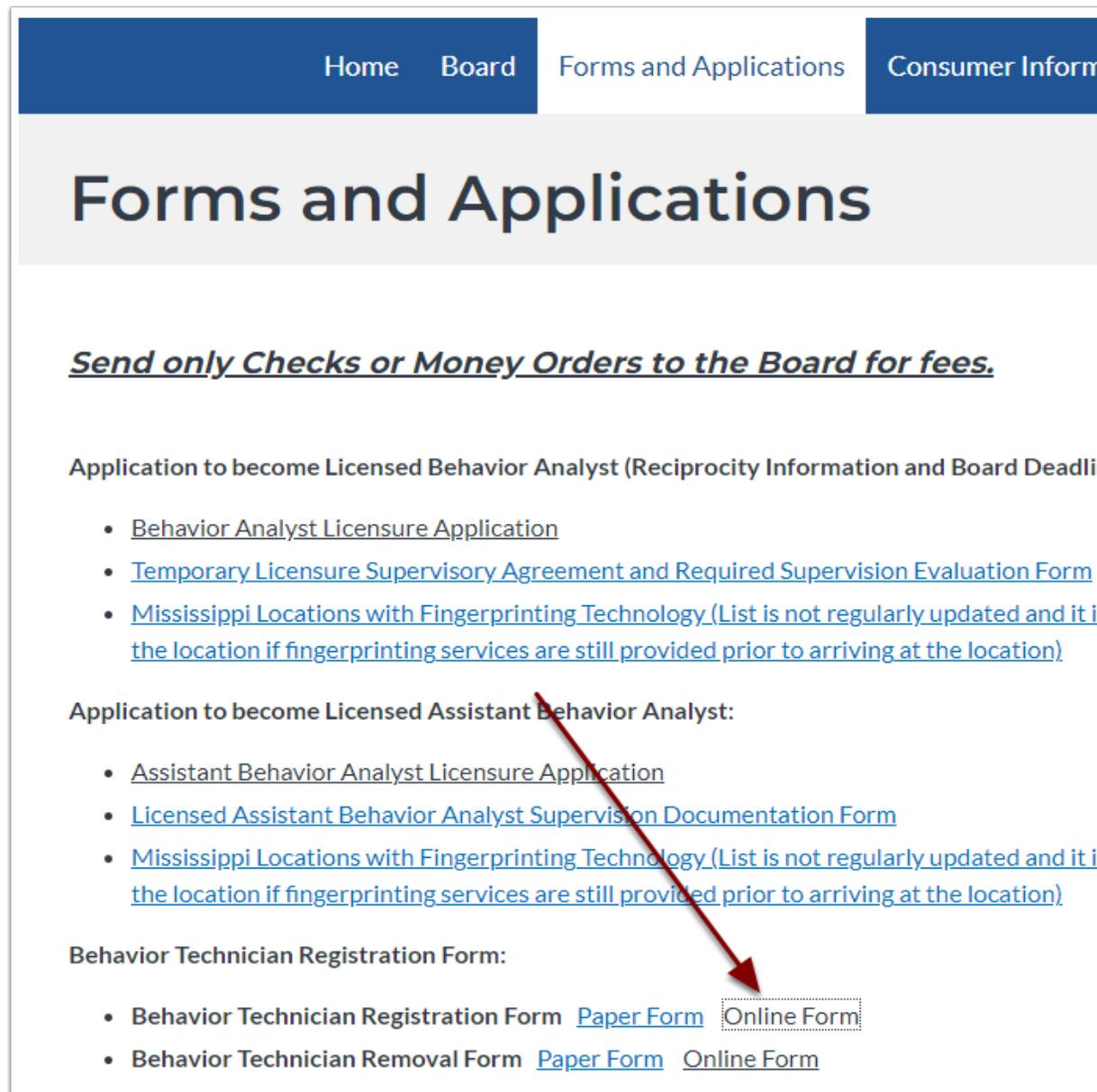


## Step 1

Go to <https://www.msautismboard.ms.gov>

In the main menu click on Forms and Applications.

