



Alabama Behavior Analyst Licensing Board Application Instructions

Before beginning application process, read carefully.

- The Alabama Behavior Analyst Licensing Board (ALBALB) offers licenses to Board Certified Behavior Analysts[®] and Board Certified Assistant Behavior Analysts[®] certified by the Behavior Analyst Certification Board[®].
- The application process is described below in detail. If you have questions, please leave us a message at (334) 242-0477 or email us at balicense.dmh@mh.alabama.gov, and we will get back to you as soon as possible.

AL Behavior Analyst Licensing Board Application Packet

- Mail to ALBALB, P.O. Box 168, Mathews, AL, 36052 (please select an option that does NOT require a signature)

1. **ALBALB Application for Licensure** (*must be notarized*)
2. If you are or have been licensed in another state, **ALBALB License Verification** form (*you'll send directly to the other state*)
3. If you are an Assistant Behavior Analyst, **ALBALB Proof of Supervision** form (*must be signed by a License Behavior Analyst*)
4. For first-time applicants only, photocopies of your ALEA application, photo ID, and fingerprints
5. **ALBALB Application Fee***: \$25
6. **ALBALB Licensure Fee***:

Licensed Behavior Analyst.....\$150	Licensed Assistant Behavior Analyst.....\$100
Renewal Licensed Behavior Analyst.....\$150	Renewal Assistant Licensed Behavior Analyst.....\$100
Temporary Licensed Behavior Analyst.....\$100	Temporary Assistant Licensed Behavior Analyst.....\$100
Reciprocity Licensed Behavior Analyst.....\$150	Reciprocity Assistant Licensed Behavior Analyst.....\$150
7. **Other ALBALB Fees*, if applicable:**

Late fee.....\$50
Licensure reinstatement fee.....\$100

***Important:** Please submit the Application Fee on one check/money order and the Licensure/Other Fee(s) on a second check/money order made payable to "Alabama Behavior Analyst Licensing Board." Personal checks are accepted; a \$35 fee will be charged for returned checks.

AL Law Enforcement Agency (ALEA) Background Check Packet

- Mail to ALEA Criminal Records & Identification Unit, Attn: Background Checks, P.O. Box 1511, Montgomery, AL 36102-1511 or for Fed Ex/UPS delivery, mail to ALEA Criminal Records & Identification Unit, 834 Adams Avenue, Montgomery, AL 36104

1. **ALEA Application to Review Alabama Criminal History Record Information**
2. Classifiable set of fingerprints on FBI "Applicant" fingerprint cards
 - a. Call ahead to find out whether the agency has FBI "Applicant" fingerprint cards available (if not, cards can be printed at <https://www.fbi.gov/file-repository/standard-fingerprint-form-fd-258-1.pdf/view>), whether an appointment is required, what identification is required, and whether there is a fee for the service
 - b. Have your fingerprints taken by an authorized law enforcement agency with an FBI-issued Originating Agency Number (ORI)
 - c. You will be prompted to fill out the top section of the Applicant cards during the fingerprinting process (*must be signed by you and the official taking the fingerprints*)
 - d. Your fingerprints may be rejected if they are smudged/too light/too dark, so take care in completing them accurately.
 - e. Fingerprints on file with the SDE or DHR cannot be used to request this background check review
3. A **photocopy of one of the valid photo identification options** listed in ALEA's "Applicant Instructions" (e.g., driver's license)
4. **ALEA Fee: \$25** money order or cashier's check ONLY, made payable to "ALEA Criminal Records and Identification Unit"
 - a. The licensing board does not require any additional fees for the background check—you are making a "Personal Request."
5. Please be sure to complete the "AFFIDAVIT FOR RELEASE INFORMATION" with "AL Behavior Analyst Licensing Board, P.O. Box 168, Mathews, AL 36052"

After submitting your licensure application and background check:

- The ALBALB will send you an email confirmation that your application was received.
- When the results of your background check and License Verification (if applicable) are received, the ALBALB will verify certification with the Board Analyst Certification Board[®] and review applications at the next board meeting.
 - Note that this may take several weeks due to the time it takes to receive all of these items.
- The ALBALB will contact you via email regarding the outcome of your application review, and the ALBALB will mail your license to the mailing address you provided on your application.