to:

The Commonwealth of Massachusetts
Division of Professional Licensure
Board of Allied Mental Health and Human Services Professions
1000 Washington Street, Suite 710
Boston, MA 02118-6100

Should you have any questions about the application process, please contact Board staff at 617-727-0084 or via email at AMH.Board@state.ma.us
IMPORTANT:
ALL APPLICANTS MUST COMPLETE AND INCLUDE THE CHECKLIST PROVIDED AT THE END OF THIS APPLICATION

☐ If you are applying for licensure by Reciprocal Recognition, please check this box. If you check this box, note that you must still complete this application (you may leave the BCBA examination section blank). You must also have the state in which you are currently licensed send a letter of standing directly to the Board. You are also required to submit with this application a copy of that state’s licensure regulations that were in effect at the time you were first licensed.

Please be aware that if you submit an application and it is determined by the Board that it is incomplete, or that you have failed to meet the regulatory requirements for licensure, the Board will provide you six months to complete your application or submit the information needed to demonstrate that you meet the regulatory requirements, which will be communicated to you in a written letter from the Board. After six months, if your application is still incomplete, or if you have still failed to demonstrate that you meet the regulatory requirements for licensure, you will be issued a letter from the Board indicating that your application has been closed or denied. If your application is closed or denied, you would need to re-apply for licensure by submitting a complete application to the Board and by paying a new application fee.
Please attach recent Applied Behavior Analyst licensure application 2" x 2" head and shoulder photograph

NON-REFUNDABLE APPLICATION FEE:
$117.00

1. Name: _______________________________________________________________
   Last       First       Middle       Maiden

2. Mailing Address: _______________________________________________________

                          City/Town       State       Zip Code

NOTE: The mailing address above will be a matter of public record. It will appear on your license and will be used for all Board correspondence. The mailing address and the business address provided below may be the same.

3. Business: _____________________________________________________________
   Company Name
   Street

                          City/Town       State       Zip Code

4. Date of Birth: ________________

5. Telephone No: Day ________________ Evening ________________

6. Email: _____________________________________________________________

Do you consent to receiving information about your application from the Board via email (e.g., incomplete notifications):  □ Yes  □ No

7. Pursuant to G.L c. 62, s. 49A, I have filed all state tax returns and paid all state taxes required under law:  □ Yes  □ No  If no, please attach a detailed explanation on a separate piece of paper.
If you answer “Yes” to any of the following questions, please attach a full explanation.

A. Has any disciplinary action been taken against you by a licensing/certification board located in the United States or any country or foreign jurisdiction?  Yes __  No __

B. Are you the subject of pending disciplinary action by a licensing/certification board located in the United States or any country or foreign jurisdiction?  Yes __  No __

C. Have you voluntarily surrendered or resigned a professional license to a licensing/certification board located in the United States or any country or foreign jurisdiction?  Yes __  No __

D. Have you ever applied for and been denied a professional license in the United States or any country or foreign jurisdiction?  Yes ___ No ___

E. Have you ever been convicted of a felony or misdemeanor in the United States or any country or foreign jurisdiction, other than a traffic violation for which a fine of less than $200 was assessed?  Yes ___ No ___

The Board is registered under the provisions of M.G.L c.6 §172 to receive Criminal Offender Record Information (CORI) for the purpose of screening current licensees and otherwise qualified prospective license applicants. CORI must be checked as part of your licensing process. No convictions contained in a CORI are automatic disqualifiers. In order to complete the CORI check process, please fill out the Criminal Offender Record Information Acknowledgment Form on Pages 22 and 23.

<table>
<thead>
<tr>
<th>State</th>
<th>License Number</th>
<th>License Type</th>
<th>Issue Date</th>
<th>Current</th>
<th>Lapsed</th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
<td></td>
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</tr>
</tbody>
</table>

A letter of standing from each state listed must be sent to the Board separately in a sealed envelope.

DISCIPLINARY HISTORY

Please fill in the relevant information regarding your education below

<table>
<thead>
<tr>
<th>Degree</th>
<th>Year</th>
<th>Major</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
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</tr>
</tbody>
</table>

Official transcripts must be provided from all graduate institutions.