Scroll down and click on the link for the Online Form to the right of Behavior Technician Registration Form



Home Board Forms and Applications Consumer Inform

## Forms and Applications

**Send only Checks or Money Orders to the Board for fees.**

Application to become Licensed Behavior Analyst (Reciprocity Information and Board Deadlin

- [Behavior Analyst Licensure Application](#)
- [Temporary Licensure Supervisory Agreement and Required Supervision Evaluation Form](#)
- [Mississippi Locations with Fingerprinting Technology \(List is not regularly updated and it is the location if fingerprinting services are still provided prior to arriving at the location\)](#)

Application to become Licensed Assistant Behavior Analyst:

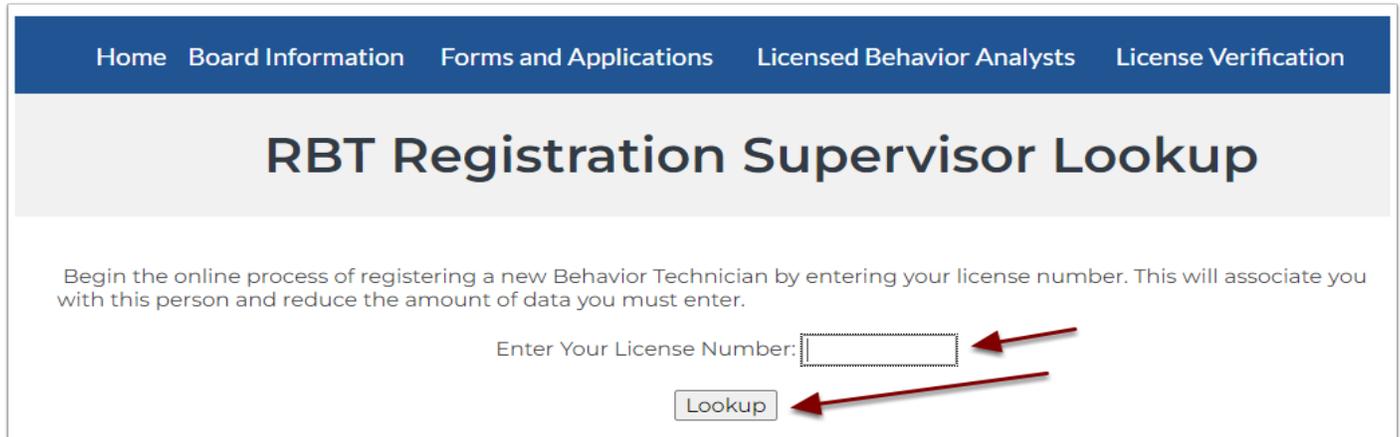
- [Assistant Behavior Analyst Licensure Application](#)
- [Licensed Assistant Behavior Analyst Supervision Documentation Form](#)
- [Mississippi Locations with Fingerprinting Technology \(List is not regularly updated and it is the location if fingerprinting services are still provided prior to arriving at the location\)](#)

Behavior Technician Registration Form:

- Behavior Technician Registration Form [Paper Form](#) [Online Form](#)
- Behavior Technician Removal Form [Paper Form](#) [Online Form](#)

## Step 2

Enter your MS license number in the box and click Lookup to establish you as the Analyst.



Home Board Information Forms and Applications Licensed Behavior Analysts License Verification

