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**Frequently Asked Questions**  
**New License Requirements for Applied Behavior Analysts and**  
**Assistant Applied Behavior Analysts**

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On June 5, 2015, regulations governing licensure eligibility, the application process, and standards of practices for Applied Behavior Analysts (ABAs) and Assistant Applied Behavior Analysts (AABAs) will go into effect. Below are answers to a new set of Frequently Asked Questions concerning the implementation of these new regulations by the Board of Registration of Allied Mental Health and Human Services Professions (Board).

**1. When will the applications for licensure be available?**

The applications for licensure for ABAs and AABAs are now available and can be accessed here: <http://www.mass.gov/ocabr/licensee/dpl-boards/mh/forms/>. You will need to print an application and mail it directly to the Board.

**2. What is the fee to apply for licensure as an ABA or AABA?**

The application fee for both ABAs and AABAs is \$117.00. Please be sure to include your application fee with your completed application and to make your check or money order payable to the "Commonwealth of Massachusetts."

**3. What is the fee to be licensed as an ABA or AABA?**

Once the Board has determined that an applicant qualifies for licensure, then s/he will be notified and instructed to submit a license fee of \$155.00. This amount will be the same whether you are applying as an ABA or AABA.

**4. I have been notified by the Board that I qualify for licensure and I have submitted my \$155 licensure fee. What happens next?**

Once the Board has approved your application for licensure and accepted your licensure fee, you will receive a letter from the Board notifying you that you are now licensed. This letter



will include your license number. Approximately four to six weeks after you receive this letter, you can expect to receive your physical license.

**5. I received written notification that my application is incomplete. What does this mean? What are the next steps I should take?**

If you receive written notification that your application is incomplete, it means that your application is missing information or that the information provided in your applications does not meet the regulatory requirements for licensure. This does not mean that your application has been denied. The written notification sent to you will specify which areas of your application are incomplete or lacking and how long you will have to review and resubmit the application before it becomes denied.

**6. What is the “Grandfathering Period?”**

On June 5, 2015, regulations governing licensure eligibility, the application process, and standards of practice for ABAs and AABAs will go into effect. For twenty-four (24) months after this date, until June 5, 2017, individuals may be grandfathered into ABA or AABA licensure if they meet certain criteria outlined below:

**For ABAs:**

Applicants for licensure as an ABA whose applications are received prior to June 5, 2017 may qualify for licensure if the applicant is of good moral character and:

- (a) is a Board Certified Behavior Analyst; or
- (b) completed a Doctoral Degree Program at a Recognized Educational Institution which includes a minimum of 60 graduate credit hours in courses related to the study of behavior analysis.; or
- (c) completed a Master’s Degree Program at a Recognized Educational Institution which includes a minimum of 30 graduate credit hours in courses related to the study of behavior analysis; or
- (d) completed a masters or doctoral degree in another field of human services and has successfully completed a certificate program in behavior analysis from a recognized educational institution, and can demonstrate that the applicant has practiced as an applied behavior analyst full-time or equivalent part-time for a minimum of five years.

**For AABAs:**

Applicants for licensure as an assistant applied behavior analyst whose applications are received prior to June 5, 2017, as provided for by Chapter 429 of the Acts of 2012 may qualify for licensure if the applicant is of good moral character and a Board Certified Assistant Behavior Analyst.

**7. I am a Board Certified Behavior Analyst (BCBA) and I am applying to be licensed as an ABA during the “Grandfathering Period.” Do I need to submit a copy of my BCBA certification?**

Yes, you will need to include a copy of your BCBA certification in your grandfathering application. A BCaBA would need to do the same in his/her AABA grandfathering application

**8. I am licensed in another state and I need to submit a letter of good standing. How do I obtain this letter?**

Each state has its own process for obtaining a letter of good standing. You should visit the state's website or contact them directly to learn more about this process.

**9. What is an "Official, sealed transcript" and who should include one with their application?**

An "Official, sealed transcript" is an unopened transcript from the College or Institution where the applicant received their education or certificates. Any applicant other than those who are already BCBA's or BCaBA must submit an official, sealed transcript to the Board along with their application.

**10. When will the license expire?**

All licenses issued by the Board, including ABA and AABA, will expire on December 31, 2015, and then on December 31<sup>st</sup> of each odd year thereafter. A license renewal application will automatically be mailed to you approximately 90 days prior to this expiration date. Therefore, it is very important that you notify the Board right away if your address changes.

**11. What is the renewal fee?**

All Board-issued licenses must pay a \$155 renewal fee at the time they apply for renewal. The renewal fee should be submitted along with the renewal application.

**12. Do I need to complete continuing education units in order to renew my license?**

Yes, licensees must complete 30 continuing education units each licensure cycle. However, because the license will expire at the end of this year, the scale below indicates how many continuing education units a licensee will be required to complete for the current licensure cycle (January 1, 2014 – December 31, 2015):

Licenses issued between:

1. June 5 and June 30 of 2015: 7.5 continuing education units
2. July 1 and December 31 of 2015: 0 continuing education units

**13. When I renew my license, will I need to submit proof of continuing education?**

No, you will not need to submit proof of continuing education with your renewal application. However, all licensees are subject to periodic audits by the Board at which time proof of having completed all required continuing education must be produced. Failure to demonstrate completion of required continuing education may result in disciplinary action by the Board.

**14. I am applying for a Board license and I am active in the military, a veteran, or the spouse of someone active in the military. Should I inform the Board of this status?**

Yes, if you are active in the military, a veteran, or the spouse of someone active in the military, please let the Board know as there may be benefits available to you. Please consult the following page for more information: <http://www.mass.gov/ocabr/government/oca-agencies/dpl-lp/info-and-services/valor-act-info.html>

### **15. Where can I take the BCBA/BCaBA Examination?**

Information about the BCBA/BCaBA examination can be found on the BACB webpage at <http://www.bacb.com/index.php?page=64>

#### Web Resources<sup>i</sup>

- For information about the Board of Allied Mental Health and Human Services Professions, visit: <http://www.mass.gov/ocabr/license/dpl-boards/mh/>
- For information about the Division of Professional Licensure, visit: <http://www.mas.gov/ocabr/government/oca-agencies/dpl-lp/>
- For the Applied Behavior Analyst licensing law, visit: <http://www.mass.gov/legis/journal/desktop/Current%20Agenda%202011/H4555.pdf>
- For information about the Behavior Analyst Certification Board, visit: <http://www.bacb.com/>
- For information on the Berkshire Association for Behavior Analysis and Therapy, visit: <http://www.babat.org>
- For information on the Massachusetts Association of Applied Behavior Analysts, visit: [www.massaba.net](http://www.massaba.net)

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