

**Louisiana Behavior Analyst Board
Licensed Behavior Analyst Renewal Notice**

RENEWAL PERIOD OPENS NOVEMBER 1ST
Your current license expires December 31st.

Directions:

1. Review and complete Sections I and II of the Licensed Behavior Analyst Renewal Form. Update all new contact information. **Renewal Application is not valid without behavior analyst's initials.**
2. Return this renewal application and the current renewal fee of **\$200.00** in the form of a **certified check or money order**, by mail to: **LBAB, 4334 South Sherwood Forest Blvd., Suite C-150, Baton Rouge, Louisiana 70816** or use online payment **w/convenience fee and follow instructions for submitting through Certemy. POWER POINT INSTRUCTIONS AVAILABLE ON HOME PAGE OF lababoard.org**
3. Renewals may require 1-2 weeks to process. Please submit renewal form and payment no later than December 15th to avoid delays in processing your renewal.

Noncompliance:

1. Noncompliance includes, in part, incomplete forms, unsigned forms, failure to file all of the required renewal forms, non-payment of fee in required form by December 31st, or failure to postmark the renewal package by December 31st.
2. If your license is not renewed by the end of December, the license will be regarded as lapsed effective January 1st. An individual shall not practice applied behavior analysis in Louisiana while the license is lapsed.
3. If your license lapses, all of your line technicians must immediately cease and desist all work with your clients.
4. A lapsed license may be reinstated, at the approval of the Board, if all applicable requirements have been met, along with payment of the renewal fee and a late filing fee of \$50.00.

Continuing Education: ONLY REPORT IN EVEN YEARS

1. Please note continuing education hours are required to be reported during even renewal periods.
2. **Licenses issued over two years** - thirty-two (32) credits of continuing professional development, with four (4) hours in Ethics, will be required for Licensed Behavior Analysts.
3. **Licenses issued in the year prior to the reporting year**- sixteen (16) credits of continuing professional development, with two (2) hours in Ethics, will be required for Licensed Behavior Analysts.
4. **Licenses issued in reporting year**- no hours need to be reported until next reporting period.

Licensed Behavior Analyst Renewal Form

Your Current License Expires December 31st

Current Renewal Fee: **\$200.00** (Emergency Rule Fee Reduction -EXPIRES 12-31-21)

(Certified Check/Money Order/Online Payment w/convenience fee)

SECTION I - GENERAL INFORMATION

Name

License #

Original Date Licensed

Please indicate your preferred mailing address by checking same below. Please note, your work address is public information.

Work Address () Preferred Mailing

Home Address () Preferred Mailing

Work Phone

Fax Number

Cell Number

E-mail (required)

Home Phone

SECTION II - DISCIPLINARY ATTESTATION

Since your initial licensure date, have you been disciplined by any professional licensing board, in any state; or arrested, charged, convicted of, or entered a plea of guilty, nolo contendere, or no contest to a crime in any jurisdiction, including a military court martial, other than a minor traffic offense? (You must include all misdemeanors and felonies, even if adjudication was withheld by the court so that you would not have a record of conviction. Driving under the influence or driving while impaired is not a minor traffic offense for the purposes of this question.) If you check "Yes", attach a detailed explanation and relevant documentation which includes date(s), location(s), specific circumstances, practitioners and/or treatment involved, etc.

YES

NO

Licensed Behavior Analyst Initials: _____

Each renewal application is processed in the order it is received.
Please submit your renewal no later than December 15th to avoid delays in receiving
your Renewal Certificate.