

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: admin@msbop.ms.gov

LICENSED BEHAVIOR ANALYST APPLICATION PROCESS

Enclosed you will find the forms and documents necessary to apply for licensure by the Mississippi Autism Board as a 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®).

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) (*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. Submit \$75.00 for Temporary License, if applying for one. (*In addition to Application Fee and signed Supervisory Agreement)
5. Return these forms to:

Mississippi Autism Board
P.O. Box 20
Jackson, Mississippi 39205
***There is not a physical address for FedEx or UPS. All applications must be submitted through USPS.
6. 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.
7. Submit all official undergraduate and graduate transcripts from all institutions attended (**must come via **mail** from the institution's registrar's office) to the Board. Transcripts sent directly from the applicant or via email will not be accepted.

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: **Individuals applying for licensure cannot supervise anyone providing services within Mississippi prior to license approval.** Behavior Analysts providing Behavior Analytic services in Mississippi prior to receipt of a license from the Mississippi Autism Board may be denied a license at the Mississippi Autism Board's discretion. All licensees are required to register with the Board all Behavior Technicians under licensee's supervision (including providing the appropriate registration fees) within seven (7) calendar days of beginning supervision.

Fees: Personal checks, corporate checks, or money orders 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.

A complete application includes:

- ☐ Completed Application Form along with signed and notarized Affidavit and signed Criminal Background Request for Fingerprint Card
- ☐ Application Fee (\$250.00 for Behavior Analyst; additional \$75 for Temporary License)
- ☐ Criminal Background Check processing fee (\$35.00; should accompany Application Form and can be included with Application Fee)
- ☐ Completed Fingerprint Card
- ☐ All official undergraduate and graduate transcripts attended from all institutions. Transcripts sent directly from the applicant and/or via email from the institution will not be accepted.
- ☐ If applying under Universal Recognition of an Occupational License, a Completed Affidavit and copy of currently held license to be recognized.
- ☐ If applying under Military Spouse Statute, a Completed Affidavit.

All forms and a description of the licensure process can be found at
<https://www.msautismboard.ms.gov/>

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BEHAVIOR ANALYST APPLICATION FORM

PERSONAL INFORMATION:

Applying for (\$250 Application Fee)

☐ Behavior Analyst (Regular)

Applying for Temporary License?

☐ NO

☐ YES (\$75.00)

Full Name (first, middle, last) _____ SSN _____ Gender _____

Previous names or aliases _____

Date of Birth ____ / ____ / ____ E-Mail Address _____

Are you a U.S. citizen? _____ Are you a legal resident of MS? _____ If no, State of Residency _____

Home Address _____

City _____ State _____ Zip _____ Home Telephone (____) _____ Cell Phone (____) _____

Employer Name & Address _____

_____ City _____ State _____ Zip _____ Business Telephone (____) _____

EDUCATION AND TRAINING:

School _____

City _____ State _____ Zip _____

Type of Degree _____ Date of Completion _____

School _____

City _____ State _____ Zip _____

Type of Degree _____ Date of Completion _____

School _____

City _____ State _____ Zip _____

Type of Degree _____ Date of Completion _____

Do you hold any other licenses? _____ Type/Title: _____ In which jurisdiction(s)? _____

REFERENCES:

List three professional and one personal reference willing and able to attest to your character and aptitude for licensure.

_____ Name	_____ Phone	_____ Email
_____ Name	_____ Phone	_____ Email
_____ Name	_____ Phone	_____ Email
_____ Name	_____ Phone	_____ Email

QUESTIONNAIRE:

Please answer the following questions. Note: If you answer “Yes” to any of the questions below, please submit as part of your application a signed, dated type-written explanation providing specific details, including disposition of the matter.

