

Mississippi Autism Board
The Regulating Board for Applied Behavior Analysis

P.O. Box 20
Jackson, MS 39205

Phone: (601) 359-6792; Website: www.msautismboard.ms.gov; Email: info@msautismboard.ms.gov

APPLICATION PROCESS

Enclosed you will find the forms and documents necessary to apply for licensure by the Mississippi Autism Board as a Behavior Analyst or Assistant Behavior Analyst.

Before submitting an application, please review all information below to ensure you meet all eligibility requirements for licensure.

In the event applicant does not meet licensure requirements, application fees are nonrefundable.

For licensure as a Behavior Analyst, applicants must possess at minimum, a Master's degree, or equivalent, from an accredited educational institution. Additionally, applicants must possess and verify current and active certification by the Behavior Analyst Certification Board®, Inc. (BACB®) as a Board Certified Behavior Analyst® (BCBA®) or Board Certified Behavior Analyst-Doctoral® (BCBA-D®).

For licensure as an Assistant Behavior Analyst, applicants must possess a Bachelor's degree, or equivalent, from an accredited educational institution. Additionally, applicants must possess and verify current and active certification by the BACB® as a Board Certified Assistant Behavior Analyst® (BCaBA®).

All applications must include certification documentation and any other relevant materials issued to applicant by the BACB®. Failure to include applicable documentation may cause delays in licensing process.

All licenses issued by the Mississippi Autism Board shall be for a term of three (3) years; however, licensure by the Mississippi Autism Board shall not exceed the expiration of the licensee's certification by the BACB®. Failure to maintain certification with the BACB® by the licensee shall result in immediate revocation of license by the Mississippi Autism Board.

Application Process Steps

1. Complete Application Form along with signed and notarized Affidavit and signed Criminal Background Request for Fingerprint Card.

2. Submit the application fee: \$250.00 (Behavior Analyst) \$100.00 (Assistant Behavior Analyst)

(*Please make check or money order out to Mississippi Autism Board and include with forms.)

3. Submit a \$35.00 processing fee for Criminal Background Check (*Can be included with application fee)

4. Return these forms to: Mississippi Autism Board
 P.O. Box 20
 Jackson, Mississippi 39205

5. The Mississippi Autism Board will review and verify your application and all required supporting documents. Following review, applicant will receive notification if additional information is required.

6. Submit all official undergraduate and graduate transcripts from all institutions attended (must come from the institution's registrar's office) to the Board. Transcripts sent directly from the applicant will not be accepted.

I, _____, hereby grant the Mississippi Autism Board (the regulating board for behavior analysis) permission to obtain, and share information as necessary, related to my license/certification with the BACB. Additionally, I hereby grant the BACB permission to provide information related to my license/certification, as necessary, with the Mississippi Autism Board.

Signature

Date

Miscellaneous Information

Application Processing: Mississippi Autism Board's administrative staff will process your application form, fee(s) and all supporting documents within ten (10) business days of receipt in the Board's office.

Name Information: If some of your documents or records are in different names, please note in your submission the name in which you have applied for licensure under. If you change your name, you must send the Board a copy of the legal document changing the name.

Materials: Please retain a copy of **ALL** application materials submitted to the Mississippi Autism Board for your records.

Supervision: All licensees are required to register with the Board all Behavior Technicians under licensee's supervision within thirty (30) calendar days of licensure.

Required BACB Certification and Renewal: All licensees are required to re-apply for licensure with the Mississippi Autism Board within thirty (30) days of renewal of his/her certification with the BACB.

Fees: For application forms mailed to the Board office, personal checks, money orders, or cashier's checks are to be made payable to: Mississippi Autism Board.

Application fees are Non-Refundable; Checks returned for insufficient funds will be assessed a service charge of \$25.

The Mississippi Autism Board appreciates the time and effort involved in completing the application process. It will be most helpful to the Board if you ensure that all of the information is accurate, timely, and legible, and that you have reviewed all pertinent requirements. Should you need to contact the Board concerning your application, you may call (601) 359-6792. Thank you for your cooperation.