### RBT Registration Supervisor Lookup

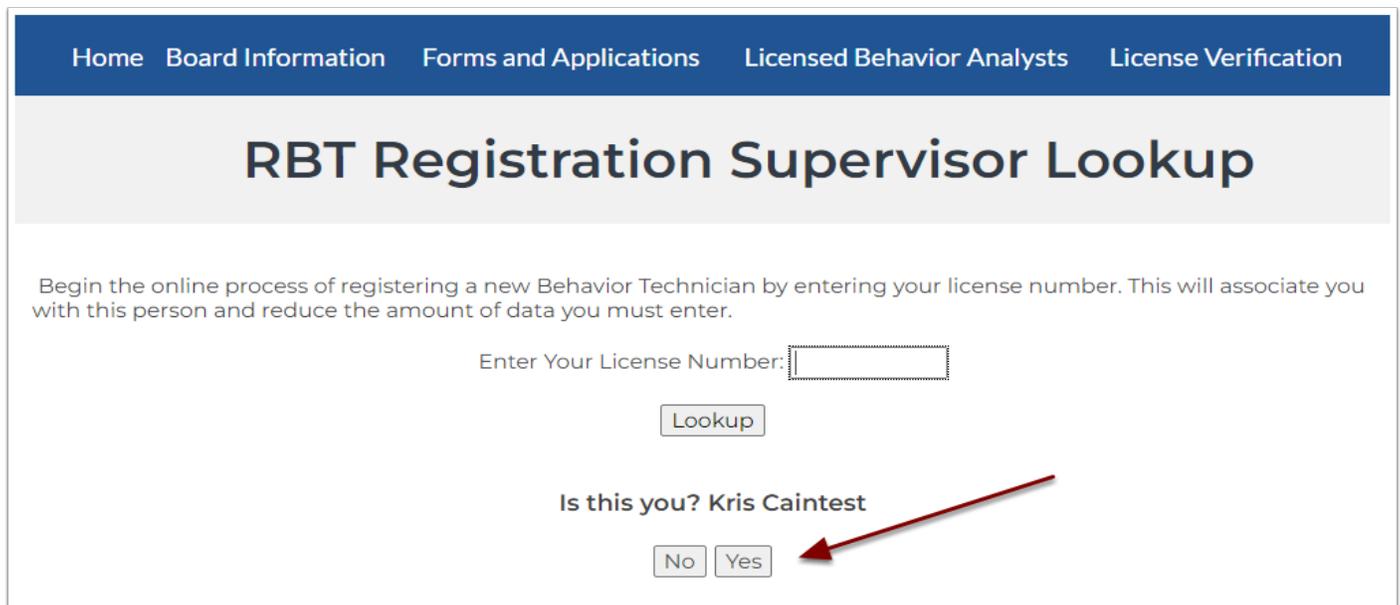
Begin the online process of registering a new Behavior Technician by entering your license number. This will associate you with this person and reduce the amount of data you must enter.

Enter Your License Number:

Two red arrows point to the license number input field and the Lookup button.

## Step 3

If the lookup finds a record associated with the license number, the name will be displayed. If the name is yours click Yes to continue.



Home Board Information Forms and Applications Licensed Behavior Analysts License Verification

### RBT Registration Supervisor Lookup

Begin the online process of registering a new Behavior Technician by entering your license number. This will associate you with this person and reduce the amount of data you must enter.

Enter Your License Number:

Is this you? Kris Caintest

A red arrow points to the Yes button.

## Step 4A

You will then be taken to a screen to select the RBT. Enter the RBT Certificate Number or the RBT's last name and click Lookup

If the RBT is new and not currently listed in the database, they may be added by clicking the Yes button below the Lookup Button.