1. Have you ever been charged with or convicted of a felony or misdemeanor other than a traffic violation? Yes____No____
2. Have you ever had a complaint filed with a professional association or certifying, licensing, or registering body against you for alleged unethical behavior or unprofessional conduct? Yes____No____
3. Have you ever had disciplinary action taken against you for unethical behavior, unprofessional conduct or any other grounds? Yes____No____
4. Have you been diagnosed or treated for any physical emotional, or mental illness or disease, including drug or alcohol dependency, which limited your ability to practice behavioral sciences with reasonable skill and safety with the previous two (2) years? Yes____No____
5. Has any state, jurisdiction, providence, or professional organization denied your application for credentials or professional membership? Yes____No____
6. Has any governmental agency ever substantiated allegations made against you for physical, mental, or emotional abuse or neglect, sexual abuse, or exploitation against either a minor or an adult? Yes____No____

AFFIDAVIT

NOTE: Any omissions, false or misleading information in, or in connection with this application, its attachments, or other communication(s) with the Mississippi Autism Board may be cause for denial or revocation of licensure on the grounds of lack of good moral character.

STATE OF: _____

COUNTY OF: _____

The undersigned, being sworn, duly states that he/she is the person who executed this application; that all statements herein are true in every respect; that he/she has not suppressed any information that might affect this application; that he/she will conform to the ethical standards of Mississippi Autism Board; and that he/she has read and understands this affidavit.

SIGNATURE OF APPLICANT: _____

DATE: _____

NOTARY ACKNOWLEDGMENT

STATE OF _____

COUNTY OF _____

Notary Public

SEAL

My Commission Expires

CRIMINAL BACKGROUND CHECK REQUEST FOR
FINGERPRINT CARD

I, _____, request that a fingerprint card be sent to me at the
{Please print full name}

address listed below for the purpose of licensure by the Mississippi Autism Board. ***I have enclosed the required \$35.00 processing fee (Check or money order)***. I understand that my licensure application file is not complete until the Mississippi Autism Board has received all licensure requirements and responses from both the Mississippi Criminal Information Center and the Federal Bureau of Investigations concerning my criminal history records check via fingerprint records.

Mailing Address: _____

Email address: _____

Business Phone#: _____ Cell Phone #: _____

Signature

Date

LICENSED BEHAVIOR ANALYST RELEASE OF BACB STATUS

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.

Current Certification by the Behavior Analyst Certification Board® and date of certification: _____

Signature

Date

Mississippi Autism Board

Oral Examination Dates

Schedule and Deadlines

Complete applications* received by 5PM CST on the application deadline date will be reviewed and responded to in advance of the following month's testing window. It is noted that not all applications received as complete by the deadline can be scheduled on the same day and some later received applications may be moved to the next available oral examination day. Applications submitted after the deadline will be processed in the order in which they are received; however, they are not likely to be processed with sufficient time to register for an examination in that window. These applications will likely be scheduled for the next available examination date. If you apply for an exam date, but do not pass the BACB exam, your fees can be applied to a later window after you receive a passing score. Application fees are not refundable.

	January 2023 Exam	March 2023 Exam	May 2023 Exam	July 2023 Exam	September 2023 Exam	November 2023 Exam
Application Deadline*	January 6, 2023	March 10, 2023	May 5, 2023	July 7, 2023	September 1, 2023	October 27, 2023
Examination Date	January 20, 2023	March 24, 2023	May 19, 2023	July 21, 2023	September 15, 2023	November 10, 2023
Results Released on or Before	February 3, 2023	April 7, 2023	June 2, 2023	August 4, 2023	September 29, 2023	November 24, 2023

*Documents must be received by 5PM Central Standard Time on the Application Deadline date in order to be considered on-time. It is noted that the current capacity of an oral examination day is approximately 10 candidates. Therefore, a completed application near the application deadline does not ensure that you will be accepted for the oral examination that cycle. It is best to get your application in as early as possible prior to the upcoming deadlines.

Your standard application for licensure should be submitted at least two weeks prior to the application deadline. A complete application includes:

- ☐ Completed Application Form along with signed and notarized Affidavit and signed Criminal Background Request for Fingerprint Card
- ☐ Application Fee (\$250.00 for Behavior Analyst; \$100.00 for Assistant Behavior Analyst; additional \$75 for Temporary License)
- ☐ Criminal Background Check processing fee (\$35.00; should accompany Application Form and can be included with Application Fee)
- ☐ Completed Fingerprint Card
- ☐ All official undergraduate and graduate transcripts attended from all institutions. Transcripts sent directly from the applicant and/or via email from the institution will not be accepted.

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