



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.

ALBALB 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
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, copies of your ALEA application, photo ID, fingerprint cards, and ALBALB Record Release Form
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 Records & Identification Division, P.O. Box 1511, Montgomery, AL 36102-1511 or for Fed Ex/UPS delivery, mail to ALEA Records & Identification Division, 834 Adams Avenue, Montgomery, AL 36104

1. **ALEA Application to Review Alabama Criminal History Record Information**
2. Completed **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. Go to a local law enforcement agency to have your fingerprints taken
 - 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. If needed, the ALEA application includes instructions for the law enforcement official.
 - e. Your fingerprints may be rejected if they are smudged or too light/dark, so take care in getting this process completed accurately.
 - f. Fingerprints on file with the SDE or DHR cannot be used to request this background check review
3. Make a **copy of one of the valid photo identification options** listed in ALEA's "Applicant Instructions" (e.g., driver's license)
4. **ALBALB Request for Record Release** (*must be witnessed by two individuals or notarized*)
5. **ALEA Fee: \$25** money order or cashier's check ONLY, made payable to "**ALEA Records and Identification Division**"

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.