

Louisiana Behavior Analyst Board

State Certified Assistant Behavior Analyst Renewal Notice

RENEWAL PERIOD OPENS NOVEMBER 1st

Your current certification expires *December 31st*.

Directions:

1. Review and complete Sections I and II of the State Certified Assistant Behavior Analyst Renewal Form. Update all new contact information. **Renewal Application is not valid without State Certified Assistant Behavior Analyst's initials and Supervisor's signature.**
1. Return this renewal application and the current renewal fee of **\$125.00** 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**
2. Renewals may require 1-2 weeks to process. Please submit information 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 certification is not renewed by the end of December, the certification will be regarded as lapsed effective January 1st. An individual shall not practice applied behavior analysis as an assistant in Louisiana while the certification is lapsed.
3. A lapsed certification 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 year renewal periods.
2. **Certificates issued over two years** – twenty (20) credits of continuing professional development, with four (4) hours in Ethics, will be required for State Certified Assistant Behavior Analysts.
3. **Certificates issued in the year prior to the reporting year** - ten (10) credits of continuing professional development, with two (2) hours in Ethics, will be required for State Certified Assistant Behavior Analysts.
4. **Certificates issued in reporting year** – no hours need to be reported until next reporting period.

State Certified Assistant Behavior Analyst Renewal Form

Your Current Registration Expires December 31st

Current Renewal Fee: \$125.00 (Emergency Rule Fee Reduction –EXPIRES 12-31-21)

(Certified checks, money orders, or online payment w/convenience fee only)

SECTION I: GENERAL INFORMATION

Name

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

Work Address [] Preferred Mailing

Home Address [] Preferred Mailing

Work Phone

Home Phone

Cell Phone

E-mail [required]

Fax

SECTION II: SUPERVISOR INFORMATION

Name

LBA Signature

Number of SCABA's currently supervising

Number of Line Technicians currently supervising

SECTION III: DISCIPLINARY ATTESTATION

Since your initial registration 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

State Certified Assistant 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.