Please list the date you passed the BCBA Examination: _____/_____/_______ (please leave blank if you are applying via reciprocity)

CERTIFICATION/MEMBERSHIP STATUS:

Do you have a current certification as an ABA through the BACB?  □ Yes □ No

If yes, attach a copy of your BCBA certification (wallet-sized or wall certificate acceptable). If no, please continue with the rest of the application
SUPERVISED EXPERIENCE:
Instructions: Please provide the following information about your Independent Fieldwork, Practicum and/or Intensive Practice Work Experience. The Board requires this information to verify whether or not you have met the Supervision and Work Experience requirements for licensure as per 262 CMR 10.03(5).

**Independent Fieldwork**
Dates of Independent Fieldwork: From ____________________ to ____________________
Name and Address of Fieldwork Site: ____________________________________________
__________________________________________________________________________
Your Title: _________________________________________________________________
Name of Supervisor: ___________________ Supervisor’s Title: ____________________

**Practicum Experience**
Dates of Practicum: From ____________________ to ____________________
Name of Recognized Educational Institution: _____________________________________
Name and Address of Practicum Site: ___________________________________________
__________________________________________________________________________
Your Title: _________________________________________________________________
Name of Supervisor: ___________________ Supervisor’s Title: ____________________

**Intensive Practicum**
Dates of Intensive Practicum: From ____________________ to ____________________
Name of Recognized Educational Institution: _____________________________________
Name and Address of Intensive Practicum Site: ____________________________________
__________________________________________________________________________
Your Title: _________________________________________________________________
Name of Supervisor: ___________________ Supervisor’s Title: ____________________

(Use additional paper to list additional sites and supervisors)
AFFIDAVIT:

Pursuant to G.L. c. 119 s. 51A and G.L. c. 112, s. 1A, my signature on this application is my certification that I understand my obligation to report the abuse or neglect of children and that failure to do so may result in criminal punishment including fines and/or imprisonment.

The applicant named on this application agrees to abide by the rules and regulations for Licensed Applied Behavior Analysts and attests that all statements are truthful and are made under the pains and penalties of perjury.

________________________________________  ______________________
Signature of Applicant                      Date
Reference Sheet for Coursework Requirements Forms

Instructions: Please read each of the following items to determine which best describes your education and proceed to the pages indicated by that item to the appropriate coursework requirement form. NOTE: All applicants must demonstrate completion of the required Work Experience through the work experience forms starting on page 15.

1. If you are a Doctoral Degree applicant with 60 graduate credit hours in courses related to the study of behavioral analysis who completed your degree PRIOR to January 1, 2015, please fill out Pages 8 & 9.

2. If you are a Doctoral Degree applicant with 60 graduate credit hours in courses related to the study of behavioral analysis who completed your degree ON OR AFTER January 1, 2015, please fill out Pages 10 & 11.

3. If you are a Master’s Degree applicant with 30 graduate credit hours in courses related to the study of behavioral analysis who completed your degree PRIOR to January 1, 2015, please fill out Pages 12 & 13.

4. If you are a Master’s Degree applicant with 30 graduate credit hours in courses related to the study of behavioral analysis who completed your degree ON OR AFTER January 1, 2015, please fill out Pages 14 & 15.

5. If you are a Doctoral Degree or Master’s Degree applicant and your degree is in another field of human services, please submit sealed, official transcripts demonstrating your successful completion of a board-approved certificate program in behavior analysis with an approved course sequence formally approved by the Board in addition to transcripts verifying that your Doctoral or Master’s Degree is in another field of human services.
COURSEWORK REQUIREMENTS FORM FOR:
DOCTORAL DEGREE Applicants with a Doctoral Degree which includes 60 graduate credit hours in courses related to the study of behavioral analysis who received their degrees PRIOR to January 1, 2015.

Instructions: Please review your transcript and specify the course number which corresponds to the course content area listed below.

