

CBC IMPORTANT UPDATES

Effective Monday February 5, 2024 – NO EXCEPTIONS

- The online application must be received **BEFORE** the results of the Criminal Record Check are received by LBAB. (Live scan results from LSP are received within 1-3 days of fingerprinting)
- If the board office receives the results of your background check and your application has not been received, **THE RESULTS WILL BE DESTROYED**, and you will be required to complete the background check process again. This includes another payment of the fees associated with the background check.
- LBAB is prohibited from storing the results of a background check for an individual who is not currently an applicant.
- An individual is not considered an applicant until the application and signed Privacy Act is received by the board office. (The Privacy Act form is now included as a part of the application)

The Louisiana Behavior Analyst Board processes applications for Registered Line Technician, State Certified Assistant Behavior Analyst, and Licensed Behavior Analyst.

The board is not allowed to use the results from a background check for any purpose other than the originally submitted purpose, i.e, whichever type application was submitted.

- If an applicant has already completed a background check AND is now submitting an application for a different position, **A NEW BACKGROUND CHECK IS REQUIRED.**
- Once an RLT is registered, their background check will still be considered valid for two (2) years if changing supervisors/clinics. The applicant was registered as a line technician and the purpose has not changed so there is no requirement for a new background check at that time.
- If switching clinics and two years has elapsed since the last background check, a new background check will be required.

THE LOUISIANA BEHAVIOR ANALYST BOARD ONLY HAS AUTHORITY OVER LICENSEES. IT IS THE LICENSEE'S RESPONSIBILITY TO ENSURE THAT CLINICS DESTROY OUTDATED APPLICATIONS AND CBC PACKETS. BOTH HAVE BEEN UPDATED AND ARE AVAILABLE ON OUR WEBSITE. OUTDATED APPLICATIONS AND CBC PACKETS WILL BE REJECTED.

THIS NOTIFICATION IS ONLY SENT TO LICENSEES. LICENSEES ARE RESPONSIBLE FOR ANYONE UNDER THEIR SUPERVISION AND THEREFORE SHOULD DISTRIBUTE THIS INFORMATION TO APPROPRIATE INDIVIDUALS AND ENSURE THESE GUIDELINES ARE FOLLOWED.