Flowchart #1
Degree IS in a Named Field

TIP:
Applicants should request, from the university, a copy of any documentation provided.

TIP:
The Board will accept a written, official notification from the university/college that provides the Board with details regarding their ability to provide (or not provide) the required seal on Forms 2, 5 and 6, or a sealed transcript.

(i.e., a letter indicating that they do not have access to a seal; an official outside vendor is used to provide all their verifications, including vendor name, etc.)

Degree or certificate was awarded in one of the following fields:
school, clinical, developmental or counseling psychology; special education; social work; speech therapy; occupational therapy; professional counseling; behavior analysis or nursing
(Master's or higher degree, or Post-Master's Certificate)

Applicant completes Section 1 of Forms 2 and 5 and sends them to the University, along with a request for an official transcript.

University determines that some, but not all, of the 90 hours/eight content areas were fulfilled through the major course of study

Official University Agent signs off on Form 2, Selects Option 2.

Official University Agent completes and signs Form 5, Section 2A

University submits Forms 2 and 5, along with an official transcript, directly to the Board of Medicine

Applicant fulfills the remaining content hours through supplemental coursework

Additional coursework through a college/university (undergraduate work acceptable)

Applicant completes Section 1 of Form 5, and submits it to University at which supplemental coursework is taken

University completes Form 5, Section 2A, and sends along with an official transcript, directly to the Board of Medicine

BAS-approved trainings or BACB continuing education

Applicant completes Form 5, Section 2B and sends back to the Board with all supporting documentation

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University determines that all 90 hours/eight content areas were fulfilled through the major course of study

Official University Agent signs off on Form 2, Selects Option 1, and then submits the completed Form 2 and official transcript to the Board of Medicine

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University determines that none of the 90 hours/eight content areas were fulfilled through the major course of study

Official University Agent signs off on Form 2, Selects Option 3, and then submits the completed Form 2 and official transcript to the Board of Medicine

Applicant fulfills all content hours through supplemental coursework

Additional coursework through a college/university (undergraduate work acceptable)

Applicant completes Section 1 of Form 5, and submits it to University at which supplemental coursework is taken

University completes Form 5, Section 2A, and sends along with an official transcript, directly to the Board of Medicine

BAS-approved trainings or BACB continuing education

Applicant completes Form 5, Section 2B and sends back to the Board with all supporting documentation

Please Note: Procedures are subject to change. This flowchart is current as of March 1, 2013.