REQUIRED CONTENT AREAS AND CREDIT HOURS
Must have fulfilled each of the following course content areas and specified credit hours:

<table>
<thead>
<tr>
<th>Content Area &amp; Amount of Credit Hours</th>
<th>Course Number on Transcript</th>
</tr>
</thead>
<tbody>
<tr>
<td>One (1) graduate credit hour of ethical considerations</td>
<td></td>
</tr>
<tr>
<td>Three (3) graduate credit hours of definition and characteristics and principles, processes, and concepts</td>
<td></td>
</tr>
<tr>
<td>Two (2) graduate credit hours of behavioral assessment and selecting intervention outcomes and strategies</td>
<td></td>
</tr>
<tr>
<td>One (1) graduate credit hour of evaluation of interventions</td>
<td></td>
</tr>
<tr>
<td>One (1) graduate credit hour of measurement of behavior and displaying and interpreting behavior data</td>
<td></td>
</tr>
<tr>
<td>Three (3) graduate credit hours of behavioral change procedures and systems support</td>
<td></td>
</tr>
<tr>
<td>Forty-nine (49) graduate credit hours of discretionary coursework related to the study of applied behavior analysis acceptable to the Board (Please use the boxes below and on the next page to list course numbers on your transcript that satisfy this requirement)</td>
<td></td>
</tr>
</tbody>
</table>
COURSEWORK REQUIREMENTS FORM FOR:
DOCTORAL DEGREE Applicants with a Doctoral Degree which includes 60 graduate credit hours in courses related to the study of behavioral analysis who received their degrees ON OR AFTER January 1, 2015.

Instructions: Please review your transcript and specify the course number which corresponds to the course content area listed below.

REQUIRED CONTENT AREAS AND CREDIT HOURS
Must have fulfilled each of the following course content areas and specified credit hours:

<table>
<thead>
<tr>
<th>Content Area &amp; Amount of Credit Hours</th>
<th>Course Number on Transcript</th>
</tr>
</thead>
<tbody>
<tr>
<td>Three (3) graduate credit hours of <em>ethical and professional conduct</em></td>
<td></td>
</tr>
<tr>
<td>Three (3) graduate credit hours of <em>concepts and principles of behavior analysis</em></td>
<td></td>
</tr>
<tr>
<td>Three (3) graduate credit hours of <em>research methods in behavior analysis</em></td>
<td></td>
</tr>
<tr>
<td>Three (3) graduate credit hours of <em>fundamental elements of behavior change and specific behavior change procedures</em></td>
<td></td>
</tr>
<tr>
<td>Two (2) graduate credit hours of <em>identification of the problem and assessment</em></td>
<td></td>
</tr>
<tr>
<td>Two (2) graduate credit hours consisting of <em>intervention and behavior change considerations, behavior change systems, and implementation, management and supervision</em></td>
<td></td>
</tr>
<tr>
<td>Forty-four (44) graduate credit hours of <em>discretionary coursework related to the study of applied behavior analysis acceptable to the Board</em></td>
<td></td>
</tr>
</tbody>
</table>

(Please use the boxes below and on the next page to list course numbers on your transcript that satisfy this requirement)

[10]
COURSEWORK REQUIREMENTS FORM FOR:
MASTER’S DEGREE Applicants with a Master’s Degree which includes 30 graduate credit hours in courses related to the study of behavioral analysis who received their degrees PRIOR to January 1, 2015.

Instructions: Please review your transcript and specify the course number which corresponds to the course content area listed below.

REQUIRED CONTENT AREAS AND CREDIT HOURS
Must have fulfilled each of the following course content areas and specified credit hours:

