MICHIGAN BEHAVIOR ANALYST LICENSING GUIDE

LICENSURE REQUIREMENTS CHECKLIST

(Listed below are the minimum requirements needed to obtain a behavioral analyst license.)

APPLICATION AND FEES

☐ Online Application for a Behavioral Analyst License - Complete all fields, answer all questions and upload any supporting documentation. Online application can be completed by visiting **www.michigan.gov/miplus.**

☐ Application Fee + 4 year license fee: (Must be paid by Visa, Mastercard, or Discover credit or debit card)
Behavior Analyst $443.70
Behavior Analyst Relicensure $463.70

THE FOLLOWING REQUIREMENTS APPLY TO ALL APPLICANTS

☐ Criminal Background Check – Once the online application is completed and submitted you will be emailed an Application Confirmation letter containing instructions to complete the Criminal Background Check (except those applicants seeking relicensure, if the license expired within the last three years).

☐ Good Moral Character Questions – Documentation and explanation will be required if you answer "yes" to either question to show at the current time you have the ability to, and are likely to, serve the public in a fair, honest and open manner, that you are rehabilitated, or that the substance of the former offense is not reasonably related to the occupation or profession for which you are seeking a license.

☐ Sex Offender Question – Applicant will be asked if he/she has ever been convicted of a listed offense as that term is defined in Section 2 of the Sex Offenders Registration Act, 1994 PA 295, MCL 28.722.

☐ Human Trafficking – Beginning January 7, 2024, completion of training to identify victims of human trafficking is required for initial licensure that meets the standards of Administrative Rule 338.1821. This is a one-time training.

☐ Social Security Number (SSN) – An individual applying for licensure is required to provide his or her social security number at the time of application. If exempt under law from obtaining a SSN or do not have a SSN, the SSN affidavit form will be required to be uploaded at the time the application is submitted.

☐ Verification/certification of Licensure – If you hold a current license or ever held a license as a behavioral analyst, verification of licensure will be required to be submitted directly to this office by the licensing agency of any state of the United States in which you hold or ever held a license. Verification can be emailed to bpldata@michigan.gov or mailed to Bureau of Professional Licensing, PO Box 30670, Lansing, MI 48909.

☐ Applicants seeking licensure must demonstrate a working knowledge of the English language pursuant to R 338.7002b of the Public Health Code - General Rules.

☐ Verification of current certification in good standing with the Behavior Analyst Certification Board (BACB) must be submitted directly to this office by the BACB by email to bpldata@michigan.gov or mail to Bureau of Professional Licensing, PO Box 30670, Lansing, MI 48909.

REQUIREMENTS FOR THOSE APPLYING FOR RELICENSURE

☐ Online application can be completed by visiting www.michigan.gov/miplus, select **MiPLUS Login**, select "**Modification**" next to your license number and this will start the relicensure application process.

Applicants for relicensure whose license has lapsed for less than 3 years or more than 3 years at the time of application must complete the above as detailed under "The following requirements apply to all applicants". As part of relicensure, fingerprints are only required again for licenses that have lapsed for more than 3 years.

RENEWAL REQUIREMENTS CHECKLIST

☐ Online Application for Behavior Analyst Renewal – Can be completed by visiting **www.michigan.gov/miplus.**

☐ Renewal Application Fee: $367.20 (Must be paid by Visa, Mastercard, or Discover credit or debit card)

☐ Renewal Cycle: 4 years

☐ Good Moral Character Questions - Documentation and explanation will be required if you answer "yes" to either question to show at the current time you have the ability to, and are likely to, serve the public in a fair, honest and open manner, that you are rehabilitated, or that the substance of the former offense is not reasonably related to the occupation or profession for which you are seeking license renewal.

☐ Disciplinary Question - Documentation will be required if you answer "yes" to having sanctions imposed against you by a similar licensure, registration, certification, or disciplinary board of another state or country you have not previously reported to the department.

☐ Sex Offender Question – Licensee will be asked if he/she has ever been convicted of a listed offense as that term is defined in Section 2 of the Sex Offenders Registration Act, 1994 PA 295, MCL 28.722.

☐ Accept Renewal Attestation - By accepting the renewal attestation you as the licensee are certifying that during the licensing period immediately preceding the application for renewal, you are current on your certification by the Behavior Analyst Certification Board or other certification board as a board certified behavior analyst. In addition, you as the licensee are certifying that you have met the human trafficking requirement.

☐ Human Trafficking –

☐ Beginning in 2023, and all renewals thereafter, licensees seeking renewal must have completed training in identifying victims of human trafficking that meets the standards in Administrative Rule 338.1821 prior to renewing their license. The training must only be completed one time.

HELPFUL RESOURCES AND FORMS

☐ By visiting www.michigan.gov/healthlicense and clicking on the behavior analysts link you can access the following helpful resources and forms:

Resources:

☐ Public Health Code

☐ Administrative Rules for Behavior Analysts