### RBT Registration Technician Lookup

Enter the Certification Number or Last Name of the Behavior Technician

Certification Number: RBT

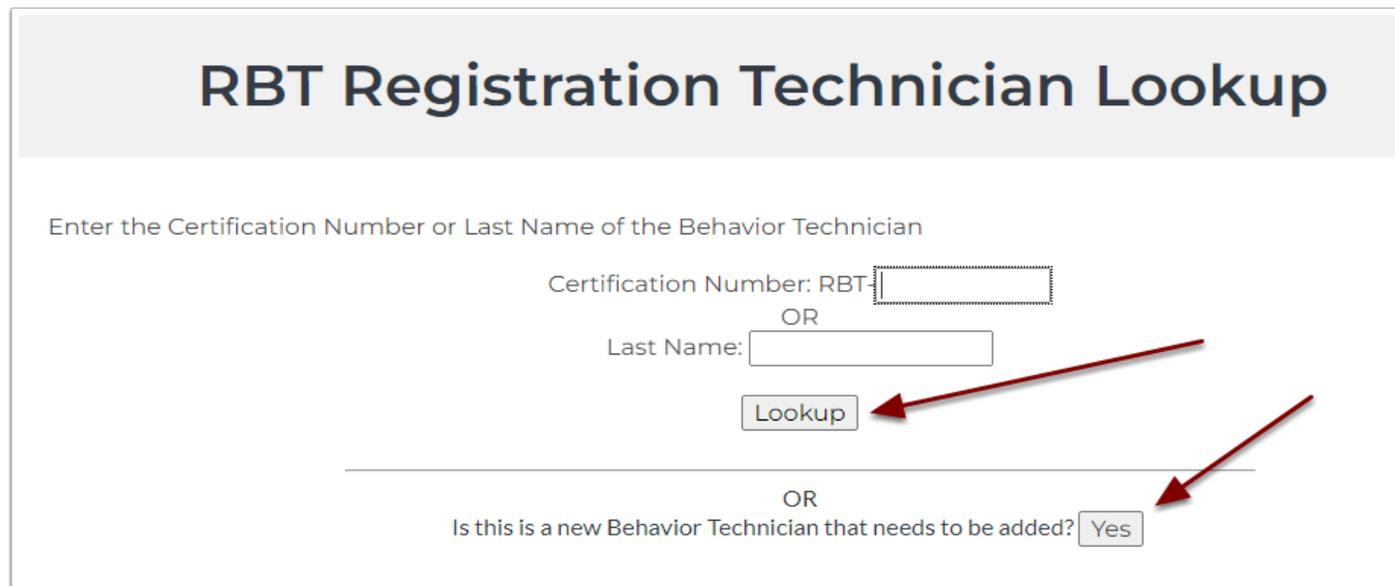
OR

Last Name:

---

OR

Is this is a new Behavior Technician that needs to be added?

The image shows a screenshot of a web form titled "RBT Registration Technician Lookup". The form has a light gray header with the title. Below the header, there is a prompt: "Enter the Certification Number or Last Name of the Behavior Technician". There are two input fields: "Certification Number: RBT" followed by a text box, and "Last Name:" followed by a text box. Below these is a "Lookup" button. A horizontal line separates this section from the next. Below the line, there is an "OR" and a question: "Is this is a new Behavior Technician that needs to be added?" followed by a "Yes" button. Two red arrows point from the right side of the form towards the "Lookup" and "Yes" buttons respectively.

## Step 4B

This is the information that is required when adding a new RBT to the database. All Fields are required.

# RBT Registration Add New BT

RBT First Name:

RBT Last Name:

Supervisee Certificate #: RBT--

**All the information below must be provided.**

### Home Information

Address:

City:

State:

Zip:

Phone:

Email:

## Step 5

A list of RBTs will be shown based on the information you entered. If the RBT you are trying to register is listed click the Yes button to the right of their name.

### RBT Registration Technician Lookup

Enter the Certification Number of the Behavior Technician

Certification Number: RBT-

OR

Last Name:

Is the correct person listed below?

<input style="width: 50px; height: 15px;" type="text"/>	Jones	<input type="button" value="Yes"/>
<input style="width: 50px; height: 15px;" type="text"/>	Jones	<input type="button" value="Yes"/>
<input style="width: 50px; height: 15px;" type="text"/>	Jones	<input type="button" value="Yes"/>
<input style="width: 50px; height: 15px;" type="text"/>	Jones	<input type="button" value="Yes"/>
<input style="width: 50px; height: 15px;" type="text"/>	Jones	<input type="button" value="Yes"/>
<input style="width: 50px; height: 15px;" type="text"/>	Jones	<input type="button" value="Yes"/>



## Step 6

On the next screen verify or enter the home information for the RBT. All the information on the screen is required before you can continue with the process. If you click Continue without all the information, you will see the popup that tells you what is missing.

