LARA
LICENSING AND REGULATORY AFFAIRS

BUREAU OF PROFESSIONAL LICENSING

MICHIGAN ASSISTANT BEHAVIOR ANALYST LICENSING GUIDE

OVERVIEW:

The assistant behavior analyst license type allows a licensee to engage in the unrestricted practice of applied behavior analysis under the supervision of a Michigan licensed behavior analyst.

NOTE: The content contained below is a general overview of licensing requirements. Links to access the Occupational Code and Administrative Rules for this profession can be found at the end of this guide.

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LICENSURE REQUIREMENTS CHECKLIST

APPLICATION AND FEES

- ☐ Online Application for an Assistant Behavior Analyst License - Complete all fields, answer all questions, and upload any supporting documentation.
- ☐ Online applications can be completed by visiting **www.michigan.gov/miplus**
- ☐ Application Fee + 4 year license fee: (Must be paid by Visa, Mastercard, American Express, or Discover credit or debit card)

  Assistant Behavior Analyst: $452.40

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, for a license that 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 – Has not been convicted of a listed offense under Section 2 of the Sex Offenders Registration Act, 1994 PA 295, MCL 28.722.

- ☐ Human Trafficking Training – Completion of a training to identify victims of human trafficking is required for an individual seeking licensure or registration that meets the standards of Administrative Rule 338.1821.

- ☐ Implicit Bias Training – Completion of 2 hours of implicit bias training within the 5 years immediately preceding issuance of the license or registration is required.

- ☐ 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 an SSN or you do not have an SSN, the SSN affidavit form will be required to be uploaded at the time the application is submitted.

- ☐ Verification of Licensure - Verification of licensure must be submitted directly to our office by the licensing agency of any state of the United States or country in which you hold or ever held a license. The verification must show that disciplinary proceedings are not pending against the applicant and sanctions are not in force at the time of application. Verification can be emailed to bpldata@michigan.gov or mailed to the Bureau of Professional Licensing, PO Box 30670, Lansing, MI 48909.

- ☐ English Language Proficiency – An individual applying for licensure must demonstrate a working knowledge of the English language. This can be established if either the applicant's required health professional educational program was taught in English, a transcript establishes the applicant earned not less than 60 college level credits from an English-speaking graduate or undergraduate school, the applicant's credentials and English proficiency have been evaluated and determined to be equivalent to the credentials required In this state by a board-approved credentialing agency or that the applicant obtained a passing score on an approved English proficiency exam as established by the department under R 338.7002b(2) of the Public Health Code – General Rules.

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

- ☐ Verification of Supervision for Assistant Behavior Analyst form – The supervising Michigan licensed behavior analyst in this state who is currently certified and in good standing with the BACB and certifying that the supervision complies with current BACB supervision requirements must complete this form. The form will need to be directly uploaded to the license application, emailed to bpldata@michigan.gov, or mailed to the Bureau of Professional Licensing, PO Box 30670, Lansing, MI 48909.

ADDITIONAL REQUIREMENTS FOR LICENSURE BY ENDORSEMENT FOR THOSE LICENSED IN ANOTHER STATE OR PROVINCE OF CANADA
(These are in addition to the requirements stated above that apply to All applicants)

- ☐ Must hold a current behavior analyst license in another state or in a province of Canada. Verification includes, but is not limited to, showing proof that the applicant's license is in good standing and, if applicable, record of any disciplinary action taken or pending against the applicant. Verification can be emailed to bpldata@michigan.gov or mailed to the Bureau of Professional Licensing at PO Box 30670, Lansing, MI 48909.

ADDITIONAL REQUIREMENTS FOR THOSE APPLYING FOR RELICENSURE
(These are in addition to the requirements stated above that apply to All applicants)

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- Online application can be completed by visiting www.michigan.gov/miplus and selecting MiPLUS Login. Once logged in, click on the **"Licenses"** tab, select "**Modification**" next to your license number and this will start the relicensure process.

- Assistant Behavior Analyst Relicensure Application and Fee: $472.40 (Must be paid by Visa, Mastercard, American Express or Discover credit or debit card)

RENEWAL REQUIREMENTS CHECKLIST

- Online Application for Assistant Behavior Analyst Renewal – Must be completed by visiting **www.michigan.gov/miplus** no sooner than 90 days prior to the expiration date of current license.

- Assistant Behavior Analyst Renewal Application Fee: $374.40 (Must be paid by Visa, Mastercard, American Express 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 – Has not been convicted of a listed offense under Section 2 of the Sex Offenders Registration Act, 1994 PA 295, MCL 28.722.

- Human Trafficking Training – Licensees seeking renewal must certify on their renewal application that prior to renewing their license they have completed a one-time training in identifying victims of human trafficking that meets the standards in Administrative Rule 338.1821.

- Implicit Bias Training – Licensees and registrants are required to complete 1 hour of implicit bias training for each year of their license or registration cycle. Please note, this is not a one-time training and must be completed for each renewal cycle prior to the renewal being completed.

- Proof of current certification in good standing with the BACB must be submitted directly from the BACB to this office by email to bpldata@michigan.gov or by mail to the Bureau of Professional Licensing, PO Box 30670, Lansing, MI 48909.

- Verification of Supervision for Assistant Behavior Analyst form – Form must be completed by the supervising Michigan licensed behavior analyst in this state who is currently certified and in good standing with the BACB and certifying that the supervision complies with current BACB supervision requirements. Form will need to be uploaded to the assistant behavior analyst renewal application.

- Accept Renewal Attestation - By accepting the renewal attestation you as the licensee are certifying that you have met the requirements and all information provided on your renewal application is true and correct.

HELPFUL RESOURCES AND FORMS

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

  Resources:

  - Public Health Code
  - Administrative Rules for Behavior Analysts

  Forms:

  - Verification of Supervision for Assistant Behavior Analyst

FREQUENTLY ASKED QUESTIONS

1. Where can I send the Verification of Supervision for Assistant Behavior Analyst form to?

The Verification of Supervision for Assistant Behavior Analyst form can be emailed directly to bpldata@michigan.gov OR mailed to Bureau of Professional Licensing, PO Box 30670, Lansing, MI 48909. This form is required to be submitted directly to our office by the supervisor. The supervisor signing this form must be a Michigan license behavior analyst.

2. Where do I send my proof of current certification in good standing from the Behavior Analyst Certification Board (BACB)?

The current certification must be submitted directly from the Behavior Analyst Certification Board (BACB) (BACB) to this office by email at bpldata@michigan.gov OR by mail to the Bureau of Professional Licensing, PO Box 30670, Lansing, MI 48909.

3. My license was lost/stolen/destroyed, how do I get a new one?

You may request a duplicate license online at www.michigan.gov/MiPlus. In order to request a hard copy of your license you will need to log in to your MiPlus account and pay a $10.00 fee.

4. How do I get a verification of my license sent to another state?

Certified license verification requests must be obtained from the Michigan Board of Behavior Analysts. You must submit your request via the MiPLUS system. There is a $15.00 fee for certification processing for each address you list. Please note, if you submit both a USPS mailing address and an email address for the same recipient, you will be charged $30.00 since you have requested your certification to go to two different addresses. Normal processing time for verifications being sent by email is the same day, verifications being mailed are sent the next business day.

5. How do I file a complaint against a health professional?

Information on how to File a Complaint with the Bureau of Professional Licensing can be found on the Bureau of Professional Licensing's website at www.michigan.gov/bpl.