Newsome
BEHAVIORAL HEALTH

Behavior Tech Foundations

Certification Steps Checklist

Every step and deadline, for people working toward RBT® certification

Requirements checked November 2026 · always confirm at bacb.com

☐ **1** **Create your BACB account; meet the basics.**
Your own account, legal name exactly as on your ID, personal email; note your BACB ID (it goes on your training certificate, attestation form and competency assessment). At least **18** when you apply; high school diploma or equivalent; criminal background check and abuse registry check **within 180 days before you pay**; an attestor (a BCBA® or BCaBA® at, or contracted with, your employer; not a relative, employee or subordinate) signs **within 90 days before you pay**.

☐ **2** **40-hour training.**
At least 40 hours, **in no fewer than 5 and no more than 180 days** (first and last days count); in person, online or both; reading doesn't count; designed and overseen by a BCBA®, BCaBA® or BCBA-D® with the 8-hour supervision training. Check the certificate: your BACB ID, exact time and the 2026 requirement statement.

☐ **3** **Initial Competency Assessment.**
After the training and **within 90 days before you apply**; 19 tasks (with a client, role-play or interview; 3 must be with a client); you and your assessor work for, or contract with, the same organization, and the client gets services there.

☐ **4** **Apply.**
In your account; upload the attestation, the certificate and the assessment; **$65**; an application stays open **90 days** (apply when you have all three); about 2 weeks to process; answer every question honestly.

☐ **5** **Exam.**
1 year from approval; Pearson VUE, **$45 per attempt**; 85 questions (75 scored), 4 choices, 90 minutes; pass/fail; ID name must match your account; more than 30 minutes late = no test; retake after **7 days**, up to **8 attempts in 12 months**.

☐ **6** **Get added by your supervisor.**
You're **inactive** until a qualified supervisor adds you in their BACB account. Don't work, bill or call yourself an RBT® until then.

☐ **7** **Ongoing supervision, every month.**
At least **5%** of your service hours; **2+** real-time face-to-face contacts (in person or video, not phone or email); **1+** observing you with a client; **1+** individual; supervisor a BCBA® or BCaBA®; keep records **7 years**. Worked example: 80 hours × 5% = 4 hours.

☐ **8** **Recertify every 2 years.**
12 hours of professional development per cycle (in-service at your organization led by a BCaBA®, BCBA® or BCBA-D®, an ACE Provider event, or a behavior-analytic university course); **$50** recertification fee; follow the RBT Ethics Code (2.0); self-report certain events **within 30 days**.

Say it right
Before certification, say you're **'working toward national certification'**. Not 'RBT candidate', 'RBT trained', 'completed 40-hour training' or 'passed my competency assessment'.

Basic fees
$65 application + **$45** exam = **$110**, plus training if your employer doesn't cover it. Recertification: **$50** every 2 years.

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