Act 62 Behavior Specialist License Application Process
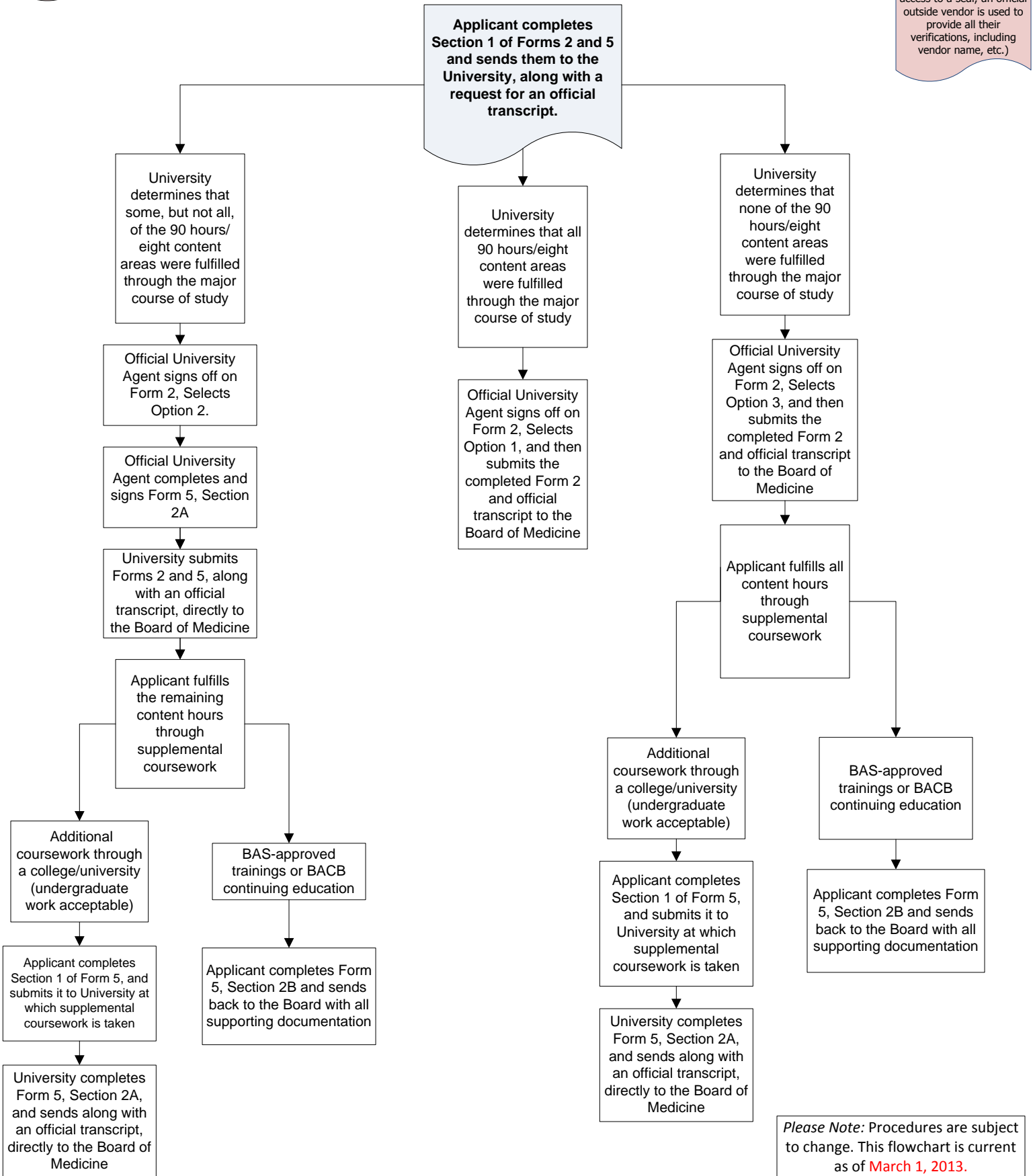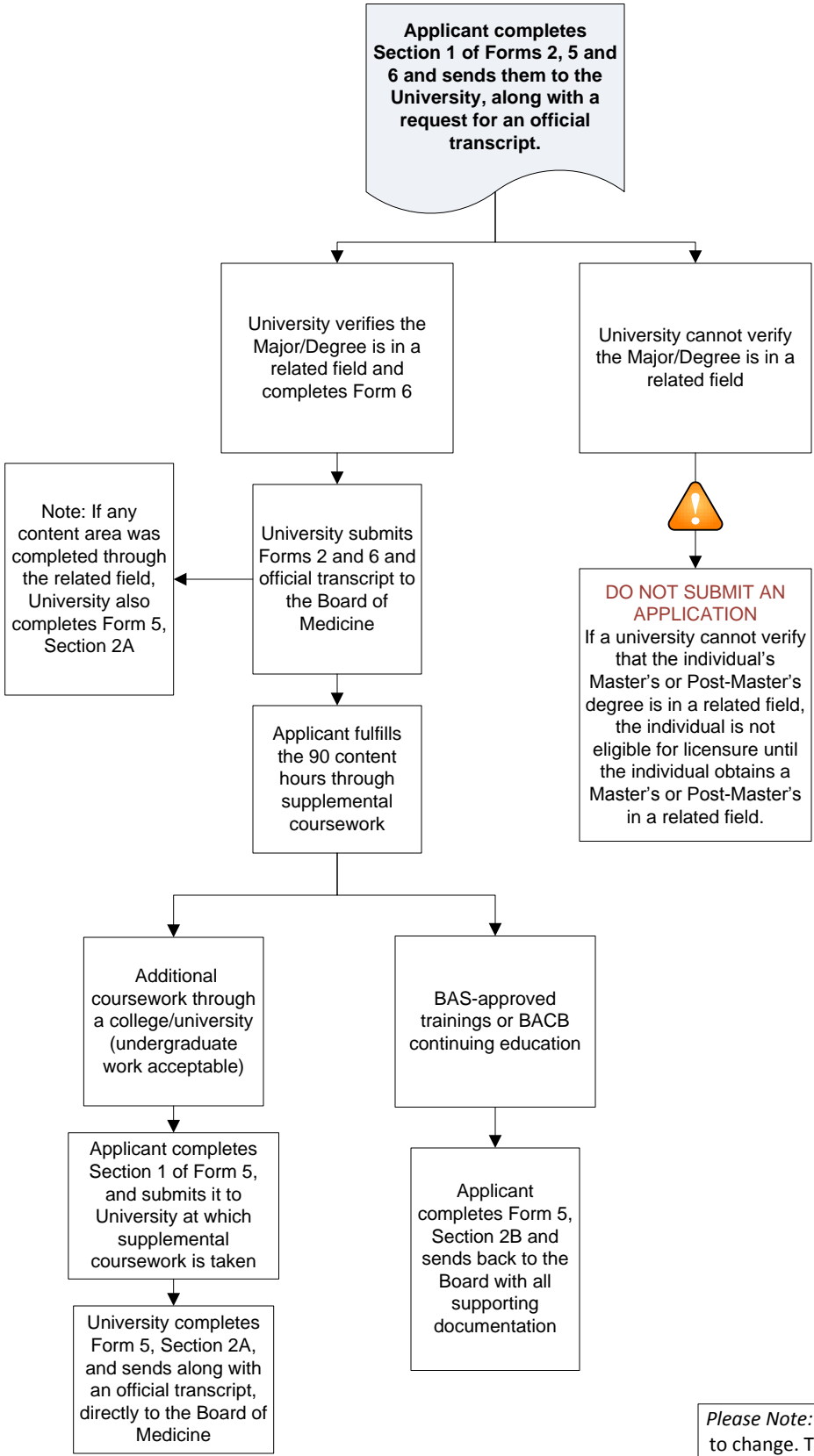
Flowchart #2
Degree is NOT in a Named Field