<table>
<thead>
<tr>
<th>Content Area &amp; Amount of Credit Hours</th>
<th>Course Number on Transcript</th>
</tr>
</thead>
<tbody>
<tr>
<td>One (1) graduate credit hour of ethical considerations</td>
<td></td>
</tr>
<tr>
<td>Three (3) graduate credit hours of definition and characteristics and principles, processes, and concepts</td>
<td></td>
</tr>
<tr>
<td>Two (2) graduate credit hours of behavioral assessment and selecting intervention outcomes and strategies</td>
<td></td>
</tr>
<tr>
<td>One (1) graduate credit hour of evaluation of interventions</td>
<td></td>
</tr>
<tr>
<td>One (1) graduate credit hour of measurement of behavior and displaying and interpreting behavior data</td>
<td></td>
</tr>
<tr>
<td>Three (3) graduate credit hours of behavioral change procedures and systems support</td>
<td></td>
</tr>
<tr>
<td>Nineteen (19) graduate credit hours of discretionary coursework related to the study of applied behavior analysis acceptable to the Board (Please use the boxes below and on the next page to list course numbers on your transcript that satisfy this requirement)</td>
<td></td>
</tr>
</tbody>
</table>
**COURSEWORK REQUIREMENTS FORM FOR:**

**MASTER’S DEGREE** Applicants with a Master’s Degree which includes 30 graduate credit hours in courses related to the study of behavioral analysis who received their degrees ON OR AFTER January 1, 2015.

**Instructions:** Please review your transcript and specify the course number which corresponds to the course content area listed below.

**REQUIRED CONTENT AREAS AND CREDIT HOURS**

Must have fulfilled each of the following course content areas and specified credit hours:

<table>
<thead>
<tr>
<th>Content Area &amp; Amount of Credit Hours</th>
<th>Course Number on Transcript</th>
</tr>
</thead>
<tbody>
<tr>
<td>Three (3) graduate credit hours of <em>ethical and professional conduct</em></td>
<td></td>
</tr>
<tr>
<td>Three (3) graduate credit hours of <em>concepts and principles of behavior analysis</em></td>
<td></td>
</tr>
<tr>
<td>Three (3) graduate credit hours of <em>research methods in behavior analysis</em></td>
<td></td>
</tr>
<tr>
<td>Three (3) graduate credit hours of <em>fundamental elements of behavior change and specific behavior change procedures</em></td>
<td></td>
</tr>
<tr>
<td>Two (2) graduate credit hours of <em>identification of the problem and assessment</em></td>
<td></td>
</tr>
<tr>
<td>Two (2) graduate credit hours consisting of <em>intervention and behavior change considerations, behavior change systems, and implementation, management and supervision</em></td>
<td></td>
</tr>
<tr>
<td>Fourteen (14) graduate credit hours of <em>discretionary coursework related to the study of behavior analysis acceptable to the Board</em> (Please use the boxes below and on the next page to list course numbers on your transcript that satisfy this requirement)</td>
<td></td>
</tr>
</tbody>
</table>
EXPERIENCE CATEGORIES

SUPERVISED INDEPENDENT FIELDWORK (1500 hours BCBA): To qualify under this standard at the BCBA level, supervisees must complete 1500 hours of Supervised Independent Fieldwork in behavior analysis. A supervisory period is two weeks. In order to count experience hours within any given supervisory period, supervisees must be supervised at least once during that period for no less than 5% of the total hours spent in Supervised Independent Fieldwork. For example, 20 hours of experience would include at least 1 supervised hour.

PRACTICUM (1000 hours BCBA): To qualify under this standard at the BCBA level, supervisees must complete, with a passing grade, 1000 hours of Practicum in behavior analysis within a university practicum program approved by the BACB and taken for graduate academic credit. A supervisory period is one week. In order to count experience hours within any given supervisory period, supervisees must be supervised at least once during that period for no less than 7.5% of the total hours spent in Practicum. For example, 20 hours of experience would include at least 1.5 supervised hours.

INTENSIVE PRACTICUM (750 hours BCBA): To qualify under this standard at the BCBA level, supervisees must complete, with a passing grade, 750 hours of Intensive Practicum in behavior analysis within a university practicum program approved by the BACB and taken for graduate academic credit. A supervisory period is one week. In order to count experience hours within any given supervisory period, supervisees must be supervised at least twice during that period for no less than 10% of the total hours spent in Intensive Practicum. For example, 20 hours of experience would include at least 2 supervised hours. For all three of the above options, no fewer than 10 hours but no more than 30 hours, including supervision, may be accrued per week. Supervisees may accrue experience in only one category per supervisory period (i.e., Supervised Independent Fieldwork, Practicum, or Intensive Practicum).

