



Alabama Behavior Analyst Licensing Board Application Instructions

v. February 11, 2020

Before beginning the application process, please read carefully.

- The Alabama Behavior Analyst Licensing Board (ABALB) 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 email us at balicense.dmh@mh.alabama.gov or leave us a message at 1-800-392-0821. We will get back to you as soon as possible (typically with 2 business days).

AL Behavior Analyst Licensing Board Application Packet

- **Mail to ABALB, P.O. Box 519 Jacksonville, AL 36265**

1. **ABALB Application for Licensure** (*must be notarized*)
2. If you are or have been licensed in another state, **ABALB License Verification** form (*you'll send directly to the other state*)
3. If you are an Assistant Behavior Analyst, **ABALB Proof of Supervision** form (*must be signed by a License Behavior Analyst*)
4. **ABALB Application Fee** : \$25
5. **ABALB 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.....	\$100
6. **Other ABALB 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.

AccuSource Background Check

1. When the Board receives your application, we will submit an order for you to complete the background check online.
 - a. You will receive this prompt from AccuSource at the email address you listed on your application.
 - b. You will pay for your background check with a credit card. A \$150 hold will be placed on the credit card until the background check is complete. The base cost of the review is \$43.50 and additional charges up to \$150 may be required based on the findings.
2. Results of your background check will be available to the Board online typically within 2-7 business days after you've completed the request/payment.

What to expect after you've mailed your licensure application:

- The ABALB will send you an email confirming that your application and fees were received.
- You will initiate your background check using the email link you receive from AccuSource.
- The ABALB will verify your certification with the BACB®, confirm receipt of your License Verification (if applicable), and review your background check results. Background check results that require discussion will be handled at the next scheduled board meeting.
- The ABALB will contact you via email regarding the outcome of your application review and will mail your license, certificate, and receipt to the mailing address you provided on your application.