The screenshot shows a web form for RBT registration. A white popup box is overlaid on the top left, containing the text: "You must fill in all of the required fields!", "Phone is required", and "Email is required". A blue "OK" button is in the bottom right of the popup. A red arrow points from the popup to the "RBT Name" field. Below the popup, the form displays "RBT Name" and "Supervisee Certificate #: 19-102149". A bold heading reads "All the information below must be provided." Underneath is the "Home Information" section with the following fields: "Address:" (3160 Stump Drive), "City:" (Pelham), "State:" (Georgia), "Zip:" (25412), "Phone:" (empty), and "Email:" (empty). A "Continue" button is at the bottom, with a red arrow pointing to it from the right.

## Step 7A

1. On the next screen you will select the Organization where the RBT will be working. Only the organizations that are associated with you, the analyst, will be listed in the dropdown. If the organization you need is not shown you will need to contact the board office to have it added to your profile.
2. Next enter the date that the supervision of the RBT began/will begin.

Then scroll down the form to continue.

Phone: (601) 359-6792; Website: [www.msautismboard.ms.gov](http://www.msautismboard.ms.gov); Email: [admin@msbop.ms.gov](mailto:admin@msbop.ms.gov)

### **Behavior Technician Registration Form**

Behavior Analysts and Assistant Behavior Analysts licensed by the Mississippi Autism Board are required to register any all Behavior Technicians providing applied behavior analysis treatment services under his/her supervision and direction within 7 days of assuming supervision responsibilities. Behavior Analysts and Assistant Behavior Analysts are required to provide the Mississippi Autism Board an updated "Behavior Technician Registration Form" any time a new behavior technician is under his/her supervision. Complete all of the information for each behavior technician under your supervision below. All Behavior Technicians must have a Registered Behavior Technician™ Supervisee Certification Number from the Behavior Analyst Certification Board<sup>®</sup>. Evidence of such qualification must be submitted along with this form. **The Registration fee for each behavior technician is \$25.00. The fee for each Behavior Technician listed on this form *must be mailed along with the invoice provide on the next screen* to the Mississippi Autism Board to process.**

### **Behavior Analyst/Assistant Behavior Analyst Information**

LBA: Kris Caintest

Mississippi License No.: 220074

Employer:

Select the organization this Behavior Technician will be assigned to.

### **Behavior Technician Information**

RBT First Name: Laken RBT Last Name: Jones

Supervisee Certification No.: 19-102149

Date Supervision Began:

## Step 7B

Review the statements and confirm your agreement with each of them by checking the box below the statements.

### **Behavior Technician Registration Information**

Read each of the following statements and confirm your agreement with those statements by checking the box below the statements.

1. As supervisor, I have confirmed the RBT listed below has successfully completed a criminal background check as required by the BACB. In my professional opinion and to the best of my knowledge, the RBT's revealed history did not reveal a matter tht would preclude employment as a RBT.
  2. I attest that I understand that *Miss. Code Ann. 73-75-1* Rule 9.2 deems my license may be denied, suspended, or revoked should the RBT listed below under my supervision engage in unethical or questionable practices.
  3. I attest that I understand that *Miss. Code Ann. 73-75-1* Rule 9.2 deems my license may be denied, suspended, or revoked should I encourage or participate in any intentional act or act of omission that caused or assisted the RBT listed below to violate any of *Miss. Code Ann. 73-75-1* and/or any law.
  4. I attest that I understand that *Miss. Code Ann. 73-75-1* Rule 9.2 deems my license may be denied, suspended, or revoked should I fail to provide appropriate supervision of the RBT listed below. Therefore, I attest that I am providing and will continue to provide supervision of the RBT for a minimum of 5% of the hours spent by the RBT providing ABA services per month (including at least 2 face-to-face, synchronous (real-time) supervisory meetings per month - not performed over phone or via email; with at least one of these meetings including observing the RBT listed below providing services and a minimum of one of these meetings bring individual to the RBT).
  5. I attest that I understand that *Miss. Code Ann. 73-75-1* Rule 9.3E the Mississippi Autism Board may audit my supervision record(s) of this RBT at its discretion.
  6. I attest that I will maintain supervision records as designated in *Miss. Code Ann. 73-75-1* Rule 9.3E These records will be available to the Board upon the Board's request without undue delay.
  7. I attest that upon termination of supervision I will notify the Board in writing of such termination and the date of termination and return the certificate of registration of the RBT to the Board (within 7 days of termination).
- By checking this box I am attesting that I have read and agree to the above statements.