COMBINATION OF EXPERIENCE CATEGORIES: Supervisees may elect to accrue hours in a single category or may combine any 2 or 3 of the categories above (Supervised Independent Fieldwork, Practicum, Intensive Practicum) to meet the experience requirement, with Practicum having 1½ times the temporal value of Supervised Independent Fieldwork, and Intensive Practicum having 2 times the temporal value of Supervised Independent Fieldwork.
INDEPENDENT FIELDWORK FORM

Name of Applicant: __________________________________________________________

INSTRUCTIONS: Please duplicate this form as necessary. See following page for the rules regarding Supervision within and outside of Massachusetts. PLEASE PRINT CLEARLY OR TYPE AND SUBMIT ORIGINAL SIGNED DOCUMENT.

MINIMUM REQUIREMENTS: 1500 hours of Independent Fieldwork in behavior analysis, which must include: 75 supervised hours; no fewer than 10 but no more than 30 hours per week of independent fieldwork; and supervision at least once during two week periods for no less than 5% of the total hours spent in Independent Fieldwork during each two week period.

Remainder of Form to be completed by Supervisor

Name of Supervisor: _______________________________________________________
Supervisor’s Title: _______________________________________________________
Supervisor’s License Type and Number: _________________________________
Supervisor’s phone number: _______________________________

Name/Address of Independent Fieldwork site: _______________________________

Dates of Supervision of the Applicant: From:___/___/_____ To:___/___/_____ (month/date/year)

The applicant worked _____ hours per week for _____ weeks for a total of _______ behavioral analysis experience hours

Number of Supervision Hours provided during each two week period spent in Independent Fieldwork: ______________________

Has any disciplinary action been taken against you by any of the following (if yes, please submit a detailed explanation):
Professional Association or Organization: Yes: ___ No: ___
Governmental Authority (e.g. Professional Licensing Board): Yes: ___ No: ___
Third Party Insurance Carrier: Yes: ___ No: ___
Credentialing Board: Yes: ___ No: ___

I have read the rules regarding supervision listed in 262 CMR and/or provided on the following page and believe that I possess the qualifications of a supervisor. The undersigned states that under the pains and penalties of perjury, the above statements are true and correct.

________________________________________________________________________________________________________
Signature of Supervisor Date
Supervision received in Massachusetts:

262 CMR 10.03(5)(e) Supervision received in Massachusetts:
1. prior to January 1, 2015 must be provided by a licensed applied behavior analyst or Board Certified Behavior Analyst (BCBA);

2. after January 1, 2015 but prior to January 1, 2018 must be provided by a licensed applied behavior analyst or a BCBA qualified to supervise by the Behavior Analyst Certification Board (BACB); and

3. after January 1, 2018 must be provided only by a licensed applied behavior analyst who is qualified to supervise by the BACB.

262 CMR 10.03(5)(f) Supervision received outside of Massachusetts:
1. prior to January 1, 2015 must be provided by an applied behavior analyst licensed in the state where the supervision occurs, or, if the state does not provide licensure for applied behavior analysts, a BCBA; and

2. after January 1, 2015 must be provided by an applied behavior analyst licensed in the state where the supervision occurs or, if the state does not provide licensure for applied behavior analysts, a BCBA qualified to supervise by the BACB.

262 CMR 10.03(5)(g) The supervisor may not be related to, subordinate to, or employed by the supervisee during the Supervised Experience period. Provided however that this provision shall not prohibit compensation paid to the supervisor from the supervisee for supervision services.

Massachusetts Supervisor: Please list which of the above describes your license:

_________________ LICENSE/CERTIFICATE # ________________

Out of State Supervisor: Please attest that you meet the qualifications for practice in Massachusetts by your signature below.

