

Louisiana Behavior Analyst Board

Line Technician Renewal Notice

RENEWAL PERIOD OPENS MAY 1ST

All current RLT registration expire June 30th

*Behavior Analyst are required to renew all line technicians registered under their supervision.
Renewals may require 1-2 weeks to process. Please submit information in a timely fashion.*

Mailing/Drop Off Directions:

1. Review and **complete** the Line Technician Renewal Form.
 - Update all contact information. Parish of residency is mandatory as per state law.
 - **Renewal Form is not valid without the line technician's signature after checking one of the boxes and supervisor's signature.**
 - **Any electronic signatures must be time stamped.**
2. Complete the NEW LBAB RLT Renewal Submission List (Required)
3. Attach renewal fee of **\$50.00** per RLT.
 - Renewal fee can be paid by **certified check, money order, or receipt from PayPal online payment through LBAB website.**
 - Multiple RLT renewals may be paid for with one money order or one PayPal purchase.
4. Mail or drop off completed renewal form, renewal submission list, and payment to:
4334 South Sherwood Forest Blvd., Suite C-150, Baton Rouge, Louisiana 70816

Emailing Directions:

1. Review and **complete** the Line Technician Renewal Form.
 - Update all contact information. Parish of residency is mandatory as per state law.
 - **Renewal Form is not valid without the line technician's signature after checking one of the boxes and supervisor's signature.**
 - **Any electronic signatures must be time stamped.**
2. Complete the NEW LBAB RLT Renewal Submission List (Required)
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 - Renewal fee can be paid by **certified check, money order, or receipt from PayPal online payment through LBAB website.**
 - Multiple RLT renewals may be paid with on one money order or one PayPal purchase
4. Send 1 email per LBA including PayPal receipt, RLT Renewal Submission Form, and RLT Renewal Forms.
 - RLT renewal forms **MUST** be scanned as **individual attachments.**
 - Email to: renewals@la.gov ****Subject Line should be the name of the LBA Supervisor****

Noncompliance

1. Noncompliance includes, in part, incomplete forms, unsigned forms, failure to file all of the required renewal forms by June 30th, or failure to postmark the renewal package by June 30th.
2. If your registration is not renewed by the end of June, the registration will be regarded as lapsed effective July 1st. An individual shall not practice applied behavior analysis under the supervision of a Licensed Behavior Analyst in Louisiana while the registration is lapsed.
3. A lapsed registration 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.

EACH CORRECT RENEWAL APPLICATION IS PROCESSED IN THE ORDER RECEIVED. PLEASE SUBMIT YOUR RENEWAL BY JUNE 13TH TO AVOID DELAYS IN YOUR SUPERVISOR RECEIVING YOUR RENEWAL CERTIFICATE.

All renewal certificates are uploaded to the supervisor's digital wallet in Certemy under the Renewals tab.