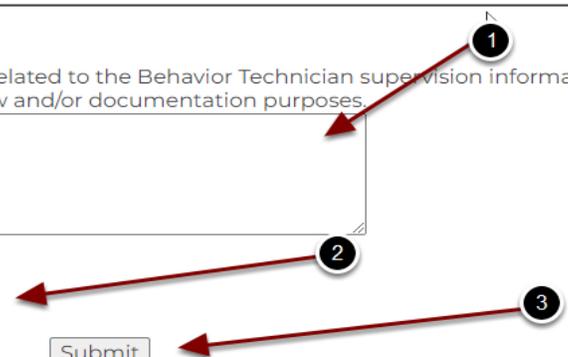
## Step 7C

1. Enter any information that the board should know about the RBT or your arrangement.
2. Type your full name as your electronic signature and
3. Click submit

By checking this box I am attesting that I have read and agree to the above statements.

**Comments:**  
Please provide any additional details or information related to the Behavior Technician supervision information completed above that you deem necessary for the Board's review and/or documentation purposes.

Enter your full name as your electronic signature:



## Step 8

You have the choice of paying online or by mailing a check to the board office.  
Click preferred payment option.

### RBT Registration Invoice

Behavior Technician Registration fees paid online must be paid individually when using this form.

To pay by credit card, debit card or electronic check:

To mail a check:

## Pay by Check

If you choose pay by check you will be taken to a screen to print an invoice to include with your check when you mail it to the board office.

### Pay by Check

Print and Mail with Check

Date: 9/11/2024

Invoice No. BA-1085

Payable to:

Mississippi Autism Board

P.O. Box 20

Jackson, MS 39205

Registration of

by

at

The Perfect Child

Application Fee for Registration of Behavior Technicians: \$25.00

## Pay Online - Step 1

If you choose to pay online with either a credit card or debit card or electronic check, you will be taken to the shopping cart to begin the process.

Check the box next to the item that you need to pay.

Click Next

### Online Payment

Payment from

Receipt Number: OL-1086

Check the item below that you need to order.

Payment includes:	Amount
**** Other Options ****	
<input type="checkbox"/> \$ 25 - Registration Fee of Behavior Technicians - <input type="text"/> Number? <input type="text" value="1"/>	<input type="text" value="\$0.00"/>
<input type="checkbox"/> Other: \$ <input type="text" value="1"/> Desc: <input type="text"/>	<input type="text" value="\$0.00"/>
<b>Total</b>	<input type="text" value="\$0.00"/>

## Pay Online - Step 2

When you click Next you will be taken to the following screen that informs you that you are about to be taken to the State of Mississippi's Online Payment System.

Once you've read the page and are ready to continue, click the Continue with Payment button.

### Checkout

At this time you will be taken to the State of Mississippi's Online Payment System to complete your license request.

Please click the button below to make your payment of \$25.00.

A convenience fee will also be added to the online payment. You will see the amount of this fee before you complete the payment.

[Back](#)

[Continue with Payment](#)

## Payment Screens

Fill out the payment screens and then you will be returned to the MSAB web site to receive your receipt.



MISSISSIPPI'S OFFICIAL STATE WEBSITE  
**ms.gov**

**1** Payment Type    **2** Customer Info    **3** Payment    **4** Submit Payment

### Transaction Detail

SKU	Description	Unit Price	Quantity	Amount
000000021	This payment includes; Registration Fee	\$25.00	1	\$25.00
Total				\$25.00

### Payment

**Payment Type**

Payment Type \*

Select One

**Next >**

## Payment Receipt

The board office will be notified of your payment.

Thank you for your online payment.  
Below is your receipt. Please print this for your records.

[Print Receipt](#) or click {Ctrl}{P}

Receipt Number:

02541

<input type="text"/>	\$25.00
Subtotal	\$25.00
Transaction Fee	\$2.59
Total	\$27.59

[Return to Your Information](#)