License # _________ State________ Licensure type________________________________________

Applicant’s Name: __________________________________________
PRACTICUM FORM

Name of Applicant: ____________________________________________

INSTRUCTIONS: Please duplicate this form as necessary. See following page for the rules regarding Supervision within and outside of Massachusetts. PLEASE PRINT CLEARLY OR TYPE AND SUBMIT ORIGINAL SIGNED DOCUMENT.

MINIMUM REQUIREMENTS: 1000 hours of Practicum experience in behavior analysis, which must include: 75 hours of supervised experience at a Recognized Educational Institution Practicum program taken for graduate credit; accrue no fewer than 10 but no more than 30 hours per week of Practicum experience and; be supervised at least once during each week for no less than 7.5% of the total hours spent in Practicum for each week.

Remainder of Form to be completed by Supervisor

Name of Supervisor: ____________________________________________
Supervisor’s Title: ____________________________________________
Supervisor’s License Type and Number: ____________________________
Supervisor’s phone number: __________________________

Name/Address of Practicum Site: __________________________________

Dates of Supervision of the Applicant: From:__/__/____ To:___/__/_____ (month/date/year)

The applicant worked _____ hours per week for _____ weeks for a total of __________ behavioral analysis experience hours

Number of Supervision Hours provided during each weekly period: ________________

Has any disciplinary action been taken against you by any of the following (if yes, please submit detailed explanation):

Professional Association or Organization: Yes: ____ No: ____
Governmental Authority (e.g. Professional Licensing Board): Yes: ____ No: ____
Third Party Insurance Carrier: Yes: ____ No: ____
Credentialing Board: Yes: ____ No: ____

I have read the rules regarding supervision listed in 262 CMR and/or provided on the following page and believe that I possess the qualifications of a supervisor. The undersigned states that under the pains and penalties of perjury, the above statements are true and correct.

_____________________________________________ ______________________
Signature of Supervisor Date
Supervision received in Massachusetts:

262 CMR 10.03(5) (e) Supervision received in Massachusetts:

1. prior to January 1, 2015 must be provided by a licensed applied behavior analyst or Board Certified Behavior Analyst (BCBA);

2. after January 1, 2015 but prior to January 1, 2018 must be provided by a licensed applied behavior analyst or a BCBA qualified to supervise by the Behavior Analyst Certification Board (BACB); and

3. after January 1, 2018 must be provided only by a licensed applied behavior analyst who is qualified to supervise by the BACB.

262 CMR 10.03(5) (f) Supervision received outside of Massachusetts:

1. prior to January 1, 2015 must be provided by an applied behavior analyst licensed in the state where the supervision occurs, or, if the state does not provide licensure for applied behavior analysts, a BCBA; and

2. after January 1, 2015 must be provided by an applied behavior analyst licensed in the state where the supervision occurs or, if the state does not provide licensure for applied behavior analysts, a BCBA qualified to supervise by the BACB.

262 CMR 10.03(5) (g) The supervisor may not be related to, subordinate to, or employed by the supervisee during the Supervised Experience period. Provided however that this provision shall not prohibit compensation paid to the supervisor from the supervisee for supervision services.

**Massachusetts Supervisor:** Please list which of the above describes your license:

_________________________ License/Certificate # ______________________

**Out of State Supervisor:** Please attest that you meet the qualifications for practice in Massachusetts by your signature below.

License # _________ State________ Licensure type________________________________________

Applicant’s Name: ____________________________________________________________

[20]
INTENSIVE PRACTICUM FORM

Name of Applicant: ___________________________________________________________

INSTRUCTIONS: Please duplicate this form as necessary. See following page for the rules regarding
Supervision within and outside of Massachusetts. PLEASE PRINT CLEARLY OR TYPE AND
SUBMIT ORIGINAL SIGNED DOCUMENT.

MINIMUM REQUIREMENTS: 750 hours of Intensive Practicum experience in behavior analysis, which
must include: 75 hours of supervision within a Recognized Educational Institution; no fewer than 10
hours but no more than 30 hours per week; and be supervised at least once during each week for no less
than 10% of the total hours spent in Intensive Practicum each week.

