



## Registered Behavior Technician (RBT) Certificate Letter

Dear Emily Roche,

Congratulations! You have now completed the requirements to become certified as a Registered Behavior Technician™ (RBT™). Your registration number will be provided in a separate email message from the BACB in approximately one week. You may now represent yourself as a **Registered Behavior Technician** or an **RBT**. Please find below important information about your new credential.

**Verification of RBT Status.** To show others that you now hold the RBT credential, you may display this certificate letter or provide copies to consumers and

employers as long as you only do so when you are actively registered. Your information will also appear on the Behavior Technician Registry at [bacb.com](http://bacb.com), which is typically updated weekly. If a consumer, employer, funder, or government official needs to verify your credential in an official capacity, please have them email the BACB at [verifications@bacb.com](mailto:verifications@bacb.com) with the request, including your full name and BACB registration number.

**Supervision.** You must practice under the close, ongoing supervision of at least one Board Certified Behavior Analyst® (BCBA®) or Board Certified Assistant Behavior Analyst® (BCaBA®). Your name will be removed from the registry during periods when you do not have a Responsible Certificant (i.e., BCBA or BCaBA) listed with the BACB.

**Rules.** Your use of the RBT credential is subject to your ongoing compliance with all BACB standards and policies. It is required that you review the information available at [bacb.com/ethics](http://bacb.com/ethics) for BACB rules about professional ethics. The documents found there provide the legal and ethical framework for your practice. Your RBT credential requires your ongoing compliance with the Terms of Use appearing at [bacb.com/terms-of-use](http://bacb.com/terms-of-use).

**Your BACB Account.** You may change your contact information, renew your credential, and pay fees online at [gateway.bacb.com/account](http://gateway.bacb.com/account).

**Reporting Critical Events to the BACB.**

You are also responsible for providing the BACB with timely notification of any changes in your contact information, Responsible Certificant, or any compliance issues involving the BACB's ethical standards (for example, if you are involved in a disciplinary action, legal suit, complaint or investigation).

**Renewal of your Credential.** The BACB has an annual renewal cycle for maintaining your credential. You will need to submit an annual renewal application prior to the end of each year of the cycle. You must complete the RBT Competency Assessment each year as part of your renewal. You are responsible for meeting your renewal responsibilities independent of our reminders (because your address may change, etc.). Assuming your registration remains active throughout the year, you will have sixty days prior to the annual renewal due date to submit your renewal application. Failure to renew by the deadline may result in your needing to reapply under the then-existing standards, including meeting all examination and assessment standards in place at that time.

**Remaining Up-to-Date.** You are responsible for periodically reviewing [bacb.com/rbt](http://bacb.com/rbt) to ensure that you have the most current information. You should go to [bacb.com](http://bacb.com) to find the most current information and downloads - the BACB posts new developments on the website before they are available through any other source. In the unlikely event that the information you need is not available on the website, staff are available via email at [info@bacb.com](mailto:info@bacb.com). The BACB publishes an electronic newsletter for BACB registrants and certificants that informs the field of the most recent developments at the BACB. Please add [info@bacb.com](mailto:info@bacb.com) and [mybacb@bacb.com](mailto:mybacb@bacb.com) to your contact list, address book, or list of safe senders to ensure that important messages from the BACB are not caught by your spam or junk email filters.

Once again, congratulations on your new credential and welcome to the profession  
Behavior Analyst Certification Board  
8051 Shaffer Parkway  
Littleton, CO 80127 USA  
[1-720-438-4321](tel:1-720-438-4321)