

Louisiana Behavior Analyst Board

State Certified Assistant Behavior Analyst Renewal Notice

THIS RENEWAL IS VALID FOR 12 MONTHS – July 1st through June 30th

RENEWAL PERIOD OPENS MAY 1ST

Your current license expires June 30th

Directions:

- Review and complete Sections I and II of the State Certified Assistant Behavior Analyst Renewal Form. Update all new contact information. Parish of residency is mandatory as per state law.
 - Renewal Application is not valid without State Certified Assistant Behavior Analyst's and Supervisor's signatures.**
 - Any electronic signatures must be time stamped.**
- SCaBA Renewals (Renewal Form, Payment, CEU Log) can be submitted in the following manner:
 - Mail or Drop off to: **LBAB, 4334 S. Sherwood Forest Blvd., Suite C-150, Baton Rouge, LA 70816**
 - Email to: renewals@la.gov
 - Complete the necessary steps on Certemy
 - Use Renewal Form ONLY if choosing "Upload Existing Document," not steps.
 - Only ONE Document can be uploaded, so scan Renewal Form, Receipt, and CEU Log as one attachment.
- Renewals may require 1-2 weeks to process.
 - Please submit information no later than June 13th to avoid delays in processing your renewal.**

Noncompliance:

- 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 June 30th, or failure to postmark the renewal package by June 30th.
- If your certification is not renewed by the end of June, the certification will be regarded as lapsed effective July 1st. An individual shall not practice applied behavior analysis as an assistant in Louisiana while the certification is lapsed.
- 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 (This is a reporting year.)**

- Please note continuing education hours **are required** to be reported during this renewal period as follows and obtained between January 1, 2023 and June 30, 2024.
- Complete the **signed** CEU Reporting Log and submit with your paper renewal and fee. If renewing through Certemy, the completed and **signed** CEU Reporting Log needs to be uploaded for the Continuing Education Step.
 - Any electronic signatures must be time stamped.**

The CEU Reporting Form will be reviewed by staff for required number of hours in the allowed years and then your renewal will be processed. The board will review the logs and if there are any questions, you will be chosen for an audit and then required to submit the certificates. These certificates can be uploaded or stored in your Certemy account in your Digital Wallet under the Education tab.

**CEU
REPORTING
REQUIREMENT:**

CERTIFIED IN 2022 OR PRIOR
15 HOURS WITH 3 IN ETHICS

CERTIFIED IN JANUARY 2023 THROUGH JUNE 2023
10 HOURS WITH 2 IN ETHICS

CERTIFIED IN JULY 2023 THROUGH JUNE 2024