Remainder of Form to be completed by Supervisor

Name of Supervisor: _______________________________________________________
Supervisor’s Title: _______________________________________________________
Supervisor’s License Type and Number: _________________________________
Supervisor’s phone number: _________________________________

Name/Address of Intensive Practicum Site: _______________________________________

Dates of Supervision of the Applicant: From:____/____/______To:____/____/______(month/date/year)

The applicant worked _____ hours per week for _____ weeks for a total of __________ behavioral
analysis experience hours

Number of Supervision Hours provided during each weekly period: ________________

Has any disciplinary action been taken against you by any of the following (if yes, please submit
detailed explanation):
Professional Association or Organization: Yes: _____ No: _____
Governmental Authority (e.g. Professional Licensing Board): Yes: _____ No: _____
Third Party Insurance Carrier: Yes: _____ No: _____
Credentialing Board: Yes: _____ No: _____

I have read the rules regarding supervision listed in 262 CMR and/or provided on the following page
and believe that I possess the qualifications of a supervisor. The undersigned states that under the pains
and penalties of perjury, the above statements are true and correct.

____________________________________________________________________________
Signature of Supervisor Date
Supervision received in Massachusetts:

262 CMR 10.03(5) (e) Supervision received in Massachusetts:
1. prior to January 1, 2015 must be provided by a licensed applied behavior analyst or Board Certified Behavior Analyst (BCBA);

2. after January 1, 2015 but prior to January 1, 2018 must be provided by a licensed applied behavior analyst or a BCBA qualified to supervise by the Behavior Analyst Certification Board (BACB); and

3. after January 1, 2018 must be provided only by a licensed applied behavior analyst who is qualified to supervise by the BACB.

262 CMR 10.03(5) (f) Supervision received outside of Massachusetts:
1. prior to January 1, 2015 must be provided by an applied behavior analyst licensed in the state where the supervision occurs, or, if the state does not provide licensure for applied behavior analysts, a BCBA; and

2. after January 1, 2015 must be provided by an applied behavior analyst licensed in the state where the supervision occurs or, if the state does not provide licensure for applied behavior analysts, a BCBA qualified to supervise by the BACB.

262 CMR 10.03(5) (g) The supervisor may not be related to, subordinate to, or employed by the supervisee during the Supervised Experience period. Provided however that this provision shall not prohibit compensation paid to the supervisor from the supervisee for supervision services.

Massachusetts Supervisor: Please list which of the above describes your license:

______________________________ License/Certificate # ______________________

Out of State Supervisor: Please attest that you meet the qualifications for practice in Massachusetts by your signature below.

License # _________ State_______ Licensure type________________________________________

Applicant’s Name: ________________________________________________________________
CRIMINAL OFFENDER RECORD INFORMATION (CORI) ACKNOWLEDGEMENT FORM

The Division of Professional Licensure by itself and on behalf of boards of registration pursuant to M.G.L. c. 13, §9 [hereinafter, “Division of Professional Licensure”] is registered under the provisions of M.G.L. c. 6, § 172 to receive CORI for the purpose of screening current and otherwise qualified prospective license applicants and current licensees.

As a license applicant or current licensee, I understand that a CORI check will be submitted for my personal information to the Department of Criminal Justice Information Services (“DCJIS”). I hereby acknowledge and provide permission to the Division of Professional Licensure to submit a CORI check for my information to the DCJIS. This authorization is valid for one year from the date of my signature. I may withdraw this authorization at any time by providing the Division of Professional Licensure written notice of my intent to withdraw consent to a CORI check.

FOR LICENSING PURPOSES ONLY:

The Division of Professional Licensure may conduct subsequent CORI checks within one year of the date this Form was signed by me provided, however, that the Division of Professional Licensure must first provide me with written notice of this check.

By signing below, I provide my consent to a CORI check and acknowledge that the information provided on Page 2 of this Acknowledgement Form is true and accurate.