Degree or certificate was NOT awarded in one of the following fields: school, clinical, developmental or counseling psychology; special education; social work; speech therapy; occupational therapy; professional counseling; behavior analysis or nursing

(Master's or higher degree, or Post-Master's Certificate)

TIP:
Applicants should request, from the university, a copy of any documentation provided.

TIP:
The Board will accept a written, official notification from the university/college that provides the Board with details regarding their ability to provide (or not provide) the required seal on Forms 2, 5 and 6, or a sealed transcript.

(i.e., a letter indicating that they do not have access to a seal; an official outside vendor is used to provide all their verifications, including vendor name, etc.)

Applicant completes Section 1 of Forms 2, 5 and 6 and sends them to the University, along with a request for an official transcript.

University verifies the Major/Degree is in a related field and completes Form 6

University cannot verify the Major/Degree is in a related field

Note: If any content area was completed through the related field, University also completes Form 5, Section 2A

University submits Forms 2 and 6 and official transcript to the Board of Medicine

DO NOT SUBMIT AN APPLICATION
If a university cannot verify that the individual's Master's or Post-Master's degree is in a related field, the individual is not eligible for licensure until the individual obtains a Master's or Post-Master's in a related field.

Applicant fulfills the 90 content hours through supplemental coursework

Additional coursework through a college/university (undergraduate work acceptable)

BAS-approved trainings or BACB continuing education

Applicant completes Section 1 of Form 5, and submits it to University at which supplemental coursework is taken

Applicant completes Form 5, Section 2B and sends back to the Board with all supporting documentation

University completes Form 5, Section 2A, and sends along with an official transcript, directly to the Board of Medicine

Please Note: Procedures are subject to change. This flowchart is current as of March 1, 2013.