_____________________________  _____________________
Signature                                      Date

NOTE: DPL CANNOT ACCEPT THIS TWO-PAGE CORI ACKNOWLEDGMENT FORM UNLESS IT IS EITHER (1) SIGNED IN PERSON AT THE BOARD'S OFFICES IN THE PRESENCE OF A DPL EMPLOYEE WHO HAS VERIFIED THE APPLICANT’S IDENTITY THROUGH ACCEPTABLE IDENTIFICATION, OR (2) SIGNED IN THE PRESENCE OF A NOTARY PUBLIC WHO HAS LIKewise VERIFIED IDENTITY AND THEN MAILED OR OTHERWISE DELIVERED TO THE BOARD’S OFFICES AT 1000 WASHINGTON STREET, SUITE 710, BOSTON, MA 02118.
SUBJECT INFORMATION: (A red asterisk (*) denotes a required field)

*Last Name                     *First Name                     Middle Name                     Suffix
________________________________________________________________________________________

*Maiden Name (or other name(s) by which you have been known)

________________________________________________________________________________________

*Date of Birth                  Place of Birth

*Last Six Digits of Your Social Security Number: _______ - __________

Sex: ______  Height: _____ ft. _____ in.  Eye Color: _______

Driver’s License or ID Number: ___________________  State of Issue: ___________________

Current and Former Addresses:

Street Number & Name  City/Town  State  Zip
________________________________________________________________________________________

Street Number & Name  City/Town  State  Zip
________________________________________________________________________________________

IDENTITY VERIFICATION SECTION: If this form is submitted by hand at DPL Offices, Section A must be completed. Otherwise, Section B must be completed.

SECTION A: VERIFICATION BY DPL EMPLOYEE: I hereby certify that I verified the identity of the above-referenced subject by reviewing the following form(s) of government-issued identification:

☐ Passport  ☐ State Issued driver’s license  ☐ Military identification  ☐ State-issued identification card

VERIFIED BY: ________________________________________________  __________________________
Name of Verifying DPL Employee (Please Print)  __________________________
Signature of Verifying DPL Employee  Date

SECTION B: VERIFICATION BY NOTARY:

On this ______ day of _________, 20____, before me, the undersigned notary public, personally appeared ________________________ (name of document signer), and proved to me through satisfactory evidence of identification, which was the following:

☐ Passport  ☐ State-issued driver’s license  ☐ Military identification  ☐ State-issued identification card

to be the person whose name is signed on the preceding or attached document, and acknowledged to me that (he) (she) signed it voluntarily for its stated purpose.

______________________________________________________________  __________________________
Notary Public:  Notary Commission Expires On

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1 If a subject does not have an acceptable government-issued identification, his or her identity shall be verified by other forms of documentation as determined by DCJIS. 803 CMR 2.09(2).
Applied Behavior Analyst Application Checklist

Prior to submitting an application, please make sure the following information is included and / or documented:

% Completed notarized application w/ photo

% Check/Money Order for non-refundable application fee of $117.00.

An additional licensure fee of $155 will be assessed when all requirements have been met.

% If currently or previously licensed in another State, official letter of verification from that State in a sealed envelope, or sent directly to the Board by the State

% Date you passed the BCBA Examination (if applying through reciprocity, leave this blank)

% Completed Independent Fieldwork, Practicum, and Intensive Practicum Forms

(Originals only -- photocopies are not accepted)

% Completed Criminal Offender Record Information Request Form

For BCBAs only:

% A copy of your BCBA certification (wallet-sized or wall certificate acceptable)

For Doctoral and Master’s Degree Applicants who have the required course credit in behavior analysis only:

% Official, sealed transcript(s) (Doctoral and Master's Degree transcripts ONLY)

% Completed Coursework Forms

For Doctoral and Master’s Degree applicants with a degree in another field of human services only:

% Official, sealed transcript(s) (Doctoral and Master's Degree transcripts ONLY)

% An official, sealed transcript of certificate program

MANDATORY

My social security number is:

□□□ □□□□ □□□□□□□□□ Pursuant to G.L. c. 62C, §

47A, the Division of Professional Licensure is required to obtain your social security number and forward it to the Department of Revenue. The Department of Revenue will use your social security number to ascertain whether you comply with the tax laws of the Commonwealth.